



CENTRAL SOUTHLAND COLLEGE BOARD OF TRUSTEES

174 MacKenzie Street, Winton
Phone 03 236 7646

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD IN THE CENTRAL SOUTHLAND COLLEGE MEETING ROOM
TUESDAY 12th FEBRUARY 2019 6.00 PM**

1. WELCOME & MEETING PROTOCOL

- 1.1 Present** Steve Dobson (Chair), Stew Bryan, Karen Blomfield, Frank van Miltenburg (Parent Reps), Thomas Menlove (Student Rep), Malcolm Jones (Staff Rep), Grant Dick (Principal), Brendon Wallace (DP)

In Attendance Pat Dodd (Secretary)

- 1.2 Apologies** Jo Macgregor

Moved that apologies be accepted.

Moved: S Dobson

Seconded: S Bryan

CARRIED

2. STRATEGIC DISCUSSION

General Business

2.2.1 Chairperson/BOT Secretary Election

Moved that Pat Dodd be re-elected as Board Secretary.

Moved: S Dobson

Seconded: S Bryan

CARRIED

Moved that Jay Shaw be elected as Returning Officer for the Board of Trustees Election 2019

Moved: G Dick

Seconded: M Jones

CARRIED

2.2.2 2018 Operations Review, 2019 Annual Plan & Analysis of Variance

Grant Dick spoke to this. He is currently working on this document which needs to be submitted to the Ministry of Education at the end of February 2019.

2.2.3 ERO Visit 2019

Been notified that this will take place from 1st to 3rd April 2019. Grant Dick has requested that this date be changed as he is on an international marketing trip. Has still not heard back from ERO.

Currently preparing documentation that ERO require to be made available to them.

The Board of Trustees will meet to discuss the ERO visit on 12th March 2019 at 6.00 p.m.

3. MONITORING

3.1 Action List

Action list from previous meeting held 27th November 2018 as previously tabled discussed.

Heidi Pilgrim, MOE – students who live more than 4km from their local school are entitled to transport irrespective of which school they travel to. Grant Dick will ask Heidi to confirm this in writing as board members believe there are some contradictions with what other schools are doing.

Gavin McKenzie, MOE – re demolishing of Wakatipu Gym, is it possible to get this gym moved to CSC? Grant Dick to email Gavin McKenzie.

- 3.2 Financial Report** Financial Statement from Campbell Waugh (Accountant) previously tabled.
• Currently looking at debtors outstanding for 2018 school year and discussing systems for recovery.

Brendon Wallace left meeting 6.48pm to meet with a parent.

- 3.3 Principal Report** Previously circulated and taken as read. Grant Dick spoke to the report.
- NCEA 2018 Results
 - Banking Staffing error by MOE Resourcing – failed to take a teacher out of Teacher Salaries when that teacher is being paid out of the school’s Bulk Grant. Currently working with MOE to get this corrected.
 - 2019 Annual Plan/Analysis of Variance
 - Teacher Registration Attestation – all teachers at CSC registered apart from two new teachers awaiting processing of their applications.

Moved: G Dick Seconded: F van Miltenburg CARRIED

- 3.4 Student Rep** Report tabled by Thomas Menlove and taken as read spoken to. Thomas enjoyed the recent Peer Support camp but said the Omaui venue wasn’t great. This camp will be at Camp Columba next year. Student Council - being coordinated by Thomas and Sue Ballantyne.

- 3.5 Staff Report** Report tabled by Malcolm Jones and spoken to.
- Kit Pryde re marketing CSC at Southern Fielddays. Board discussed but felt given enforcement of Enrolment zone, marketing is not necessary.
 - Aran Jagoutz – report to the Board tabled and taken as read. This was discussed by the Board at length. A letter of reply to be sent to Aran Jagoutz.

- 3.6 Alt Ed Report** Nil

- 3.7 Health & Safety** First Aid course held for teachers and support staff. All attending passed.

- 3.8 Property** Pre-fab Classrooms from Wakatipu. Approx. \$140,000 to move pre-fab and finish. New classrooms – indicated price of approx. \$400,000. Discussed at length. Grant Dick to contact Gavin McKenzie, MOE to discuss, along with status of the 10YPP. Email from Mary Lindsay – in reply to Grant Dick contacting Mary Lindsay to help with the Board funding application for gymnasium modifications.

- 3.9 Policy Reviews** International Student Policies – tabled to be approved.
Building & Grounds Policy – tabled to be reviewed. No changes required.
Student Discipline Policy – to be approved.

Moved that the Student Discipline Policy, Building & Grounds Policy and International Students Policies as tabled and discussed be approved.

Moved: S Dobson Seconded: K Blomfield CARRIED

Moved all reports are adopted.

Moved: S Dobson Seconded: G Dick CARRIED

3.10 Overnight Trips

- Year 9 Camps 2019 Omaui and Taringatura – confirm and ratify verbal approval
- 301 PE Mataura Valley Tramp 11-12 March 2019, TIC T Meechang, 2 x teachers, 20 x students, 1 x parent
- Spirit Trophy Voyage 25-30 August 2019, TIC A Harrison, 10 x students
- 1st XV Rugby Australia Tour 21-30 April 2019, TIC M Tree, 2 x staff, 2 x other adults, 26 x students. [Andrea Beggs travelling in place of Grant Dick]
- NZSS Volleyball National Tournament 24-30 March 2019 Palmerston North, TIC A Johnstone, 10 x students
- Mainlands Volleyball Tournament 28 Feb-3 March 2019, TIC A Johnstone, Chch, 23 x students, 1 x student assistant, 1 x parent
- Paddles Up Mavora Lakes, 8-10 March 2019, TIC K Brinkworth, 10 x students
- Quad Exchange Cromwell 19-20 March 2019, TIC S Ballantyne, 6 x staff, 50 students
- South Island Touch Tournament 22-24 March 2019, Chch, TIC S Faithfull, 1 x staff, 1 x parent, 16 x students approx.

Moved that all overnight trips as tabled above and discussed be approved.

Moved: S Dobson

Seconded: S Bryan

CARRIED

4. MEETING ADMINISTRATION

4.1 Confirmation of Previous Minutes

Minutes of previous Board meeting held 27th November 2018 which were previously circulated, be signed as a true and accurate record.

Moved that the Minutes of the Board meeting held on 27th November 2018, previously tabled be approved.

Moved: G Dick

Seconded: K Blomfield

CARRIED

4.2 Matters Arising

Nil

4.3 Correspondence

BYOD – discussion held as to who is responsible for damage to students' devices by other students.

Lions Club Winton – offer of leadership course funded 50% discussed. Thomas Menlove, BOT Rep to attend. One other student may also attend if required.

Moved that all Correspondence as tabled be accepted and approved.

Moved: Steve Dobson

Seconded: M Jones

CARRIED

IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 8.19 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 9.09 p.m.

7. MEETING CLOSURE

Date of Next Meeting 26th March 2019

Meeting Closed Meeting closed at 9.14 p.m.

Signed as a true and correct record

..... **Chairperson**

Date: