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**MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD IN THE CENTRAL SOUTHLAND COLLEGE MEETING ROOM  
TUESDAY 20<sup>th</sup> MARCH 2018 6.00 PM**

**1. WELCOME & MEETING PROTOCOL**

**1.1 Present** Steve Dobson (Chair), Jo Macgregor, Karen Blomfield, (Parent Reps),  
Grant Dick (Principal), Jenesis Petallana (Student Rep), Malcolm Jones (Staff Rep)

**In Attendance** Pat Dodd (Secretary)

**1.2 Apologies** Frank van Miltenburg (lateness 6.10pm), Stew Bryan (lateness 6.08pm)

**1.3 HOD Maths Dept – Chris Jones (6.30 pm)**

- Board members accepted the Maths Dept report for 2017 as tabled and discussed prior to HOD's arrival.
- It was noted that Level 2 Maori students achieved very well in NCEA last year.
- Year 9 cohort did not do very well.
- Is there a time restraint issue for senior students doing internals. Chris said that they tried to make this not an issue but unfortunately sometimes this can't be done.
- Year 12 Maths and Year 3 Calculus courses are now down to two externals.
- Some students sitting end of year NCEA exams are not attempting both papers because they don't need the credits.
- Young Enterprise standards were more essay based than mathematics based so this was disappointing. Not doing these this year.
- Staffing is good this year and tracking well.
- Digital exams – was okay but students ran out of time because they could not see how far through the exam they were. Time management was a problem because of this.
- Wifi/network speed was an issue as well.
- Education Perfect programme – set work for students on this. NZ based, diagnostic testing, digital testing. Cost is approx. \$30 per student per annum. Good feedback from students using this, user friendly. Has feature that notifies parents if work not completed in time allocated.

Steve Dobson thanked Chris Jones for attending the meeting and for his presentation. Chris left meeting at 6.53 pm.

**2. STRATEGIC DISCUSSION**

**2.2 General Business**

- 2.2.1 2018 Operational Plan (2016-2019 Strategic Plan)  
Grant Dick spoke to this, explaining the content to the board members. There will be a review of how the school is tracking with the goals as specified during the year.
- 2.2.2 Update of Charter
- 2.2.3 Discuss Board meeting date – 10<sup>th</sup> April 2018. Board members happy to still have this meeting in view of the current workload.

**3. MONITORING**

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

- Defibrillator cabinet purchased to set up outside the office.

**3.2 Financial Report** Minutes of Finance Committee meeting held 14<sup>th</sup> March 2018 previously tabled and taken as read.

- Laptops for students – Jenni Wood coordinating this for students with hardship.

### 3.3 Principal Report

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

- ERO – copy of the last report given to HOD's to check off items actioned.
- Enrolment Scheme – sub-committee met and discussed. They drew up what CSC saw as our enrolment scheme. This included areas such as Ohai/Nightcaps as these parents have always sent their children to CSC. The Ministry have sent back a map drawn up by their network group that just follows the TEZ. This is frustrating as they have told us that we as a Board should "own" this process as long as we follow correct procedure. Grant sent a series of questions to Nikki Hosking, MoE Advisor. He read her reply to the meeting.

The Board feel that they have entered this process in good faith. The Board unanimously agreed that they will not take the map given by the MoE to the community for consultation as it is not the enrolment scheme area that the Board are happy with.

Steve Dobson read a letter that he has drawn up to reply to the Ministry on behalf of the Board. Discussion was held on how and when the Board is going to consult with the community.

Grant Dick to discuss with Nikki Hosking from MoE on Wednesday 21<sup>st</sup> March and then look at discussing with the Ministry Network Team or the Director, Julie Anderson.

- Gymnasium closure - Simon Cruickshank, MoE has instructed the school to close the gym until wall has been repaired. Barriers have been set up so that changing rooms and office can still be accessed. Grant Dick showed extension plans for the gym to establish tiered seating along south wall. This would cost the Board approx. \$130,000. We also have to pay 50% of our 5YP towards the strengthening costs. Board members asked if extra storage area could be built out from the wall being strengthened.

Letter has been sent to the Ministry pointing out that the Board do not think we should be liable for any cost towards repairs because the error was made by the Ministry, not the school.

