



CENTRAL SOUTHLAND COLLEGE BOARD OF TRUSTEES

174 MacKenzie Street, Winton
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**MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD IN THE CENTRAL SOUTHLAND COLLEGE MEETING ROOM
TUESDAY 22nd May 2018 6.00 PM**

1. WELCOME & MEETING PROTOCOL

1.1 Present Steve Dobson (Chair), Stew Bryan, 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 (overseas), Jo Macgregor (illness)

1.3 HOD Science Dept – Annie Keown

The Board members discussed the Science Dept Report for 2017 that was previously tabled and taken as read. The board discussed the report prior to Annie's arrival.

- Annie has concerns over handling and storage of chemicals for the department. The board need to make sure that we have this covered from a health and safety perspective.
- Need protocols in place to ensure that chemicals etc. are kept and used in a responsible way.
- 2017 student NCEA results are very good.
- Annie has concerns over class sizes.
- Maori students achieving well in this department.

Annie Keown arrived 6.15 p.m.

- Two new teachers started this year. Working on Science extension with them.
- Community gardens would like CSC involvement at the Ravensdown site. Wanting students to use it for a project. Students have been asked if they want to be involved.
- Digital work ongoing – signed up for Chemistry exam trial (during classtime). Will be using paper again for this year's exam after few issues with digital exams last year.
- Education Perfect being used for homework.
- Issues with timetabling last year has been ironed out this year. Still have class size problems.
- BYOD – ongoing. Department have own 10 devices for use. Staff are still learning to teach using BYOD. Still finding the right mix using the devices and "talk". Steve Dobson congratulated Annie on pushing the BYOD concept.
- Crab Camp – issues with students withdrawing from camps at last minute. Second camp leaves next Monday afternoon. Grant said that CSC are offering the opportunity but cannot force students to attend.
- Health & Safety in Labs – no updates on this provided this year by MOE. Labs are locked, no gear left on benches at all. Issue during first week of school where a student put a clear liquid in a student's water bottle, believing it was bleach. This was not consumed but could have been serious outcome.
- Chemicals – person in charge need to know how chemicals interact and react. Have laminated sheet for every individual chemical with instructions on how to handle them. The Dept needs a "lab manager" to take on this responsible. Grant to look at this.
- Alicia Harrison's classroom needs an extraction fan to be fitted.

Steve Dobson commented on the high achievement results in 2017 and congratulated Annie for this. He also thanked her for taking on the Assistant Principal role while Grant Dick was away for the first two weeks of Term 2.

Annie asked about availability of PLD leadership opportunities in middle management roles, ideally specific to education. Grant Dick wants to encourage professional development in this area. Grant asked the DP, Brendon Wallace to look into this.

1.4 HOD PE – Tony Meechang and Alicia Harrison, report back on Risk Management on school trips.

- Tony and Alicia arrived at 6.47 p.m. They show a short video regarding EOTC as a result of a course they both recently attended. EOTC Coordinators are to manage all trips.
- Tony and Alicia are now joint EOTC Co-ordinators, with responsibility for all trips by CSC students. This role coincided with changes from MOE on how EOTC is intended to run within schools and to underpin the way in which it is managed in regards to Health & Safety and Vulnerable Children's Act.
- There will be a heavy requirement on upskilling staff through PLD.
- All trips off site are now required to be submitted through Tony/Alicia who will ensure they are of the correct standard. Overnight trip documents will be given to Pat Dodd to table at monthly Board meetings.
- The Board and Principal will ensure that a robust structure of effective EOTC management policy and procedures is in place and that pedagogical practices support quality learning and safety outcomes for students.

Steve Dobson thanked Alicia and Tony for their hard work and commitment taking on this role.

1.5 Jane Cowie – update on proposed History/Geography trip overseas.

- Jane Cowie tabled a draft itinerary from Travel Bound agency for a proposed trip to Japan.
- This trip will link in with History, Geography, Economics, and Food Technology.
- Jane believes that this trip has lots of benefits for the students in terms of personal growth and also in the community, in terms of what we offer at CSC.
- The trip will be 9 to 10 days. Cost depends on number of students travelling.
- Non-refundable deposit will be required.
- Have asked the agent to revisit the cost to try to make it under \$6,000 per student.
- Fundraising will be available for parents to organise.
- Priority will be given to current students of Geography and History, and then ranking from Year 13 downwards.
- Travel will be during week before end of Term 2, 2019 and return during the holidays.

The Board agreed that Jane continue with planning the trip and look forward to the next update. Steve thanked Jane for attending the meeting.

Brendon Wallace, Deputy Principal was welcomed to the Board meeting by Steve Dobson.

Moved that Brendon Wallace have speaking rights at the monthly Board meetings, including In Committee.

Moved: S Dobson

Seconded: M Jones

CARRIED

2. STRATEGIC DISCUSSION

General Business

2.1 Safe School review – previously tabled and taken as read.

- 15% of students returned survey, so results skewed. Some small changes made after collation of surveys e.g. duty teachers interacting with students.
- Year 13 students have a duty roster in place also to assist.

- There are between 5 and 6 teachers on duty at lunchtimes.
- Board members would like to see more students completing the survey. Suggest that long formtime be used for survey to be taken. Brendon Wallace will arrange this to happen.

2.2 Teacher PLD Report – to next meeting

2.3 Pastoral Report 2017 previously tabled and taken as read. Grant Dick spoke to this report. He has a comprehensive report from Kirsty Macfie on the Whanau Group. Grant will present this at the next Board meeting.

3. MONITORING

3.1 Action List Action list from previous meeting held 10th April 2018 as previously tabled discussed. All items on list completed.

