



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held via Zoom on Wednesday, 25th August 2021 at 6.30pm

Present: Deidra Paul (Parent Trustee/2020 Chairperson) Sharon Dennis (Parent Trustee) Acting Chair, Rob Taylor (Principal), Lisa Milner, (Staff Trustee), Elizabeth Tafua (Parent Trustee) Lutila Kalolo (Parent Trustee)

In Attendance: Heather Nicholson (Minutes)

Deidra opened the meeting and thanked everyone for their condolences and support on her recent loss.

Administration Matters

1. Confirmation of Minutes – 16th June 2021

Changes: Lisa was absent from the June meeting

The Minutes were confirmed.

Moved: Rob Taylor
Seconded: Sharon Dennis
Carried

2. Matters Arising:

Responsible	Item	Date Due	Date Completed
Board	NAG 2: Review Strat Plan in OCTOBER – FULL review NOVEMBER	24 th February Workshop	22 nd March
Deidra/Rob	Letter to be sent to Nia-val via email and courier (signature required) CLOSED / COMPLETED		
Rob	Ensure NO VAPING/SMOKING signs up by 11 th May Deidra to follow up 9th April	11 th May	11 th May
Rob	Parents Communication platform update Skool Loop app	19 th May (Term 2)	

3. Declaration of Interests / Members Interests

None.

4. **Confirmation of Minutes**
The June Minutes were confirmed.
The administration matters were accepted and approved.
5. **Correspondence In/Out**
As per Chair report in Agenda
6. **Correspondence to be tabled**
Strat Plan

Principal's Report to the Board

NAG 1: Curriculum Matters

Current roll is 208.

Whanau Hui still to be held – Deidra added that this needs to be held before the end of the year. Rob advised the Pacifica Team is running a sexuality session at school. Deidra suggested holding this via a Zoom meeting. Rob to find out and advise Deidra by 8th September. Signed up to School Docs – To be in place by 2022.

NAG 2: Self Review/Strategic Planning/Curriculum

ERO meeting cancelled due to lockdown – it has been suggested it is rescheduled to next year.

NAG 3: Personnel

Teacher reviews are underway.

NAG 4: Finance & Property

Finance:

Rob has met with Kerry and the budget was reviewed and is tracking well. Working capital is \$170K following review. Legal fees were for the review of the parent complaint. Everything is tracking well.

Property:

Deidra and Rob have signed off for the approved design drawings. This has been circulated to the Board and staff. Deidra asked Rob to organise a meeting with Sharkey (Arohanui) once lockdown is over.

Pool pump and solar heating quotes have been obtained and Heather has submitted funding application to TTCF.

Lundia shelving has been moved and rooms are being sorted.

Demolition work was scheduled for the next school holidays – there is talk the Ministry is considering shifting the holidays to make a longer term 4. It is unsure if the demolition will happen if moved forward and if not, it may not be done till Christmas holidays.

Deidra advised there is a Property Committee and with the rebuild there will need to be regular get together and asked if there were any Hall updates. Rob advised that not enough detail and is going back to Nick. Deidra asked for a report for the Board from Nick.

There is a new language change for Board and will be called School Boards in future. The Board Chair will now be a Presiding Member.

Rob and Deidra attended an architects meeting and are still waiting on Minutes. Rob asked about access to the hall and the pool. Ella advised they were waiting for asbestos tests on the Samoan classroom. Rob advised this has now been done.

PE storage has now been included. Ministry have a letter to be used as a letter drop for the parents and community. Information can be put on School Loop.

The Kindy will get the plans, the site managers contact details and a time frame.

NAG 5: Health & Safety

One pupil broke her arm at Te Pai courts.

There have been two stand downs since the last meeting – one pupil may be moved to West bridge.

Four staff are in isolation as close contacts in the latest COVID outbreak.

NAG 6: General Legislation

Tomorrows School Review is underway and was discussed at the Principals Conference. The first review is the Curriculum.

The leadership team has identified with the national curriculum being privatised there is little support for teachers for numeracy and literacy. Rob would like to go back to text book type learning and has looked at two mathematics program. Cost is around \$8K to set up and will proceed for the staff and comes with text books and handbooks for pupils and students and all the equipment. Rob is looking for something similar for literacy.

Rob addressed self-assessment for teachers and has got one for maths and is looking for one for literacy. There are other areas that will require assessment. Teachers will be working in pairs from next year ready for classroom sharing with the new build.

Deidra asked Rob when he was looking at it and was it in the budget. Rob advised the plan is to have it in place by next year at the latest. Rob is going to look at the budget. Lisa advised they were going to do scholastic fair to raise funds.

Deidra asked for a calendar of what the staff and management team are thinking about using moving forward so it can be included in the Agenda for future discussion.

The new curriculum ages is 0-3, 4-6 and 7-8. Buzz words are "tell, show, and do."

Rob reported the Wellington conference covered PP4L which he found very interesting.

NAG 7: Charter

Nothing to discuss or update

NAG 8: Analysis of Variance.

Nothing to discuss or update

The public will be excluded pursuant to Section 48 of the Local Government Official Information and Meeting Act in order to protect the privacy of people involved.

The meeting went into committee at 6.56pm

The meeting came out of committee at 7.00pm.

There being no further business the meeting closed at 7.00 pm



Chair

10/11/2021
Date

Next meeting: WEDNESDAY, 15th September 2021: 6.00pm

2021 dates:

September 15
November 17

Action Points:

Responsible	Item	Date Due	Date Completed
Rob	Whanau Hui on sexuality to be held before the end of the year <i>Ascertain if able to do via Zoom and advise Deidra</i>	By 9 th September	
Rob	Organise meeting with Sharkey (Arohanui)	ASAP following lockdown	
Rob	Get up to date report on rebuild from Nick and circulate to Board	ASAP	
Rob	Business plan for Literacy & Numeracy support packages	September	
Rob	Future planning calendar with input from Management team and staff	November	