

**MINUTES OF THE CROMWELL COLLEGE BOARD OF TRUSTEES MEETING:  
5 April 2023 at 5.59 pm**

<b>Present:</b>	Terry Davis, Odette Hopgood-Bride, Karen Gallagher, James Dicey, Flynn Wilson, Chaunē Engelbrecht, Karleigh Dimond, and Mason Stretch
<b>In attendance</b>	Rebecca Anderson
<b>Apologies</b>	Aaron Thompson, Gavin Jenkins and Jo Wiltshire
<b>Presentation</b>	HOF's Presented by Sarah Hill Sophie Lee & Karen Gallagher - Year 7 & 8 Jane Swire - Mathematics Stuart Land - Science - feedback from students - time is what is needed for HOF's to lead their team Aimee Ross - Social Science Ann-Maree Chatterton - Health and Physical Education Stephanie Davis - Arts

HOF's have been asked to review their budgets as to where they are getting best return. Where can the money come from for their requests

**1. Administration**

Declaration of Interest as per register

The Board moved into committee at 7.46 pm to discuss sensitive matters

The Board moved out of committee at 8.20 pm, and the resolutions made in committee become the resolutions of the board

**2. Strategic Decisions**

2.1 Annual Plan strategic plan

**3. Monitoring and Review**

3.1 Principals report had been circulated

- Budgeting \$34,000 working capital surplus for this year, we need to manage this process. We need to be working within confines of our budget. The board has made an offer to speak to the entire staff in relation to how we are defined within the budget and how we are tracking with the deficit. Odette is to work with Rowan with grant applications.
- ERO is underway
- Thank you to Karen Gallager for the Hui Fono.
- Apartments complex - report due in May
- Arts review by Carol Mutch will be recieved within the next two weeks
- New build - last part of 100% of the design plan, requires confirmation 6 April
- Uniform review - 3 possible tenders underway for next term
- Self review - student achievement

3.2 Business update - Another six businesses are in the pipeline. Corinne to share the list of businesses with the board members. Business sponsors to be invited to academic assembly in Term 2

3.3 Policy Reviews

3.4 Physical Restraint. All staff are required to undertake an online assessment for new guidelines that come in effect in 2024. James requested the review committee to review the guideline

3.5 Health & Safety - the report on the near miss for incident on Rogaine. The Board questions what was the incident and the outcome from the incidents. James suggested that we look at the Worksafe NZ website to view the templates for reporting incidents.

- Process for identifying hazards and maintenance, also look at the Worksafe website for the appropriate register for reporting hazards within the school
- Board sought information on kamar medical incidents. No major incidents at all to date. Rebecca updated the board on behalf of the office team on the process of recording medical incidents and how they can best simply for the report for the board.

#### **4. Strategic Discussions**

#### **5. Agenda items for next meeting**

- Mason is seeking the availability of Ros Heathcott - Find my marbles and/or Nicole Wilkinson from the Ministry of Education
- Rebecca inquired as to whether board members should have a school email account for the purpose of privacy reasons in the event that within their workplace colleagues may from time to time have access their email accounts. Trustees did not support this. They were confident privacy was assured.

#### **6. Administration**

**RESOLVED** that the minutes of a meeting held on 9 March 2023 be received as a true and correct record.

**Moved** Mason

**Seconded** Terry



**Suggested presentations for the board**

Meeting closed at 8.42 pm

**Signed** .....

**Presiding Chair: Terry Davis**

**Date** .....

**Action Points from 5 April 2023 meeting**

<b>AP</b>	<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>	<b>UPDATE</b>
1.	Mason	Find your Marbles or new area manager from MOE	11 May	
2.	Health & Safety	Kamar Incident Register	11 May	
3.	Health & Safety	Worksafe NZ - templates	11 May	Update from H&S Committee