



# CENTRAL SOUTHLAND COLLEGE BOARD OF TRUSTEES

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## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD IN THE CENTRAL SOUTHLAND COLLEGE MEETING ROOM TUESDAY 10<sup>th</sup> APRIL 2018 6.00 PM

### 1. WELCOME & MEETING PROTOCOL

**1.1 Present** Steve Dobson (Chair), Jo Macgregor, Frank van Miltenburg, Stew Bryan (Parent Reps), Grant Dick (Principal), Jenesis Petallana (Student Rep), Malcolm Jones (Staff Rep)

**In Attendance** Pat Dodd (Secretary)

**1.2 Apologies** Karen Blomfield (Parent Rep)

Moved that apologies be accepted.

**Moved: F van Miltenburg**

**Seconded: S Bryan**

**CARRIED**

### 1.3 HOD English Dept – Kirsten Kean (6.30 pm)

The Board members discussed the English Dept Report for 2017 that was previously tabled and taken as read.

Steve Dobson welcomed Kirsten Kean to the meeting. Kirsten gave a run-down on how she sees the department running. Three new staff including Kirsten – also Genevieve Grava and Soley Finnbogadottir. She is very happy with the way things are tracking at present.

- Year 11 and 12 Personal Response standard is causing issues.
- BYOD – seems to be going okay. Most students have devices.
- All assessments are now online for students.
- 102 and 202 classes in 2017 – unprepared for 302 level of course. Writing portfolio is particularly difficult for them because they have no previous exposure to it.
- Year 12 – trying to get Scholarship exposure for these students. Gives them a better chance to sit scholarship in Year 13.

Steve thanked Kirsten for attending the meeting and answering questions from the Board members. Kirsten left the meeting at 6.35 p.m.

### 2. STRATEGIC DISCUSSION

#### 2.2 General Business

2.2.1 Teacher Appraisals – report previously tabled and taken as read. Grant and Cameron have attempted to get all initial meetings completed in Term 1. Still have two to do this week. The Education Council have made standards changes, from 10 to 6. Teachers need to collect evidence in relation to the standards.

2.2.2 Management Procedure Folder – staff handbook/procedures. This needs to be looked at next term, possibly by the new DP. We need to update staff on where they can find this document online.

2.2.3 ERO Visit preparation – nothing further to report on this.

2.2.4 Enrolment Zone – meeting held today with Mary Geary and Nikki Hosking from MoE, Steve Dobson and Frank van Miltenburg (following our letter sent to the Ministry after our previous

Board meeting). The Ministry are holding their stance that CSC will be above capacity if every student who currently lives in our TEZ but who attend other schools decide to attend CSC. Mary and Nikki would not engage in any discussion about Dipton and Otautau. They told the meeting quite clearly that if CSC Board did not cooperate with the Ministry, the Ministry would take over the process completely including community consultation.

We need to let our communities know as soon as possible what is happening around the Enrolment Scheme. They need be informed so they can look at their options in the future.

Options:

- We consult with our communities, let Dipton and Otautau know that we want them to be part of our Enrolment zone.
- Meet with Ministry again and work with them on the understanding that the Ministry will take their map out to the communities.
- A “hands-off” approach, leaving the Ministry to take over the process.

General consensus is that we hold an information meeting at CSC to inform the community about the Enrolment zone and let them know where the Board are at present in the process. The Board anticipate that a further two meetings may be held at Dipton and Otautau. The Board would like to hold the first meeting in Week 3 of Term 2.

- 2.2.5 Bus TEZ Ohai – Waiau would like 9 students from Ohai to enroll at Waiau College and have an amicable agreement with CSC to move these students. In return they will allow Scotts Gap students to attend CSC with a memorandum of understanding around this arrangement. Waiau are within their rights to stop the CSC bus going into Ohai to pick up those students.

### 3. MONITORING

**3.1 Action List** Action list from previous meeting held 20<sup>th</sup> March 2018 as previously tabled discussed. All items on list actioned.

- Letter sent to Simon Cruickshank regarding repairs to Gym stating that the Board believe that the Ministry should pay for these as it was their error in reading the report.
- Chris Menzies, lawyer has been engaged by Grant Dick to sort swimming pool issues.

**3.2 Financial Report** Minutes of Finance Committee meeting - none

**3.3 Principal Report** Principal’s report previously circulated and taken as read, spoken to by Principal.

**Moved that Principal’s Report for April 2018 be accepted.**

**Moved: Grant Dick**

**Seconded: S Dobson**

**CARRIED**

**3.4 Student Rep Report** Jenesis Petallana advised that the School Ball was a great success. Held at Winton Memorial Hall this year with good attendance.

**3.5 Staff Report** Email from Aran Jagoutz regarding a course on EOTC trips. Suggestion that a Board member attend this two day course in week one of Term 2 to learn more about requirements. Being held on 2<sup>nd</sup> May and 17<sup>th</sup> May at the Cellar Door in Alexandra.

Problems with access to Wifi from T Block. Cameron Davis has contacted Focus and N4L about this.

**3.6 Alt Ed Report** None

**3.7 Health & Safety** Gym has been strapped with timber and construction ply by McHugh Builders.

Gym should be able to be occupied from tomorrow, Wednesday 11<sup>th</sup> April. Steel brace will be fitted in near future. Minimal loss of floor space.

### 3.8 Property

Gym – new plan presented to the meeting. Cost of this plan still to be advised.

School Flats have been sold for \$220,000. Malcolm Jones to contact Gavin McKenzie to find out what next step is.

5YP – waiting to find out cost of Gym to CSC before 5YP can be finalised.

Driveway project – amended report and map tabled and taken as read. Board members happy with the report.

### 3.9 Policy Reviews

Communication & Consultation Policy – to be reviewed. Suggestions:

- School App needs to be added in to policy.

Discussion held regarding communication with parents and how well school does this.

**Moved that the Communication & Policy be adopted subject to the School App being included.**

**Moved: S Dobson**

**Seconded: G Dick**

**CARRIED**

### 3.10 School Trips

Nil

**Moved all reports are adopted.**

**Moved: S Dobson**

**Seconded: F van Miltenburg**

**CARRIED**

## 4. MEETING ADMINISTRATION

### 4.1 Confirmation of Previous Minutes

Minutes of previous Board meeting held 20<sup>th</sup> March 2018 which were previously circulated, be signed as a true and accurate record.

**Moved: G Dick**

**Seconded: M Jones**

**CARRIED**

### 4.2 Matters Arising

No matters arising from previous minutes.

### 4.3 Correspondence

None

## IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 9.01 p.m.

Moved that the public be excluded from the following part of the proceedings of this meeting.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1983, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: Student & Staff Personnel matters were discussed.

*Steve Dobson moved that the meeting come out of Committee at 9.12 p.m.*

**NZSTA Conference 2018** – being held in Rotorua this year. Malcolm Jones suggested that it is a great opportunity for the Board members to do some professional development.

**Cameron Davis** – Steve Dobson thanked Cameron for the professionalism and high standards that he brought to the DP position and to the Board of Trustees. Grant Dick also thanked Cameron for attending the Board meetings and for the support he has given to Grant during his tenure.

**7. MEETING CLOSURE**

**Date of Next Meeting** 22<sup>nd</sup> May 2018

**Meeting Closed** Meeting closed at 9.17 p.m.

Signed as a true and correct record

..... **Chairperson**

**Date:** .....