

# 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 MONDAY 25th JUNE 2018 6.00 PM

### 1. WELCOME & MEETING PROTOCOL

**1.1 Present** Steve Dobson (Chair), Stew Bryan, Jo Macgregor, Frank van Miltenburg (Parent Reps),

Jenesis Petallana (Student Rep) Brendon Wallace (Acting Principal)

**In Attendance** Pat Dodd (Secretary)

**1.2 Apologies** Karen Blomfield, Malcolm Jones (overseas), Grant Dick (medical)

Moved: S Bryan Seconded: J Macgregor CARRIED

# **1.3 HOD Languages** – Nic Jegousse (apologies)

Board discussed the Languages Report for 2017 that was previously tabled.

Kit Fenton is working with the Year 11 Te Reo/Maori class since the beginning of Term 2.

Brendon Wallace has taken over the Maths class that Kit was previously taking. There has been a pleasing uptake by students in Te Reo – think this may be because of 4 tasters instead of 3 to choose from.

Letter to be sent to Nic Jegousse thanking him for his report and for his work in this subject area.

**1.4** Head Students – Alex Dykes, Kendra Wadsworth, Brooklyn Forbes and Lachie Dobson

Jenesis Petallana introduced the everyone. Steve Dobson welcomed them to the meeting and thanked them attending. The students explained to the Board what their reasons were for applying for the head students' roles, and what their interests are. They feel that they work well as a team and helped each other out when necessary. The students all agreed that their public speaking skills had improved with taking school assemblies, amongst other things.

Steve explained to the students what the Board are responsible for in regards to governance of the school, working closely with the Principal and Senior Leadership team.

A discussion was held about the recent "beanie" issue. All the students felt that it was not a problem and they did not want to have beanies as part of the CSC uniform.

Steve Dobson thanked the students for their work and for attending the meeting. Students left the meeting at 6.18 pm.

### 2. STRATEGIC DISCUSSION

#### **General Business**

- 2.2.1 Teacher PLD Report previously tabled and taken as read. Ongoing training for staff with KAMAR. Grant is considering appointing a staff member with a responsibility unit for KAMAR. BYOD this seems to be going well. Most students are using devices in classes. PB4L is ongoing and still received well by a lot of students and staff.
- 2.2.2 Special Needs provision report previously tabled by Annie Keown, SENCO and discussed. The Board queried why the funding for computers for special needs students will cease because we are a BYOD school. If the funding is removed, the Board would like SLT to look at providing some

replacement funding. Letter to be sent to Annie, thanking her for her outstanding work and support of our special needs students.

2.2.3 Principal Performance Appraisal – new agreement/goals. Grant's appraisal timeline with Mary-Ann Baxter been extended slightly due to his medical leave. Steve Dobson has met with Grant to discuss.

Moved that the Board of Trustees employ Mary-Ann Baxter to appraise Grant Dick in 2019.

Moved: Steve Dobson Seconded: J Macgregor CARRIED

2.2.4 Annual EEO Report – Jenni Wood, Guidance Counsellor is in process of surveying the staff.

# 3. MONITORING

**3.1 Action List** Action list from previous meeting held 22<sup>nd</sup> May 2018 as previously tabled and discussed. All items on list completed.

Swimming Pool Committee – nothing further to report at this stage.

Winton Kindergarten – Brendon Wallace received an email today from the kindy. They would like to install a carved Waka along with the sign discussed at last Board meeting. They are planning to install these on Wednesday 4<sup>th</sup> July on a specialised steel frame.

Approval to be given subject to a Board member inspecting the finished product before it's installed.

# 3.2 Financial Report

Minutes of Finance Committee meeting held 20<sup>th</sup> June 2018 previously tabled and taken as read.

- Annual Accounts as at 31<sup>st</sup> December 2017 tabled and discussion held.
   Auditors Report has been received and a few minor items have been addressed by the Principal.
- **3.3 Principal Report** previously circulated and taken as read.
  - Whanau Report tabled and taken as read. Brief discussion held.
  - PLD Report tabled and taken as read.
  - Daily Timetable Structure review Brendon Wallace, Acting Principal spoke to this. After staff indicated late last year they would like consideration given to changes to formtimes, the SLT met and put a proposal to the staff. This is a work in progress as there is the need to keep within the rules of the Teachers Collective. Discussion with staff will be ongoing.
  - Wednesday Activities period this is also being reviewed at present.