- Driveway Update – updated plan presented to the Board meeting. Discussion held.
- Community Swimming Pool – lines have become blurred over swimming pool use. Need memorandum of understanding drawn up to tidy up where responsibilities lie between the pool committee and CSC. Grant has consulted with a lawyer about this.

**Moved that Principal's Report for March 2018 be accepted.**

**Moved: Grant Dick**

**Seconded: S Dobson**

**CARRIED**

### 3.4 Student Rep Report

Nil

### 3.5 Staff Report

"Arts in Motion" to replace Stage Challenge. Arts Murihiku and Darren Frazer are producing this. Meetings have been held with Southland schools to develop this. About 100 CSC students are involved at this stage.

CS Basketball League – this group use the CSC gym 2 nights per week for 5 months of the year. Given the issues with the gym, the committee think that it is timely to ask the Board if they could replace the scoring system. The committee would like to remove the score board box on the south wall and replace it with a score system that would be more portable, sitting courtside during games and stored away when not in use. They would also like to update the basketball back boards.

The Board discussed this and agreed that they have no objection to these changes, on the understanding that the CS Basketball League committee would pay for this.

### 3.6 Aft Ed Report

Report for March 2018 previously tabled and approved.

### 3.7 Health & Safety

Nil

**3.8 Property** Property Meeting Minutes held on 15<sup>th</sup> March 2018 previously tabled and taken as read.

**3.9 Policy Reviews** Travelling Team Funding Policy – ratified.

**Moved that the Travelling Team Funding Policy be adopted.**  
**Moved: S Dobson** **Seconded: G Dick** **CARRIED**

### 3.10 School Trips

Retrospective approval to be given

- Russell McVeagh Debating competition, Otago Uni Dunedin 17-18 March 2018, TIC K Kean, other staff – Genevieve Grava. 3 x students
- Duke of Edinburgh Wairaurahiri Tramp 26-28 March 2018, TIC A Jagoutz plus female staff member. Approx. 12 x students

Current trips

- PE201 Mountain Biking Camp, Alexandra 8-11 April 2018, TIC T Meechang plus 3 x teachers and 3 instructors. Approx. 50 x students.
- Mixed Touch Rugby, Christchurch 23-25 March 2018, TIC S Faithfull, Sue Ballantyne and Steve Dobson. 14 x students.
- Biology Portobello Trip to Dunedin 17-18 and 27-28 May 2018, TIC A Keown & A Harrison. Other staff involved K Macfie, C Knapp, K Brinkworth, J Cowie. Approx. 85 students.

**Moved that all trips as circulated be accepted and approved.**  
**Moved: S Dobson** **Seconded: M Jones** **CARRIED**

**Jane Cowie** – letter to request permission to investigate an overseas trip for History/Geography in 2019. Board give approval for Jane look into this further.

**Moved all reports are adopted.**  
**Moved: J Macgregor** **Seconded: S Bryan** **CARRIED**

## 4. MEETING ADMINISTRATION

**4.1 Confirmation of Previous Minutes** Minutes of previous Board meeting held 20<sup>th</sup> February 2018 which were previously circulated, be signed as a true and accurate record.  
**Moved: M Jones** **Seconded: M Jones** **CARRIED**

**4.2 Matters Arising** No matters arising from previous minutes.

**Correspondence** Previously circulated and taken as read.  
Inward  
Letter Jane Cowie - proposal for trip 2019 for History/Geography students  
Emma Bryan – leave application for 20-28 September 2018  
**Moved: S Dobson** **Seconded: F van Miltenburg** **CARRIED**

Moved that correspondence be accepted as previously circulated.  
**Moved: S Dobson** **Seconded: F van Miltenburg** **CARRIED**

## IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 8.38pm

Moved that the public be excluded from the following part of the proceedings of this meeting.  
CSC BOT Minutes 20/03/2018

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 8.58 pm

**7. MEETING CLOSURE**

**Date of Next Meeting**      10<sup>th</sup> April 2018

**Meeting Closed**              Meeting closed at 8.59 pm

Signed as a true and correct record

..... **Chairperson**

**Date:** .....