CENTRAL SOUTHLAND COLLEGE BOARD OF TRUSTEES



PO Box 94, Grange Street, Winton Phone 03 236 7646

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD IN THE CENTRAL SOUTHLAND COLLEGE MEETING ROOM TUESDAY 20th FEBRUARY 2018 6.00 PM

1. WELCOME & MEETING PROTOCOL

1.1 Present Steve Dobson (Chair), Frank Van Miltenburg, Jo Macgregor, Karen Blomfield

(Parent Reps), Grant Dick (Principal), Jenesis Petallana (Student Rep)

In Attendance Pat Dodd (Secretary)

1.2 Apologies Stew Bryan (Parent Rep)

Moved: J Macgregor Seconded: F van Miltenburg CARRIED

2. STRATEGIC DISCUSSION

2.2 General Business

2.2.1 Call for nominations for Chairperson

Nominated: Steve Dobson by Malcolm Jones Seconded: F van Miltenburg CARRIED

Call for nominations for Secretary

Nominated: Pat Dodd by Steve Dobson Seconded: K Blomfield CARRIED

- 2.2.2 Operational Plan and Analysis of Variance finished processing. Just checking layout and final touches. Needs to be with MOE early March. Grant and Cameron spoke to the report which was displayed to the Board and explained any changes made.
- 2.2.3 2018 Budget retrospective approval by email given by Board members. Moved that the Board of Trustees adopt the 2018 Budget as previously tabled.

Moved: S Dobson Seconded: K Blomfield CARRIED

- 2.2.4 CSC Enrolment Scheme the Ministry of Education has instructed CSC to implement an Enrolment Scheme due to the school being at 100% capacity. The board members discussed this matter at length.
 - The Ministry will not provide further classrooms without an enrolment scheme being in place. Ministry have said it will need to be in place by August 2018.
 - Will need to run consultation meeting with the community to inform them of the situation.
 - Domestic students will always take priority over fee paying students.
 - Grant proposed that a map be put together to take to community by way of a public meeting. Minutes from any public meetings must be send to MoE.
 - We need to fully support our families right to come to CSC.
 - Working party committee will be Steve Dobson, Grant Dick, Frank van Miltenburg, Jo Macgregor. First meeting Monday 26th February at 2.00 p.m. to draw up plan. Date and time to be confirmed.

3. MONITORING 3.1 Action List

Action list from previous meeting held 21st November 2017 as previously tabled discussed. All items on list actioned.

- Taieri College contacted regarding covered area.
- Discussion held with John Langeveld re delay in finishing 5YPP. Drawings for driveway changes to be provided before 5YPP put in place. Board discussed proposed changes. May need to revisit parking spaces, e.g. no parking outside office and gym area. Will meet with Opus to discuss.
- After 10YPP completed, tenders can be put out to change project managers if needed.
- Seatbelts Grant Dick informed staff that they must ensure seatbelts are worn in vehicles when taking students on trips.

3.2 Financial Report

No finance committee meeting held this year as yet. Financial documents to 31/12/2017 tabled and taken as read.

3.3 Principal Report

Principal's report previously circulated and taken as read, spoken to by Principal.

- Staffing for 2017 school year within boundaries.
- Managing National Assessment Report overview tabled and taken as read by the Board.
- Trips RAMS forms have been updated.
- Principal flagged that he will need to be away from school for medical reasons in near future for 3-4 months. If this happens during term one, Cameron Davis would be acting Principal, Peter Turnbull, acting DP and Annie Keown, acting AP. If this happens late term 1 and term 2 – Paul O'Connor will be Acting Principal.

Moved that Principal's Report for February 2018 be accepted. Seconded: M Jones Moved: Grant Dick

CARRIED

3.4 Student Rep Report

Nil

3.5 Staff Report

Nil

3.6 Alt Ed Report

Report for February 2018 previously tabled and approved.

3.7 Health & Safety

Defibrillator purchased to be kept in administration area of school. Staff training to be given. Need to get a cabinet for outside wall so that it is easily accessible to everyone, including the public. Malcolm will purchase cabinet.

3.8 Property

Property Meeting Minutes held on 15th February 2018 previously tabled.

Head Cleaner, Kerry Burrows resigned. Advertised for replacement. To discuss in committee.

Classroom – division of classroom (\$5) for breakout space. This has proved to be unsatisfactory. The doors dividing the classroom take up space and are bulky sliding doors, not foldback. Given the growth of our roll we are now facing shortage of classrooms. Grant meeting with MoE, Gavin McKenzie on Thursday and will discuss.

Student Lockers have been purchased from the old Wakatipu High School at end of last year for \$11,500 inc GST and are presently stored in the shed.

3.9 Policy Reviews

Student Uniform Policy and Student with Diverse Needs Policy to be ratified.

Moved that the Student Uniform Policy and Student with Diverse Needs Policy be adopted. CARRIED

Moved: S Dobson Seconded: J Macgregor

3.10 School Trips

Quad Exchange 13-14 March 2018 in Wanaka – TIC Sue Ballantyne plus 2 x staff members.

Approx. 50 students to be billeted.

- Paddles Up 9-11 March 2018 at Mayora TIC Keith Brinkworth plus 3 x staff TBC. Approx. 12 students.
- Mainlands Volleyball Tournament 22-25 February 2018 TIC Alyssa Johnstone, Kirsty Macfie. 20 x students.
- PE301 Risk Management Tramp to Mataura Valley 9-10 March 2018 TIC Tony Meechang

Moved that all trips as circulated be accepted and approved. Seconded: F van Miltenburg Moved: M Jones

CARRIED

Moved all reports are adopted.

Moved: F van Miltenburg Seconded: S Dobson CARRIED

4. MEETING ADMINISTRATION

4.1 Confirmation of Previous Minutes Minutes of previous Board meeting held 21st November 2017 which were previously circulated, be signed as a true and accurate record.

Moved: F van Miltenburg Seconded: J Macgregor CARRIED

4.2 Matters Arising

Nil

4.3 Correspondence

Previously circulated and taken as read.

- Sarah Faithfull Leave without Pay request for International HipHop Competition.
- Cameron Davis letter of resignation.
- Lisa Sullivan letter of resignation.
- Jolene Kynan-Wilde LWOP application for personal reasons.
- Jamie Campbell letter requestion LWP for Scholarship for Outward Bound.

Moved: S Dobson Seconded: F van Miltenburg CARRIED

Inward Correspondence be accepted and Outward approved.

Moved: \$ Dobson Seconded: F van Miltenburg CARRIED

IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 8.23 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 9.04 pm

7. MEETING CLOSURE

Date of Next Meeting	20 th March 2018
Meeting Closed	Meeting closed at 9.15 pm
Signed as a true and correct record Chairperson	
Date:	