



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 30TH APRIL 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), Grant Dick (Principal), Brendon Wallace (Acting Principal)

In Attendance Pat Dodd (Secretary)

- 1.2 Apologies** Thomas Menlove

Moved: S Dobson

Seconded: M Jones

CARRIED

- 1.3** HOD English, Kirsten Kean spoke to her 2018 departmental report which was previously tabled and taken as read. She indicated that she had been happy with the good results in NCEA for two of the three levels, Level 1 and Level 3. Level 2 was disappointing. Working hard on improving the results for this year.

New English teacher – Anna Debreceeny, very experienced teacher, joined the department at the beginning of 2019.

Department has introduced a new scholarship programme this year.

BYOD is work in progress. Will trial digital exams with juniors this year.

“Turn It In” plagiarism software – looking into this. However, it is expensive but can be used in any subject area. Further investigation needed.

Steve Dobson thanked Kirsten for her attendance and congratulated her for the detailed written report. Kirsten left meeting at 6.38 p.m.

2. STRATEGIC DISCUSSION

General Business

- 2.2.1** ERO Visit – there is a teacher only day on Friday 31st May; at end of ERO visit week. Grant Dick is confident that everything is in place for the ERO visit. Some documentation has already been submitted.

- 2.2.2** Charter and AOV – completed.

- 2.2.3** Gym Upgrade – 5YPP has been returned to MOE from School Support after it was returned to them to fix errors. Still waiting for this to be finalised before the board can move on with this project. Mary Lindsay has been looking at funding options on board’s behalf e.g. Lotteries. They have indicated that they would look favourably at funding assistance.

Grant Dick suggested that the board make enquiries to have some professional concept drawings prepared.

Moved that the Principal approach a designer to have concept designs for the Gym upgrade.

Moved: Grant Dick

Seconded: S Bryan

CARRIED

- 2.2.4 Teacher Appraisals – Grant Dick spoke to information document previously tabled and taken as read. The new appraisal system is now in place and working well.
- 2.2.5 Board Succession – Trustee Elections. Report from Jay Shaw, returning officer with update on process. The call for nomination forms will be posted on Wednesday 2nd May. Board members to approach members of the community they think may be interested in standing.

3. MONITORING

- 3.1 Action List Action list from previous meeting held 26th March 2019 as previously tabled discussed.

- 3.2 Financial Report Minutes of Finance Meeting - Nil. Campbell Waugh, Accountant to visit 8th May.

- 3.3 Principal Report Previously circulated and taken as read. Grant Dick spoke to the report, giving the Board members a review of his recent international marketing trip.
Peter Turnbull has indicated that he would like to step down as International Director. Grant intends to be more involved and will also review Homestay Assistant hours.

School Ball – Brendon Wallace, DP gave the board a report back on the ball and after-ball as outlined in the report.

Moved that the Principal’s Report be accepted and approved.
Moved: G Dick Seconded: S Dobson CARRIED

- 3.4 Student Rep Nil

- 3.5 Staff Report Nil

- 3.6 Alt Ed Report Report for April 2019 previously tabled and taken as read.

- 3.7 Health & Safety Nothing to report.

- 3.8 Property Nil

- 3.9 Policy Reviews Finance Policy – moved from previous meeting for review.
Moved that the Finance Policy be adopted subject to amendments as discussed
Moved: S Dobson Seconded: K Blomfield CARRIED

Food & Nutrition Policy – for review. Grant Dick to discuss with the Canteen Manager, Noela Irwin and bring policy back to next meeting.

- 3.10 Overnight Trips Spirit Voyage overnight camp at Borland Lodge previously approved by the Board. Brendon Wallace advised the board that Tony Meechang, one of staff attending. Chris Knapp has now taken his place.

Moved that all reports be accepted and approved.
Moved: S Bryan Seconded: M Jones CARRIED

4. MEETING ADMINISTRATION

4.1 Confirmation of Previous Minutes Minutes of previous Board meeting held 26th March 2019 which were previously circulated, be signed as a true and accurate record.

Moved that the Minutes of the Board meeting held on 26th March 2019, as previously tabled be approved.

Moved: S Dobson Seconded: S Bryan CARRIED

4.2 Matters Arising Bus Transport zone – previously discussed. Principal to contact MOE.

4.3 Correspondence Inward and Outward correspondence previously tabled and taken as read.

Moved that all Correspondence as tabled be accepted and approved.

Moved: Steve Dobson Seconded: J Macgregor CARRIED

IN COMMITTEE BUSINESS

Steve Dobson moved the meeting into Committee at 8.02 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.

Steve Dobson moved that the meeting come out of Committee at 8.31 p.m.

7. MEETING CLOSURE

Date of Next Meeting 21st May 2019

Meeting Closed Meeting closed at 8.32 p.m.

Signed as a true and correct record

..... **Chairperson**

Date: