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CENTRAL SOUTHLAND COLLEGE BOARD OF TRUSTEES

MINUTES OF THE BOARD MEETING HELD IN THE CENTRAL SOUTHLAND COLLEGE STAFF MEETING ROOM Tuesday 22nd November 2022 AT 6.00PM

1. Welcome and Meeting Protocol

Present: D Kidd, P Hammond, R Crean, T Adendorff, Mark Bryan (Parent Reps) Grant Dick (Principal), Ruby Anderson (Student Rep), Andrea Beggs (Staff Rep),

Brendon Wallace (DP)

In attendance: J Daniel (Secretary)

Apologies - Mandi Smalley (Parent Rep), Alicia Harrison (Acting AP)

The meeting started at 6.02pm

2. Strategic Discussion General Business

2.1 2023 budget

- a) G Dick spoke to the budget and the finance meeting minutes
 - i) Statement of Financial Position

That the cash budget, statement of Financial Position, Operating Budget and Cashflow for 2023 are approved

Moved: D Kidd Seconded: T Adendorff Carried

2.2 Banked Staffing Summary

- a) G Dick spoke to this report- keeping within budget
- b) Taken as read

2.3 2022 days open for instruction

a) G Dick reported to the board that the school has been open for the required amount of days

2.4 2023 meeting date schedule

a) Looking at a draft 2023 meeting schedule Mrs H Brown, Finance Manager asked the Board to consider moving the meetings to the later part of the month (one week later each month) so the financial reports are more up-to-date.

The board unanimously agreed to hold the meetings later in the month.

b) G Dick and Presiding Member D Kidd to meet to discuss the content of 2023 reviews and dates.

3. Monitoring

- 3.1 Action List from last meeting
 - a) Action List from last meeting held on 25th October previously tabled.
 - b) B Wallace spoke to school trip budgets
 - c) Taken as read

3.2 Financial reports

- a) Asset Report Summary from Education Finance
- 1. That the minimum value for items to be added to the Asset Register is \$1k
- 2. That depreciation rates for purchases will be:

i) Furniture

10% pa 10 years

ii) Computers and Electronics

20% pa 5 years

- iii) Buildings/Leasehold Improvements 2-5% pa 20-50 years
- iv) Leases assets are depreciated over the term of the lease
- v) Library books 12.5% Diminishing Value
- 3. That the asset register has been reviewed and
 - i) all recorded assets are in existence

- ii) all disposed of assets have been removed
- iii) all recorded assets book values are deemed appropriate
- b) taken as read

Moved: D Kidd Seconded: G Dick Carried

- 3.3 Principal's Report
 - a) G Dick spoke to his report numbers of current Yr 8 students registered to attend 2023.
 - b) Recent ERO meeting, thanks to the board for attending
 - c) Senior prizegiving in the gym (held in there for 2 years now) Around 6-7k to decorate. Looking at a quote to buy our own carpeting. This could be used again for the community. M Bryan suggested parent teacher interviews but more formal events in the gym. Also the school production. B Wallace will get quote and then present to the Property Committee
- **3.4** Staff Representative's report
 - a) A Beggs discussion around introducing a soft shell jacket for Yr 9 and 10's option. B Wallace suggested phasing it in over a couple of years. Unanimous agreement from the Board to look into further. Put an email out to primary school that this is what we are proposing as an option to purchase.
- 3.5 Student Representative's report
 - a) Nothing to report
- **3.6** Alternative Education report
 - a) No report
- 3.7 Property & Health and Safety Report
 - a) P Hammond and R Crean attended the Property meeting and had a good walk around the grounds with M Jones (Property Manager)
 - b) new signage and planting a replacement tree
 - c) taken as read
- **3.8** Policy reviews: Refer to School Docs
 - a) Safety on and Off School Grounds which also includes sections from the Health, Safety & Welfare Policy taken as read
- 3.9 School Trips
 - a) Yr 10 Lakeland End of Year Camp 5-8 December
 - b) Year 9 Camp Feb 2023
 - c) Year 13 Camp January 2023
 - d) B Wallace spoke about all trips to give more detail

D Kidd moved that Overnight Trips are tabled and discussed be approved.

The board unanimously agreed

Carried

- 4. Meeting Administration
 - 4.1 Confirmation of Minutes, 25th October 2022

Moved that the Minutes of the Board meeting held on 25th October 2022, as previously tabled be approved.

Moved: G Dick

Seconded: P Hammond

Carried

- 4.2 Matters Arising
 - a) G Dick spoke to the board regarding principals appraisals Mr A Wood has been in to conduct the staff appraisals, be sent to D Kidd and then the board for review by end of 2022.
- 4.3 Correspondence

Inward and Outgoing

D Kidd moved that all Correspondence list as tabled be accepted and approved.

The board unanimously agreed

Carried

5. IN COMMITTEE BUSINESS

D Kidd (Presiding Member) moved the meeting into Committee at 7.35pm

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.

D Kidd (Presiding Member) moved that the meeting come out of Committee at 8.03 pm

6. MEETING CLOSURE

Date of the next Meeting: 28 February 2023

Meeting Closed Meeting closed at 8.10pm

Signed as a true and correct record

Date: 29/5/23...