



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 21st MAY 2019 6.00 PM

1. WELCOME & MEETING PROTOCOL

1.1 Present Steve Dobson (Chair), Stew Bryan, Jo Macgregor, Frank van Miltenburg, Karen Blomfield (Parent Reps), Malcolm Jones (Staff Rep), Thomas Menlove (Student Rep), Grant Dick (Principal)

In Attendance Pat Dodd (Secretary)

1.2 Apologies Brendon Wallace (Deputy Principal)

Moved: S Dobson

Seconded: J Macgregor

CARRIED

1.3 HOD Science, Annie Keown – Department Report 2018. Steve Dobson welcomed Annie Keown to the meeting. Steve thanked Annie for her informative report.

- Discussion was held in relation the Laboratory Manager responsibility. This needs to be taken care of.
- Annie believes she is very fortunate to have such enthusiastic, experienced staff in the department.
- Several students have opportunity to attend extension courses.
- Health and Safety expectations are very clear to students and staff.
- Some excellent results in NZQA last year.
- Annie has picked up the Academic/Pastoral Deaning responsibility this year. She is also SENCO.

Steve Dobson thanked Annie for attending the meeting, thanking her for her outstanding contribution to her roles at CSC. Annie Keown left the meeting at 7.10pm.

2.2 STRATEGIC DISCUSSION

General Business

2.2.1 ERO Visit

- Grant Dick advised there will be three members of ERO attending. On the teachers' strike day, they will work offsite.
- ERO arrive 10.00 a.m. Monday, 27th May 2019. Welcome and presentation.
- Meeting with Board on Monday 27th May 2019 4.00 p.m.
- Thursday p.m. ERO will work on "emerging findings". Board members welcome to attend.
- Debrief every afternoon with SLT.
- Tuesday ERO will meet with teaching staff.
- National Evaluation Topic for our review is Science. Annie Keown, HOD has been advised.
- Health & Safety check.

2.2.2 Gym Upgrade update – refer email from Principal re insurance.

- Property meeting held today. Gavin McKenzie has confirmed that funding will be approx.
- \$200,000 towards seismic repair work. We have already received \$46,000.
- The Board agreed to commit to maintaining and insuring the additional area of the gym that is funded by the Board.

- Property committee have a targeted group to hold a monthly meeting just to discuss the Gym.
- Still waiting for 5YP to arrive from MOE.
- Discussion held regarding tennis/netball outside courts.

2.2.3 Annual 'Safe School' review – presented and spoken to by Grant Dick.
242 responses to this survey.

2.2.4 Teacher PLD Report – previously tabled and taken as read. Discussed.

2.2.6 Trustee Elections – nominations close this coming Friday, 24th May 2019 at midday.

3. MONITORING

3.1 Action List

Action list from previous meeting held 30th April 2019 as previously tabled discussed.

- Food & Nutrition Policy – discussed with Noela Irwin. Ready for approval.
- BOT Scholarship – form tabled and discussed. There is an interview question sheet available if required.

3.2 Financial Report

Minutes of Finance Meeting held 8th May 2019 tabled and taken as read.
Campbell Waugh, accountant attended this meeting.

Annual Accounts for 2018 still not back from auditor. The financial position of CSC is quite strong.

Moved that the Asset Sundry budget be increased from \$10,000 to \$40,000.

Moved: G Dick Seconded: M Jones CARRIED

3.3 Principal Report

Previously circulated and taken as read. Spoken to by Grant Dick, Principal.

Moved: G Dick Seconded: F Van Miltenburg CARRIED

3.4 Student Rep

Thomas Menlove thanked the Board for sending him to Borland Lodge leadership camp. This was subsidised by Winton Lions Club. Thomas will write letter of thanks to Lions.

3.5 Staff Report

Japan Trip – RAMS not yet available.

3.6 Alt Ed Report

Report for May 2019 previously tabled and taken as read.

3.7 Health & Safety

Discussion held around Laboratory Manager for health & safety around chemicals.

3.8 Property

Transportable building from Queenstown - \$30,000 to hold building in Invercargill until it can be placed at CSC (due to condition of grounds).

Moved that the Board of Trustees allocate \$30,000 towards transport of a building from Queenstown to Invercargill.

Moved: S Bryan Seconded: S Dobson CARRIED

3.9 Policy Reviews

Food & Nutrition Policy – for review and approval.

Moved that the Food & Nutrition Policy as tabled be ratified and approved.

Moved: K Blomfield Seconded: F Van Miltenburg CARRIED

3.10 Overnight Trips

- Manu Korero 2019 at Taieri College, Mosgiel 13-14/6/19 TIC Francine Knowles, 6 x students
- Chemistry Titration trip to Dunedin, 7-8/6/19 TIC Keith Brinkworth, 2 x teachers, Parents, 26 x students

- SISS Netball Tournament to Christchurch 7-10/7/19, TIC Shontelle Gentle, 20 x students, Coach – Heidi Middleton
 Moved that all trips as tabled be approved.
Moved: S Dobson Seconded: S Bryan CARRIED
Moved all reports are adopted.
Moved: K Blomfield Seconded: J Macgregor CARRIED

4. MEETING ADMINISTRATION

- 4.1 Confirmation of Previous Minutes** Minutes of previous Board meeting held 30th April 2019 which were previously circulated, be signed as a true and accurate record.

Moved that the Minutes of the Board meeting held on 30th April 2019, as previously tabled be approved.
Moved: J Macgregor Seconded: S Bryan CARRIED
- 4.2 Matters Arising** “Turn It In” Plagiarism Software – no action at this stage.
- 4.3 Correspondence** Moved that Malcolm Jones be appointed delegate to attend the NZSTA AGM On 13th July 2019 ad give him authority to vote on the remits as he sees fit.
Moved: S Dobson Seconded: T Menlove CARRIED

Moved that all Correspondence as tabled be accepted and approved.
Moved: Steve 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. 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 8.58pm

7. MEETING CLOSURE

Date of Next Meeting 25th June 2019

Meeting Closed Meeting closed at 9.00 pm

Signed as a true and correct record

..... **Chairperson**

Date: