

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES
MEETING HELD MONDAY 03 AUGUST 2010 AT 7.30PM**

PRESENT

Graeme Miller John Garner (Principal) Steve Beck (Staff Trustee) Carol van Kerkhoff
Paul Storer Irene Pomeroy (Minutes Secretary) Tania Burton

APOLOGIES

Sharon Watson Anna Barham (Student Rep)

REFLECTION

Graeme Miller reflected on moments and sayings in life that have stuck with him over the years (attached).

MINUTES OF THE PREVIOUS MEETING

Confirmed as read

Steve Beck / Paul Storer

MATTERS ARISING

1. Collingwood Volunteer Fire Brigade got third in their section.
2. Civil Defence have been and set the radio aerial up in Steve Beck's office in the Hall.
3. Board of Trustees recommend that the Library do not write to CASST asking for \$700.00 to purchase encyclopaedias.

CORRESPONDENCE

As printed

Carol van Kerkhoff / Tania Burton the Inward correspondence is accepted.

INWARD

NZSTA Area School's Teachers Negotiations

MANAGEMENT AND GOVERNANCE REPORTS

As printed

1. John Garner has made some changes to the Admin Policy. BOT members can read it and the policy will be adopted at the September Board meeting.
2. John Garner / Paul Storer that the Board of Trustees agree to the idea of an application for a Literacy Cluster with the other Golden Bay schools.
3. John Garner / Graeme Miller the June / July accounts are approved.
4. Irene Pomeroy to e mail Bev Moore and enrol Graeme Miller, Tania Burton, Paul Storer and Carol van Kerkhoff for the BOT training on 02 September in Takaka.
5. John Garner / Graeme Miller that Irene Pomeroy is the Returning Officer for the Student Rep elections to be held Friday 17 September.

John Garner / Paul Storer the Governance / Management Reports are adopted

GENERAL BUSINESS

1. Graeme Miller / Paul Storer that the Board of Trustees support Susan Feron's application to Community Trust for \$10,000.00 to purchase books for her PMP programme.
2. John Garner / Steve Beck that a \$500.00 donation from the Colin Baas Trust fund be given to the Rep Rugby boys attending a tournament in Christchurch at the end of August to go towards their accommodation.
3. Graeme Miller / Tania Burton that the 2010 STAR budget figures be changed to show the extra allocated funding from the July Operation Grant.

5 YEAR PROPERTY PLAN

1. The Ministry has allocated \$290,000.00 to our new 5 Year Property Plan. We have a rollover of \$60,000.00 from our old 5 Year Property Plan.

2. Amendment to the 5 Year Property Plan that the classroom painting / carpet is removed as we had the rooms upgraded two years ago.
3. \$5,000.00 to be allocated the renovation of student's toilets eg hot water and doors in girl's toilets to be changed to allow more room in cubicles.
4. Steve Beck, John Garner and Garry Lewis to complete the questionnaire on 'Model Learning Environment'. This is linked to the 5 Year Property Plan.

LIBRARY / COMPUTER ROOM PROPOSED ALTERATIONS

John Garner drew a rough sketch on the whiteboard of the proposed alterations.

Further suggestions from members were

- Lockable doors from the bottom two rooms to the library / computer area so the bottom two rooms can be hired out to the public.
- Emergency door - as outside now or change.
- Covered reading area - the building class could build the deck. Shade sail would be erected to provide shade.
- Shelves could be removed and put elsewhere from the area that leads out onto the deck so glass windows or open doors could then be put in. This would let more light in and brighten the area.
- Make computer suite two metres shorter and put in a false wall so internal access can be made into the existing toilets. The external access to toilets would be closed off.

PROCESS NOW WITH IDEAS

- BOT will invite John MacDuff to a meeting to talk about their ideas.
- John MacDuff will then put all the ideas in a format and pass them on to Clive Harris (School Support).
- Clive Harris hopefully will be able to give us approximate figure as to what the project will cost.

- If BOT decided to go ahead with project Clive Harris will get an Architect to draw the plans up.
- Once Architect has drawn up plans tenders will be called.

Funding for project - \$250,000.00 Ministry 5 Year Property Plan and \$400,000.00 of BOT money.

The meeting closed at 9.25pm