

# 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 14th August 2018 6.00 PM

## 1. WELCOME & MEETING PROTOCOL

1.1 Present

Steve Dobson (Chair), Stew Bryan, Jo Macgregor, Frank van Miltenburg, Karen Blomfield (Parent Reps), Jenesis Petallana (Student Rep), Malcolm Jones (Staff Rep), Grant Dick (Principal), Brendon Wallace (Deputy Principal)

In Attendance Pat Dodd (Secretary)

**1.2 Apologies** Nil

### 2. General Business

- a) <u>Mid-Year Operational Plan Review</u> tabled and taken as read. Grant Dick advised that the Plan has been reviewed. Student locker have been installed and will be allocated soon. Students will need to supply own padlocks and clear lockers at the end of each term.
- b) <u>Strategic Plan 2019-2021</u> tabled and taken as read. The LAC committee have discussed this but more consultation to take place. Discussion held. Details of process will be brought to next Board meeting for further discussion.
- c) <u>Gift & Talented</u> tabled and taken as read. Current teacher in charge is Chris Knapp. Opportunities are provided regularly in school but there is no designated Gifted and Talented programme running. Grant is currently reviewing the situation.
- d) Student Representative Election due to be held in September.

Moved that Pat Dodd be elected as returning officer for the 2018 Board of Trustees Student Rep. election.

Moved: S Dobson Seconded: J Macgregor CARRIED

- e) <u>Management Procedures Review</u> tabled and taken as read. This is an ongoing 'live' document and is available to all staff. Currently being reviewed by Principal and Deputy Principal.
- f) IT Report tabled and taken as read. Discussion held. A few parents have expressed concern at amount of screen time students have during school hours from a health point of view. Grant explained to the Board that some departments have some chromebooks on hand to lend in class to students if they forget their device or do not have one. There are also some in the library for students to borrow. The school have some available through the Guidance Counsellor, Jenni Wood for genuine hardship cases.
- g) Annual Building Certificate of Fitness this has now been completed.
- h) <u>International Student Achievement Report</u> tabled and taken as read. The Board members discussed the report. Grant Dick advised that the fee paying students are here usually for improvement of their English skills as well as making the most of the opportunities CSC offers.

### 3. MONITORING

- **3.1 Action List** Action list from previous meeting held 26<sup>th</sup> June 2018 previously tabled and discussed.
  - Community Trust of Southland funding they do not give funding to schools.
  - Southland District Council Brendon Wallace advised that an application can be made to the Ward Fund up to \$50,000. Also a nationwide fund that CSC can apply to for funds.
  - Lotteries Commission Jo Macgregor made enquiries with the Lotteries advisor in Invercargill. He was very positive about the possibility of any application for the Gym:
    - applications due end of August for next round.
    - next round in January 2019.
    - need to provide proof of community use of gym, not school related e.g. Civil Defence; General Election venue.
    - school need to be able to fund one third of total cost of project.
    - a feasibility study needs to be submitted (can be from Quantity Surveyor).
    - at least three quotes needed.
    - do we need to look at putting down artificial turf on tennis courts at same time?
    - the Lotteries representative is happy to come to CSC to look at the Gym.

# 3.2 Financial Report

Minutes of Finance Committee meeting held 8th August 2018 previously tabled and taken as read.

- Department budgets tracking well.
- Relief and PLD budgets both over.
- Relief need to look at tightening up on number of staff going on EOTC.
- **3.3 Principal Report** previously circulated and taken as read.
  - Enrolment Scheme Grant Dick spoke to Board about this. Not yet in place for 2019 enrolments.

Moved that the Principal's Report for August 2018 be accepted and approved.

Moved: G Dick Seconded: S Bryan

- **3.4 Student Rep Report** none
- 3.5 Staff Report none.
- **3.6 Alt Ed Report** report for July 2018 previously tabled and taken as read.
- **3.7 Health & Safety** asbestos report previously tabled and circulated discussed. Recorded in Hazard Register for information of any tradesmen/contractors coming onsite.
- **3.8 Property** No Property Committee meeting minutes available.
  - The Property Committee now have an active Google document with links to different issues that are being dealt with by the committee.

Moved all reports are adopted.

Moved: S Bryan Seconded: F van Miltenburg CARRIED

# 3.9 Policy Reviews

Delegation Policy and Sexual Harassment Policy – previously circulated and taken as read.
 Moved the Delegation Policy and Sexual Harassment Policy be ratified and adopted.
 Moved: G Dick Seconded: F van Miltenburg CARRIED

• International Students Policy – moved to September 2018 meeting.

## **3.10 School Trips** – previously tabled.

- Boys Soccer team, Linwood Cup Tournament, Invercargill, 3-6 September 2018, TIC Nic Jegousse; 2 x parents; 15 x students
- U15 Boys Rugby team, Queenstown Tournament, 3-5 September 2018, TIC Mark Tree; 3 x adults, 23 x students
- Boys 1<sup>st</sup> XI Hockey Tournament, Greymouth, 2-8 September 2018; TIC Lynley Woodd; 3 x staff; 14 x students
- 301PE Rock Climbing Camp, Dunedin, 19-21 September 2018; TIC Tony Meechang; 4 x staff and 1 instructor; 25 x students
- Trapshooting NZSS Nationals, Christchurch, 28 Sep 2 October 2018; TIC Sam Dickie; 6 x students with parents
- A Netball Tournament, Dunedin, 2-6 September 2018; TIC Andrea Beggs; 14 x students; 2 x Coaches
- Duke of Edinburgh Kepler Track camp September 2018 approved in principle subject to completion of documentation.

Moved that the CSC trips as outlined above be approved.

Moved: S Dobson Seconded: M Jones CARRIED

## 4. MEETING ADMINISTRATION

4.1 Confirmation of Previous Minutes

Minutes of previous Board meeting held 25th June 2018 previously circulated

Moved that the Minutes of the Board meeting held on 25th June 2018 be

confirmed and approved.

Moved: F van Miltenburg Seconded: B Wallace CARRIED

4.2 Matters Arising

None.

4.3 Correspondence

List of Inward and Outward Correspondence previously tabled and taken as read.

<u>Jamie Campbell</u> – request for unpaid leave for 2019 school year. Moved to discuss in committee.

<u>Kirsty Macfie</u> – request for leave 1<sup>st</sup> to 5<sup>th</sup> July 2019 for family holiday in France. Moved that Leave Without Pay be approved for 1<sup>st</sup> to 5<sup>th</sup> July 20219 inclusive. **Moved: F van Miltenburg Seconded: B Wallace CARRIED** 

Moved Inward and Outward Correspondence be approved.

Moved: S Dobson Seconded: B Wallace CARRIED

### IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 8.43 pm

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 9.29 pm

CSC BOT Minutes 14/08/2018

# Date of Next Meeting 7th September 2018 Meeting Closed Meeting closed at 9.29 pm Signed as a true and correct record Chairperson

Date: .....

7. MEETING CLOSURE