



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 25th JUNE 2019 6.00 PM**

1. WELCOME & MEETING PROTOCOL

1.1 Present Steve Dobson (Past Chair), Stew Bryan, Jo Macgregor, Frank van Miltenburg, Mandy Smalley (Parent Reps), Malcolm Jones & Andrea Beggs (Staff Reps), Thomas Menlove (Student Rep), Grant Dick (Principal), Brendon Wallace (Deputy Principal)

Grant Dick thanked Steve Dobson, Karen Blomfield (in her absence) and Malcolm Jones for their service to the Board. Grant particularly thanked Steve for his support and contribution to CSC when called upon. In reply, Steve thanked everyone for their support and for the positivity of the meetings.

Malcolm Jones thanked everyone and felt that the Board have had fantastic leadership from Steve Dobson over his time.

Steve Dobson and Malcolm Jones left the meeting at 6.15 p.m.

In Attendance Pat Dodd (Secretary)

1.2 Apologies Donald Kidd (Parent Rep), Karen Blomfield (outgoing Parent Rep)
Moved: S Bryan **Seconded: F van Miltenburg** **CARRIED**

The Secretary called for nominations for the position of Board Chairperson.
Nominated: Jo Macgregor **Nominated by: S Bryan** **Seconded: F van Miltenburg** **CARRIED**

Jo Macgregor called for nominations for the position of Board Secretary
Nominated: Pat Dodd **Nominated by: S Bryan** **Seconded: F van Miltenburg** **CARRIED**

Sub Committees:

Property – Stew Bryan, Grant Dick

Finance – Jo Macgregor, Frank van Miltenburg

Moved that Brendon Wallace, Deputy Principal have speaking rights at Board meetings and be permitted to be present in the In-Committee parts of the meeting.

Moved: Jo Macgregor **Seconded: S Bryan** **CARRIED**

2.2 STRATEGIC DISCUSSION

General Business

2.2.1 SENCO Report – previously tabled and taken as read. Annie Keown was welcomed to the meeting and she spoke to the report. Numbers of students needing specialised attention is growing. Getting very low achieving students coming into Year 9. CSC has 5 ORRS funded students and each student has an allocation of 2.5 hours of Specialist Teacher time and teacher aide time. The SCT is Patricia Rope, teacher aides at present are Jo Excell, Jo Broomfield, Leah Hourston, Jackie Brown and Michelle Meechang (currently on sick leave for remainder of 2019).

Grant Dick thanked Annie for her outstanding work as SENCO. He also thanked Annie for her contribution towards the ERO Review. Annie left the meeting at 6.48 pm.

2.2.2 Principal Appraisal – report tabled and taken as read. Briefly discussed and accepted.

2.2.3 Annual EEO Report – not yet available. Grant Dick will follow up.

3. MONITORING

3.1 Action List

Action list from previous meeting held 21st May 2019 as previously tabled discussed.

- Grant Dick has requested the Lab Technician, Property Manager and HOD Technology to attend chemical handling course.

3.2 Financial Report

Annual Audited accounts still not received from Auditor, BDO. Email from Campbell Waugh, expressing his disappointment that he is still waiting for this. Grant Dick will contact BDO and Campbell Waugh.

3.3 Principal Report

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

- ERO Review – discussion held over initial feedback to Board from ERO visit.
- Teacher Only Day – held recently at Colac Bay Marae. Very worthwhile PLD.
- NCEA Review – previously tabled and taken as read. Grant Dick and Brendon Wallace spoke to this document.

Moved: G Dick

Seconded: F Van Miltenburg

CARRIED

3.4 Staff Rep

Kelly Wilkinson:

PYAO (Performed Your Arts Off) House competition held last Friday.
Hip Hop Crew performed at the Hospice fundraising lunch last week.

3.5 Student Report

Report given by Thomas Menlove.

School Social next week.

Uniform – a suggestion from students to have a CSC winter jacket available as a uniform option.

3.6 Alt Ed Report

Report for June 2019 previously tabled and taken as read.

3.7 Health & Safety

Lockdown procedures – Brendon Wallace advised the Board that the MOE is putting responsibility on schools to put lock down procedures in place. Police have been in to look at the school and advise. Assembly point for students outside will be New World carpark. Information will be available on the new CSC website.

A lockdown practice will be held next term.

3.8 Property

Property Committee meeting held last week.

Prefab building from Queenstown should arrive onsite next week. \$12,000 to move and \$14,000 for putting on foundations.

Gym update – Grant Dick advised that the 10YPP arrived from Gavin McKenzie, MOE yesterday.

Lottery grant to be applied for before end of August or by March 2020. Property Committee want to use Logic Group to start planning for Gym. The Board currently have \$800,000 on hand to go towards this project.

3.9 Policy Reviews ICT Use Policy – tabled and taken as read.

Moved that the ICT Use Policy as tabled be approved.

Moved: G Dick

Seconded: M Smalley

CARRIED

3.10 Overnight Trips

- Japan Social Sciences Trip 3-12 July 2019, TIC Jane Cowie, 3 x staff, 33 students. This is the final submission to the Board.
- Senior A Netball tournament in Nelson 31 August – 6 September 2019, TIC Andrea Beggs, 2 x parents, 10 x senior students

Moved that the Japan Social Sciences Trip and the Senior A Netball team trip to Nelson as tabled and discussed be approved.

Moved: G Dick

Seconded: M Jones

CARRIED

- Senior A Boys Basketball Tournament in Greymouth 4-7 September 2019, TIC Sarah Faithfull, 1 x staff, 1 x Coach, 12 x senior students

Moved to next meeting for further information regarding drivers.

- Moved that Hip Hop Crew Training Camp be approved in principle, subject to two adults being present overnight.

Moved: J Macgregor

Seconded: F Van Miltenburg

CARRIED

Moved that the Touch Rugby Trip approved subject to the RAFS forms being submitted to the Board prior to the trip leaving.

Moved: S Bryan

Seconded: F Van Miltenburg

CARRIED

Moved that approval be given for U15 Rugby Team to apply to the Southern Trust for funding to help pay accommodation and travel costs to Christchurch to attend tournament.

Moved: T Menlove

Seconded: F Van Miltenburg

CARRIED

Moved all reports as tabled above be adopted.

Moved: J Macgregor

Seconded: S Bryan

CARRIED

4. MEETING ADMINISTRATION

4.1 Confirmation of Previous Minutes

Minutes of previous Board meeting held 21st May 2019 which were previously circulated, be signed as a true and accurate record.

Moved that the Minutes of the Board meeting held on 21st May 2019, as previously tabled be approved.

Moved: F Van Miltenburg

Seconded: J Macgregor

CARRIED

4.2 Matters Arising

4.3 Correspondence

Annette Broomhall – letter of resignation from cleaning position as at 5th July 2019 accepted.

Moved that all Correspondence as tabled be accepted and approved.

Moved: J Macgregor

Seconded: S Bryan

CARRIED

IN COMMITTEE BUSINESS

Jo Macgregor moved the meeting into Committee at 8.55 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 9.04 p.m.

7. MEETING CLOSURE

Date of Next Meeting 30th July 2019

Meeting Closed Meeting closed at 9.08 p.m.

Signed as a true and correct record

..... **Chairperson**

Date: