

**MINUTES OF THE CROMWELL COLLEGE BOARD OF TRUSTEES MEETING HELD AT THE WATERSPORT CENTRE: 20 March at 5.30pm**

**Present:** Karen Gallagher, Stephanie Nainez, James Dicey, and Mason Stretch

**Note:**

**In attendance:** Greg Thomson and Rebecca Anderson

**Lateness:** Karen (arrived at 5.41pm), Aaron (arrived at 5.50pm) Chaunē (arrived at 5.50pm)

**Apologies:** Terry Davis and Odette Hopgood

**Presentations by:** Greg Thomson provided a walk through of the facilities at the Watersport Centre. BOT acknowledged the value that a renovated and functional facility would offer Cromwell College. Greg identified toilets for renovation and adding a gate to protect equipment would enable the facility to be used in the short term. What does the long term curriculum look like to accommodate the use of the facilities? **Greg** to talk with HoF's and report back to board. **Greg** to obtain quotes for upgrading toilets and the gate. **Karleigh** to speak with Jessie Sutherland about what is required to bring the building up to current Building Code specifications.

**1. Administration**

1. Odette has resigned from her position on the Board of Trustees due to ill health. This creates a casual vacancy that must be filled either by election or selection. BOT **resolved** to select a replacement. Process required by Schedule 23 of the Education and Training Act 2020 to be followed. **Rebecca** to administer the process.
2. Discussion held on CCCT and the board agreed that there needs to be a short form business process for the board to consider proposed spend prior to recommending use to the CCCT. **James/Mason** to create a template.
3. **RESOLVED** that the minutes of a meeting held on 13 February 2025 be received as a true and correct record. **Moved:** Stephanie                      **Seconded:** Karleigh
4. Actions from previous meeting
  - a. Fundraising Odette will continue to assist with the Fundraising and grant applications. Staff have been invited to show interest in the position
  - b. Health & Safety - Marcella to meet Sonia Kimmie LM Safety to review EOTC.
  - c. CLT funding for Solar panels - prefunding has been accepted, full application needs to be completed by May. **Aaron** to confirm with Regan. Board **resolved** to approach the CLT for funds and use working capital for its 33% share of the spend. **Moved** (Mason Stretch)                      **Seconded** Aaron
  - d. Letter to Hadley has been sent acknowledging the work put into the cultural design of sports uniforms.
  - e. School Docs has been signed off and underway. Review process to be implemented.



**2. Reports**

1. Principal's report had been circulated
  - a. Strategic Plan - in final stages before uploading to website
  - b. Solid results in NCEA results for 2024. Discussion held on ensuring students are not encouraged to leave school prematurely. **Mason** to discuss with Kate Borrie.
  - c. ERO - report has been shared with the community. No feedback received.
2. Finance & Property Report - Operational budget is at zero. Biggest uncertainty with the budget is the number of students enrolled and staff sick leave.
  - a. **Resolved** that the budget be accepted **Moved** Aaron **Seconded** Karleigh
  - b. MRC - happy with the current sponsors and are seeking new sponsors
  - c. Sporting teams are to provide Odette with an approximation of trip/tournament costs so funding/grants can be applied for. This needs to be done before the next board meeting.
3. Policy Review - School docs our policies are legislatively correct and generic across all schools. Policy review process to be created.
4. Health & Safety
  - a. One incident lodged with Worksafe. No further action from Worksafe.
  - b. EOTC online course - Mason participated in this - 14 review questions for the Board to ask from this. **Mason** to pass this onto Marcella to address. Sonia Kimmie will present a report for the next board meeting.
5. Ros Allan, RTLB Cluster Manager orchestrated a fabulous conference in Queenstown.
6. RTLit funding is potentially being removed. **Mason**, via the COPA, will seek to secure funding from other Central Otago schools to enable continued funding if required.
7. Confirmed with Schooled with Board of Trustees election in September 2025

Meeting broke at 7.00pm for light refreshments

Meeting reconvened at 7.06pm

**3. In-Committee**

**Motion** that the public be excluded from the following proceedings of this meeting at 7.06pm

**Moved: James**                      **Seconded: Karleigh**

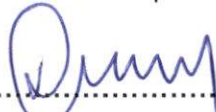
Moved out of In Committee at 7.23pm

**5. Meeting Closure**

1. Faculty reports - key themes summarised
2. Next meeting 15 May 2025 5.00pm
3. ELL information Karen and Shirley

**Suggested presentations for the board**

The meeting closed at 7.27pm

Signed ..... 

Date ..... 