

## Colwill School Massey

### Board of Trustees Minutes

Rob added that as there were not enough nominations for elections for the Board. Sean Breeze, the new Board member joined the board to start from 10<sup>th</sup> August. There are two nominations for the Staff Trustee and elections will be held at the beginning of September for this position to start with the September meeting. Lutilia to remain as Presiding Member until February

**It was moved to co-opt Sharon Dennis to the Board for the August meeting**

**Moved: Lutila Kalalo  
Seconded: Rob Taylor  
Carried**

**1. Confirmation of Minutes – 15<sup>th</sup> June 2022**

The Minutes were confirmed.

**Moved: Sharon Dennis  
Seconded: Elizabeth Tafua  
Carried**

**1.3 Errors & Omissions**

No changes.

**1.4 Declaration of Interests / Members Interests**

Nothing to declare.

**1.5. Correspondence In/Out**

All correspondence circulated to the Board.

Sharon read a gratitude note she has written to the school whanau following her resignation as a Trustee.

This was tabled at the meeting.

#### Board Task Checklist

**2.1 Board member induction** – to start when staff trustee elected

**Principal appraisal** – to be done prior to next meeting

**Draft Budget** – Lutila and Rob to do - October

**Mid year student achievement review** – September meeting

**Health curriculum consultation** – 2 yearly requirement and currently up to date. Discuss at September meeting

**Staff wellbeing survey (COL)** – done

**Strategic Planning** – discuss later in the year ready for 2023.

**ERO review process** – they provide a summary report each year which can be used for the community and a full report at the end of the third year.

**Staffing** – unsure at this year as may lose 1-2 staff with the roll numbers.

**Board election summary** – New board takes office from 10<sup>th</sup> August. There is one staff vacancy and outcome by 13<sup>th</sup> September and take office from 14<sup>th</sup> September.

#### Reporting:

**3.1 Building Report**

**Presenter:**

Hall update included in board papers.

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#### 3.2 Principals Report

##### **Nag 1: Curriculum, Assessment**

Still trying to work out a way to link with Maori family and plan to hold a hui.  
ERO – Rob is meeting Carol Stoney on 23<sup>rd</sup> August. Will finalise BAS (Board assurance statement). Rob to circulate to Board once complete.

##### **NAG 2: Self Review/Strategic Planning/Curriculum**

Board elections did not need to be held as low nominations and there is three Parent Trustee Board members. There are two casual vacancies. It was agreed to wait until the new staff Trustee has been chosen and look to either a bi-election, appoint (must advertise) or co-opt.

##### **NAG 3: Personnel**

**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 7.00pm

The meeting came out of committee at 7.03pm.

##### **Nag 4: Finance & Property**

Finances are tracking well. There is a lot of incoming funds due to the rebuild.  
The rebuild is nine weeks behind schedule. They thought they had removed all the asbestos and were about to start the metal build, but more asbestos was found. The weather has been quite wet which has also caused hold ups, along with staff/contractors having COVID.  
Solar heating price for the swimming pool has been set – the pump price is being requested.  
There is some rebuild funding which can be used to top up the pool funding.

##### **Property:**

Hall update and remedial work was circulated to the Board through the Board papers.

##### **Nag 5: Health & Safety**

Still at ORANGE for Covid.

##### **International Student Report**

An international student has started.  
There has been interest for another family with special needs students, however Rob has heard nothing further.

##### **Sick Bay**

255 entries – some of these are for regular medications that need to be given to students.  
There has been no ambulance call outs since June.

##### **NAG 6: General Legislation**

Nothing to discuss or update.

##### **NAG 7: Charter**

Nothing to discuss or update

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**NAG 8: Analysis of Variance**

Nothing to discuss or update

**3.3 Health/Safety Report**

Nothing to discuss or update

Rob advised there is School Trustee conference in Christchurch in October and if any of the Board members would like to go, to advise Rob.

**Decisions to be made:**

No decisions to be made

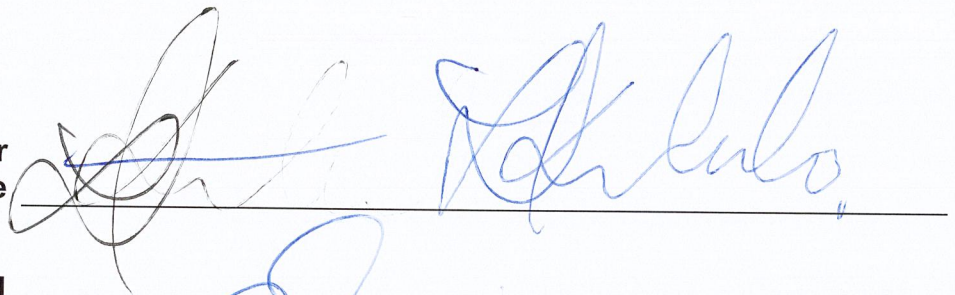
**Items for Information:**

No items for information

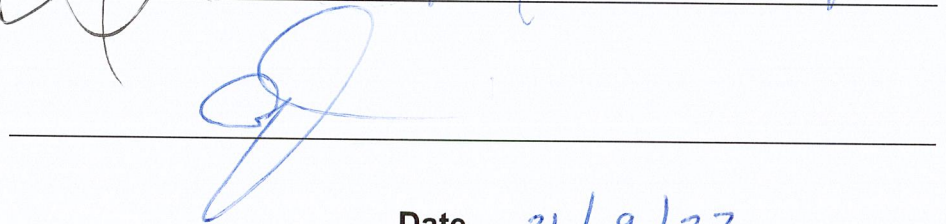
**4.4 Meeting close: 7.04 pm**

**Next meeting: 21<sup>st</sup> September 2022 at 6.30pm**

**Presiding Member  
Signature**



**Principal  
Signature**



**Date**

21/9/22