# 3.4 Student Rep Report

- Year 13 students building up to exams.
- School production rehearsals
- Board members congratulated Jenesis on winning her Gold Guitars award.
- **3.5 Staff Report** none.
- **3.6 Alt Ed Report** report for June 2018 previously tabled and taken as read.
- **3.8 Property** Minutes of Property Meeting held 14<sup>th</sup> June 2018 previously tabled and taken as read.
  - The Property Committee now have an active Google document with links to different issues that are being dealt with by the committee.
  - Student lockers have now been installed around different areas in the school. These may be available to students next term.
  - Asbestos removal in Science labs actioned by Malcolm Jones.
     Ministry of Education meeting held with Simon Cruickshank, Ishmal Costa and Gavin McKenzie. Grant Dick, Malcolm Jones, Steve Christensen and Steve Dobson were in attendance. Discussion was held before walking around the school. They were impressed with

how well maintained the school is.

- No funding available from Ministry for repairs to the Gym. Gavin McKenzie wants to know
  as soon as possible if the Board are going to extend the gym. Total cost will be approx.
  \$900,000. Suggest that the Board look at applying for funding from other sources e.g.
  Lotteries Commission, Community Trust. Steve Dobson will discuss with Grant Dick before
  contacting Gavin McKenzie.
- B Block repairs have been included in the current 5YPP, this puts the school in the 'red' but MOE will supply some funding for this.
- They have agreed to subsidise a walkway for students along the side of the driveway.
- Administration need to commit funds to upgrade the foyer toilets and administration entrance foyer, as well as raising the roof.

### 3.9 Policy Reviews

• Staff Appraisal & Development Policy – for review. There are some changes to be made to the current wording as outlined by Brendon Wallace.

Moved the Staff Appraisal & Development Policy be approved subject to changes to wording as discussed.

Moved: S Dobson Seconded: F van Miltenburg CARRIED

• International Students Policy – to next meeting. Needs more discussion around the implementation of the new Enrolment Scheme and placement of students.

# 3.10 School Trips

Dunstan Exchange, Alexandra 20-21/6/18, TIC Sue Ballantyne, 130 x students

Moved that the Dunstan Exchange trip to Alexandra on 20-21 June 1018 as outlined in the trip documents be approved.

Moved: F van Miltenburg Seconded: J Macgregor CARRIED

Moved all reports are adopted.

Moved: S Dobson Seconded: S Bryan CARRIED

### 4. MEETING ADMINISTRATION

4.1 Confirmation of Previous Minutes

Minutes of previous Board meeting held 22<sup>nd</sup> May 2018 which were previously circulated, be signed as a true and accurate record.

Minutes of previous Board meeting held 10<sup>th</sup> April 2018 which were previously be signed as a true and accurate record.

Moved that the Minutes of the Board meeting held on 10<sup>th</sup> April 2018 and the

22<sup>nd</sup> May 2018 be confirmed and approved.

Moved: S Dobson Seconded: S Bryan CARRIED

**4.2 Matters Arising** 

None.

4.3 Correspondence

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

• Letter from Lynley Woodd, TIC Boys Hockey team to ask for permission to apply to the Southern Trust for funding to travel to Greymouth for tournament week.

Moved that permission is given to the CSC Boys Hockey team to apply for sponsorship funding from the Southern Trust in order to travel to Greymouth for tournament week.

Moved: S Dobson Seconded: B Wallace CARRIED

• Letter from Mark Tree asking for the Board to approve leave in order for him to attend the Godzone Adventure Race in March 2019.

Moved that Leave Without Pay for Mark Tree from 7<sup>th</sup> to 20<sup>th</sup> March 2019 be approved.

Moved: S Dobson Seconded: J Macgregor CARRIED

Letter from Gemma Carter requesting an extension to her Maternity Leave for the 2019 school year.

Moved the Gemma Carter's maternity leave be extended for the 2019 school year on the condition that a suitable replacement teacher can be appointed.

Moved: S Dobson Seconded: F van Miltenburg CARRIED

• Wharenui Request from Kirsty Macfie – Property committee have this under discussion.

Moved Inward and Outward Correspondence be approved.

Moved: S Dobson Seconded: B Wallace

**CARRIED** 

### IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 8.33 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 8.48 pm

### 7. MEETING CLOSURE

Date of Next Meeting 14<sup>th</sup> August 2018

Meeting Closed Meeting closed at 8.50 pm

Signed as a true and correct record	
	Chairperson
Date:	