3.2 Financial Report Minutes of Finance Committee meeting held 11th May 2018 previously tabled and taken as read.

- Draft Annual Accounts not yet received.
- Budgets on track so far this year.
- Gym – temporary repairs have been coded to Property R & M.

3.3 Principal Report previously circulated and taken as read.

Enrolment Scheme

- Minutes of the public meeting have been emailed to contributing schools.
- Ashleigh Reid from Fiordland Advocate interviewed Grant and then contacted Mary Geary at the MOE. Mary Geary has given written responses to questions.
- All submissions to be in by Friday, 25th May 2018.
- Andy Wood, JHC and Cameron Davis, Aparima College will be getting their submissions in later due to when their Board meetings are held.
- Enrolment Zone needs to be finalised before end of this term so that it can be included in the CSC Prospectus.
- MOE were supposed to notify Grant Dick when the school was at 85% but this did not happen. Notified at the beginning of 2018 when at 97% capacity as at March 2017.
- Board members do not want to rush this process but feel information should be in the Prospectus for next year's Year 9 enrolments.
- 2019 Enrolment deadline date will be 31st August 2018.
- There have been 42 submissions to CSC as of today. Grant Dick has also had several email and phone enquiries.

Gymnasium – quotes have come in for compliance repairs and extension, approx.. \$900,000.

- Meeting with John Langeveld, School Support on Thursday morning.
- Earthquake strengthening will cost approx. \$400,000. Information that MOE would have paid for this if they had not made the original error regarding the engineer's report has subsequently not been able to be confirmed.
- Grant is meeting with Simon Cruickshank, MOE on Thursday afternoon to discuss.

Moved that Principal's Report for May 2018 be accepted.

Moved: G Dick

Seconded: S Dobson

CARRIED

3.4 Student Rep Report Jenesis Petallana spoke to the Board about her experience at Borland Camp. Jenesis showed a short video on the activities she was involved in. She said it was an awesome experience and recommended it as a worthwhile leadership opportunity. The Winton Lions Club fully funded this camp which cost \$750.

Jenesis will write to the Lions Club to thank them.

Road Safety Survey – by Tom Day, previously tabled.

A display was set up in the College Library and students were asked to complete a survey so Tom, with the help of his teacher aide, could present the results to the Board of Trustees.

3.5 Staff Report

written report previously tabled and taken as read.

Board discussed Mark Tree's suggestion of beanies as part of uniform and sports hoodies allowed to be worn as day to day uniform option. Discussion was held by Board, who expressed reluctance to change uniform policy. However, Grant Dick will investigate this matter further.

Kirsty Macfie – request to build a Wharenui at CSC. The Board support this idea in principle. To be forwarded to Property Committee for consideration and discussion.

3.6 Alt Ed Report – report for April/May 2018 previously tabled and taken as read.

3.8 Property

Minutes of Property Meeting held 17th May 2018 previously tabled and taken as read.

3.9 Policy Reviews

Staff Leave Policy – for review.
Check that Holidays Act 2003 clause is still current.

3.10 School Trips

DOE Rakiura Track Stewart Island 30/7 to 1/8/18, TIC Aran Jagoutz.
Approx. 12 students.

Yr 9 & 10 Netball SISS Tournament Christchurch 8-11/7/18, TIC K Murch

Moved that the Duke of Edinburgh trip and Year 9 & 10 Netball SISS Tournament as outlined in the trip documents be approved.

Moved: S Dobson Seconded: G Dick CARRIED

Moved all reports are adopted.

Moved: M Jones Seconded: K Blomfield CARRIED

4. MEETING ADMINISTRATION

4.1 Confirmation of Previous Minutes

Minutes of previous Board meeting held 10th April 2018 which were previously circulated, be signed as a true and accurate record.
Not actioned as the minutes in Dropbox were for March not April 2018.
To next meeting.

4.2 Matters Arising

N/A

4.3 Correspondence

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

Letter from NZSTA requesting nomination of Delegate to their AGM.

Moved that Malcolm Jones be the CSC Delegate at the NZSTA AGM 2018.

Moved: S Dobson Seconded: K Blomfield CARRIED

Letter from Sue Ballantyne requesting permission from BOT to apply to the Fowler Trust for sponsorship funding to assist Year 9/10 Netball team to travel to Christchurch for SISS Netball Champs.

Moved permission to be given for Sue Ballantyne to apply to the Fowler Trust for funding for the Year 9/10 Netball team to travel to SISS Netball Champs.

Moved: S Bryan

Seconded: S Dobson

CARRIED

Letter from Winton Kindergarten – request to establish signage for their Forest Kindy programme at the back of the CSC field. The Board discussed the request and approved in principle, conditional of more information. Principal and Malcolm Jones to meet with them next week to discuss.

Kirsten Kean, HOD English – letter requesting leave 28-31 January 2019 if she obtains a study scholarship that she has applied for. The Board discussed and considered that this was a great opportunity for Kirsten to take up.

Moved that Kirsten Kean have leave approved for 28th to 31st January 2019 in order to take up the Scholarship should it be offered. Type of leave to be discussed with Principal.

Moved: S Dobson

Seconded: G Dick

CARRIED

Sue Ballantyne, TIC Sport – permission for Dunstan Exchange in Alexandra to be approved in principle. The Board discussed this and approved the exchange go ahead subject to the usual trip and RAFS forms being received by the BOT

IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 8.47pm

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 9.31 p.m.

7. MEETING CLOSURE Meeting closed at 9.35 p.m.

Date of Next Meeting 26th June 2018

Meeting Closed Meeting closed at

Signed as a true and correct record

..... **Chairperson**

Date:

