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CENTRAL SOUTHLAND COLLEGE BOARD OF TRUSTEES

14 Mackenzie Street, Winton Phone 03 236 7646

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD IN THE BOARD MEETING ROOM TUESDAY 27 JUNE 2023, 6.00PM

1. WELCOME AND MEETING PROTOCOL

1.1 Present: D Kidd (Presiding Member), G Dick (Principal), P Hammond, T Adendorff, R Crean (Parent Reps), A Beggs (Staff Rep), R Anderson (Student Rep)

Attending: B Wallace (Deputy Principal), Alicia Harrison (Assistant Principal), R McDonald (Minutes)

- 1.2 Apologies: Mark Bryan
- 1.3 The Ministry of Education issued a new Code of Conduct for State School Board Members, which took effect 21 June 2023. The Board acknowledged receipt of this document in the Dropbox.
- 1.4 Department report Languages (including ESOL report) Nic Jegousse
 - Nic had reviewed the numbers in his report and realized a few errors. He will send the revised report to Ruth to put in the Dropbox.
 - Current department staffing is Nic who teaches French, Chloe who taught Maori classes in terms 1 & 2 and Eden
 who has been supporting Year 10,11 and 12 classes who are studying Maori through online services NetNZ.
 - Feedback from students regarding online learning is that it's very challenging but they are still very keen and motivated to do well.
 - There is a degree of frustration in not having an expert Maori teacher which makes it challenging for the students who don't have the connection with an expert teacher. When studying through NetNZ the students can have a zoom meeting once a week with a teacher which seems to be a bit more positive than the previous internet provider.
 - One Year 12 is studying Maori throughNet NZ and is struggling a bit.
 - On a positive note, there has been an increase in the number of students taking Maori or French at a senior level.
 - External results are not too good. Internal results were very good. Last year was very disrupted and Nic felt that there was not enough time to prepare students for externals. He has decided to change things this year and is doing internals earlier and will therefore be more prepared for externals. Externals are always a challenge for language students.
 - Some seniors are not sitting externals because they don't feel ready or don't feel they need the external credits.
 - Nic sees some very positive opportunities with the changes.
 - French two courses for year 9s, beginners French and Around The World in 80 Days (study a country for a two week period. In the first week students would study flags, location, population etc and in the second week start learning a few words of the language).
 - Year 10 Spanish.
 - Year 11s 2 courses, French and Maori
 - Nic went to Wakatipu College and met with the Head of Languages. He enjoyed meeting him and got some good ideas.
 - Tahiti trip had been approved but the trip would have been too costly (approx \$5,500) so Nic decided to cancel.
 - Year 11 Maori class will externals be better with NetNZ? Nic thinks the connection is better as you can ask questions
 of the teacher every week. Doesn't know if it will affect the external results. Ideally it would be the best option to
 have a specialized teacher but NetNZ has a better connection than the previous online medium. Also to note is that
 studying online requires the student to be organised and prepared.

2. STRATEGIC DISCUSSION

2.1 Staff surveys

- Only 23 responses from the last survey so as requested by the Board, Brendon went back to staff and said we need
 more teachers to take part in order for the results to be valid.
- Brendon opened up the survey again and asked those that hadn't completed it to do so.
- 45 responses have now been received.
- The Board asked Brendon to produce a follow up survey asking for comment on the following questions.
 - o I think the workload in my school is fairly distributed.
 - I receive regular feedback on my performance.
 - Morale is high at this school.
 - I feel safe at school.
 - Teachers have enough scheduled time to work together on their teaching programmes.
 - o School leaders and teachers have a shared view of the school's mission and goals.
- A non-teaching staff survey was completed as well, 13 responses were received which were all positive.

2.2 Special Needs Provision - As previously circulated.

2.3 Annual Principal Appraisal

Report to be discussed in-committee.

2.4 Pastoral Report - As previously circulated. Brendon presented the report.

- The Board felt it was good to produce a pastoral report now so they can review again next year and compare.
- Brendon explained the Kamar software, what the entries mean and who can make them.
- The Board felt it would be interesting to see how the report results change over the coming years and would look for trends.
- Brendon recognised that early next year may be unsettled as everyone adjusts to change and it may take a little time
 to settle.
- The value of the information is dependent on the quality of information being entered into the system.

3. MONITORING

3.1 Action List from the last meeting - As previously circulated.

3.2 Financial report

• Financial report was presented. Board will have to discuss whether to remain with the donation scheme. Campbell Waugh has advised to remain in the scheme. To be discussed at a later meeting.

Moved: D Kidd

Seconded: P Hammond

Carried

3.3 Principal's Report

- PPTA Paid Union Meeting on Thursday 29 June.
- ERO recently visited. The new format of coaching and support is working well.
- The Equal Employment Opportunities Survey is no longer necessary but Grant confirmed that EEO obligations are being complied with.
- Grant requested the Board review the daily allowance for the international students trip. Wording is to be included in the Sensitive Expenditure Policy. Donald moved that allowances be set at \$100 per person, per day.

Moved: P Hammond

Seconded: R Crean

Carried

3.4 Staff Representative's report

- Andrea reminded Board members that the school Variety Show is on Thursday night.
- Andrea also commented about the impressive scope of the latest school newsletter.

3.5 Student Representative's report

- Ruby commented that there is lots going on at school at the moment which is really good.
- Several fundraisers are happening and there is a Kouhara rotation focused on benefiting the community so that's
- Ms Collett is coordinating a programme against bullying.
- Lots of cultural activities are happening Philippines Independence Day and a different Kouhara that focuses on different cultures.
- General feel from the senior students is that they are pleased the rostered days homes have stopped as deadlines have remained the same.
- 3.6 Alternative Education report - As previously circulated.
- 3.7 Property & Health and Safety Report/Minutes - As previously circulated.

3.8 **Policy reviews: Refer to SchoolDocs**

- EEO Policy As previously circulated.
- Lease Agreement -
 - 0 Grant advised of new Ministry Guidelines for third-parties using school premises for non-school activities.
 - CSC have updated their policy on School Docs and have produced a new Lease Agreement document based on the Ministry template.
 - A formula has been developed for hire costs to ensure consistency, considering factors such as who is hiring and if the occasion is commercial or non-profit.
 - If someone wants to use school premises then they contact Ruth who will generate a Lease Agreement and advise Helen who will generate an invoice.
 - Grant is keen for community events to take place at school and ensuring documentation is completed prior to hire means that expectations are clarified for both parties.

3.9 **EOTC**

- The following Risk Assessment Forms were approved by the Board.
 - O Hockey Tournament Oamaru 27 August 1 September
 - o Rock climbing Dunedin 11-13 September
 - History Wellington 19-23 August
 - Snowboarding Coronet Peak 14-16 August
 - o Netball Christchurch 2-5 July
 - Basketball Nelson 28 August 3 September

Moved: T Adendorff Seconded: R Crean Carried

4. MEETING ADMINISTRATION

4.1 Minutes dated 23 May 2023, which were previously circulated, to be signed as a true and correct record.

Moved: G Dick Seconded: T Adendorff

Carried

- 4.2 Matters Arising - None
- 4.3 Correspondence previously circulated and taken as read.

Moved: G Dick Seconded: R Crean Carried

5. IN-COMMITTEE BUSINESS

5.1 In-committee minutes dated 23 May 2023 which were previously circulated, to be signed as a true and correct record.

Moved: G Dick Seconded: D Kidd Carried

5.2 Was moved that the public be excluded from the following part of the proceedings of this meeting but that Brendon and Alicia were to remain.

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 of 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.

Moved D Kidd

Seconded: P Hammond

Carried

The meeting moved in-committee at 8.13pm.

The meeting moved out of in-committee at 8.44pm

6. NEXT MEETING

- Tuesday 1 August Board meeting
- Friday 18 August Brendon invited the Board Members to attend a workshop with Chris Jansen. Details will be confirmed.

Meeting closed 8.50pm

Signed as a true and correct record,

......... Presiding Member