



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 22ND OCTOBER 2019 6.00 PM

1. WELCOME & MEETING PROTOCOL

1.1 Present: Jo Macgregor (Chair), Stew Bryan, Frank van Miltenburg, Donald Kidd, Mandy Smalley (Parent Reps), Andrea Beggs (Staff Rep), Jack Ruddenklau (Student Rep), Grant Dick (Principal), Brendon Wallace (Deputy Principal)

In Attendance Pat Dodd (Secretary)

1.2 Apologies Nil

Farewell to Thomas Menlove – Grant Dick thanked Thomas for his contribution to the Board over the past year. Jo Macgregor also thanked Thomas for his maturity and participation during his term on the Board. Thomas left the meeting.

Guest Speakers: Year 10 Spirit Trophy report back by students and Alicia Harrison. Malachi, Monique and Owen gave an overview of their trip. A large amount of fundraising enabled the students to pay for the trip, they also had some sponsorship from several businesses. The group spent a lot of time together preparing for their trip on the Spirit so that they could get to know each other. The group all had responsibilities while onboard and thoroughly enjoyed their voyage competing with students from other schools in a range of activities. This voyage is available again next year for the Year 10 cohort.

The students and Alicia Harrison left the meeting at 6.23p.m. after Jo Macgregor thanked them for taking time to come to report on their experiences.

Department Reports:

Kit Pryde, HOD Food & Nutrition spoke to her department report for 2018 which had been previously tabled and taken as read by the Board members.

- Working out of three rooms at present which is a big challenge having to negotiate use of the Foods room with the other teacher, Sam Dickie. Ideally, it would be good to have another foods room to help this issue.
- Because there were issues with Level 2 course using digital in 2018, this has been shelved for this year.
- This year there are two classes in Year 11, on Year 12 and one Year 13.
- Foods budget is healthy and the department are taking on outside catering to fundraise.
- Kit has taken on the responsibility for KAMAR and keeps all staff informed.

The Board thanked Kit for her attendance. She left the meeting at 6.44 p.m.

Karen Hammond, HOD Textiles – apologies given due to illness. Grant Dick spoke to her report.

Jack Ruddenklau – Jo Macgregor welcomed Jack Ruddenklau to the Board after his recent election as the Student Representative for the next 12 months.

2.2 STRATEGIC DISCUSSION

General Business

- 2.2.1 Draft 2020 Budget – deferred to next meeting. Meeting with Campbell Waugh scheduled for 7th November 2019 to discuss draft budget.
- 2.2.2 Board of Trustees Scholarship – 7 out of 12 students to be interviewed, Wednesday 23rd October 2019.
- 2.2.3 Principal's Goals – interim progress report tabled, any questions deferred to next meeting.
- 2.2.4 Insurance cover renewal review – insurers are working on this at present with Helen Brown.
- 2.2.5 International Student budget – previously tabled and taken as read.
 - Sue Ballantyne has been appointed as International Director, taking over from Peter Turnbull.
 - Enquiry at present from a German student, possibly a Chinese student and a Thai student.
 - Also have had an enquiry for two students from South Africa.
 - Budget for 2020 will need to be carefully monitored.
 - Marketing travel overseas will need to be reassessed and possibly streamlined.

3. MONITORING

3.1 Action List

Action list from previous meeting held 24th September 2019 as previously tabled discussed.

1. Prefab from Queenstown – Grant Dick has looked into the costs. Logic Group have spoken to Gavin McKenzie from MOE. There is a list of requirements that the Ministry will need to have completed. The costs are yet to be confirmed. The building has to be removed before 8th November 2019.

After discussion the Board have decided to put this project on hold until feedback received from Logic Group.

2. Letter to MOE re Delaney Myers sent and awaiting reply.

3.2 Financial Report

Finance Committee report from 21st October 2019 as previously tabled taken as read. Report from Education Finance, Campbell Waugh also previously tabled.

BDO Auditors – Grant Dick has made an enquiry with BDO as he has not received a management report. BDO has failed to send this and the financial report along with the management report, was sent to the Auditor General without being sighted by the Principal.

School Donations – a decision will need to be made as to whether we will opt into the MOE \$150 per student scheme. The Minister of Education is attending the Principals Conference at the end of this week where principals' will be asking for more clarity. Grant Dick will report back to the Board at the next meeting.

3.3 Principal Report

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

Bus Routes – one route has been added by the Ministry, therefore there are now 9. Pick up points have now also been finalised. McDermotts have tried to allow capacity for ineligible students; they will be charged a nominal fare.

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

Moved: G Dick

Seconded: J Macgregor

CARRIED

3.4 Staff Rep

Andrea Beggs read a report to the meeting from the HOD Science.

Annie Keown – updating the board on happenings in the Science Dept.

- A thank you card from Kelly Wilkinson was received regarding her recent LWOP to attend the recent Ironman competition in Hawaii with her husband, Peter Wilkinson.

3.5 Student Report

3.6 Alt Ed Report

3.7 Health & Safety

3.8 Property

Minutes of Property Committee meeting held on 18th September 2019 discussed.

- CSC Community Swimming Pool – closed for the foreseeable future due to issues with the boiler. There are also issues with the roof which is coming to the end of its useable life. Gavin McKenzie from MOE concerned about these issues from a Health & Safety viewpoint and suggested a Board member should attend Pool Committee meetings. Pat Dodd to contact the committee to ascertain when they meet. Stew Bryan may be able to attend these meetings.
- Gym Contract – 10 site meetings required with Logic Group under the contract.

Moved all reports as tabled be approved and adopted.

Moved: S Bryan

Seconded: F van Miltenburg

CARRIED

3.9 Policy Reviews

- Overseas Trips Policy – Grant Dick to finalise and bring to November meeting.
- Police Vetting Non-Teaching Staff Policy – deferred to next meeting.
- Principal Appraisal & Development Policy – for review.

Moved that the Principal Appraisal & Development Policy as tabled be approved.

Moved: J Macgregor

Seconded: M Smalley

CARRIED

Grant Dick spoke to the Board about an App called ‘School Docs’ which monitors school policies and keeps them up to date automatically with any new requirements at a cost of approx. \$2,000 p.a. Board discussed and agreed that this would be a great asset and save considerable time for the Board and the Principal. Approved Grant to look into this.

- Education Outside the Classroom Policy

Moved that the Education Outside the Classroom Policy is approved, with changes as tabled and discussed.

Moved: J Macgregor

Seconded: B Wallace

CARRIED

3.10 Overnight Trips

- Piano Flat Camp 25-26/10/2019 for Spirit Trophy students. TIC Alicia Harrison. 1 x staff and parents to be confirmed.
- Year 12 Leadership Camp 4-6/12/2019 at Camp Columba. TIC Jo Black, 6 x staff, 85 x students
- Year 10 Camp 3-6/12/2019 Queenstown, TIC Tony Meechang & Alicia Harrison. 22 x staff; 1 x instructor; 1 x ex-student; some parents TBC; 127 x students

- Duke of Edinburgh Bronze Tramp to Kiwiburn Hut, Mavora 9-10/11/2019, TIC Claire Jenkins; 1 x staff; 15 x students
- 301PE Cycleways Kingston and Nevis Valley 15-16/11/2019. TIC Tony Meechang. 4 x students; Parent TBC; approx. 9-10 students

Moved that the overnight trips as tabled above and discussed be approved.

Moved: J Macgregor Seconded: F van Miltenburg CARRIED

- Junior Volleyball Tournament Christchurch 25-29/11/2019. TIC Alyssa Johnstone/Sarah Faithfull; Sam Dickie; 4 x student coaches; 18 x players. Subject to conditions to come.
- Duke of Edinburgh Silver Tramp to Rainbow Reach to Iris Burn Kepler Track, Term 1, 2020 TIC Brendon Wallace/Claire Jenkins; 15 x students, staffing TBC

Moved that the overnight trips tabled for Junior Volleyball Tournament and DOE Silver Tramp and discussed be approved subject to meeting the conditions outlined on the forms.

Moved: J Macgregor Seconded: F van Miltenburg CARRIED

United Kingdom Overseas trip 2021– more information tabled by TIC Claire Jenkins.

Discussion held with Board requesting Grant to discuss further with Claire and bring to next meeting.

4. MEETING ADMINISTRATION

- 4.1 Confirmation of Previous Minutes** Minutes of previous Board meeting held 24th September 2019 which were previously circulated, be signed as a true and accurate record.

Moved that the Minutes of the Board meeting held on 24th September 2019, as previously tabled be approved.

Moved: J Macgregor Seconded: D Kidd CARRIED

4.2 Matters Arising

- 4.3 Correspondence** 1. Email from Sue Ballantyne requesting approval for CSC Mixed Touch team to travel to Nationals in December 2019. The Board discussed this and approved in principle, subject to trip forms and RAFS submitted through EOTC process.

Moved that all Correspondence as tabled be accepted and approved.

Moved: J Macgregor Seconded: F van Miltenburg CARRIED

Brendon Wallace left the meeting.

IN COMMITTEE BUSINESS

Jo Macgregor moved the meeting into Committee at 8.53 p.m.

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.

Jo Macgregor moved that the meeting come out of Committee at 9.23 p.m.

7. MEETING CLOSURE

Date of Next Meeting 26th November 2019

Meeting Closed Meeting closed at 9.25 p.m.

Signed as a true and correct record

..... **Chairperson**

Date: