



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held via Zoom on Wednesday, 1st December 2021 at 7.00pm

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 welcomed everyone and thanked everyone for changing the date with the school restart being the Board date. Deidra acknowledged what a hard year it has been for everyone and that 2022 will be a better year moving forward.

Administration Matters

1. Confirmation of Minutes – 27th October 2021

The Minutes were confirmed.

Moved: Rob Taylor
Seconded: Sharon Dennis
Carried

2. Student achievement Meeting Notes

The meeting notes were tabled and received by the meeting. It was acknowledged the student achievement was impressive.

3. Declaration of Interests / Members Interests

None.

4. Correspondence In/Out

Emails:

NZSTA –

- NZSTA Board Matters – Information request
- NZSTA Board Matters - Vaccination Mandate Letter
- COVID protection framework (traffic light system) for schools

COVID Updates from Ministry of Education

November: 1, 5, 8, 10, 11, 16, 18, 19, 24, 26

October: 28

Rob re winning Mitre 10 Playground competition – one of 3 in New Zealand.

5. **Board Chair Election** – Deidra stepped aside and Rob took the role of Chair and asked if anyone was interested in taking over the role of Chair. Deidra was the only nominee and won unanimously. Rob acknowledged it has been a positive experience working with Deidra and it has been a crazy two years. There is a lot ahead with rebuilds and ERO over the next three years. Carol Stoney is the ERO representative and Rob, Deidra and Carol will be working together moving forward. Deidra acknowledged these two years have been a learning curve and there is still more to learn. Deidra resumed the role of chair.
6. **Board dates 2022**
The Board dates remain at the third Wednesday at 6.30pm but the dates may move. In the winter months (and this will be confirmed closer to) to ensure Heather's health and safety that the winter meetings will be recorded and Heather to transcribe. Dates for first three months are:
16 February
16 March
18 May
15 June
There will be early notification if dates change.
7. **Principals appraisal for 2021**
The Principals Appraisal carried out by Tony Burkin has been completed and received by the meeting.

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 7.20pm
The meeting came out of committee at 7.30 pm.**

8. Action Points:

Responsible	Item	Date Due	Date Completed
SEPTEMBER			
Rob	Contact Sharky so Deidra can meet her – After Covid	TBC	
Rob	HALL Refurb - Nick to provide a FULL report	15 th Sept	
Rob	Possible Zoom whanau hui re sexuality education	15 th Sept	
Rob	To look at the budget regarding 8k mathematics program		
OCTOBER			
Rob	Chase Stefan re letter regarding asbestos removal for the community. <i>Haven't made calls around dates for demo as still letting contracts out. If not sorted shortly will need to be done term 1 school holidays. Rob continually chasing. 95% ready for the demo with spaces</i>	Term 2	

	<i>being emptied that are being demolished. The Hall has not progressed any further – Rob meeting contractor for an update. Rob to get timeframe on hall completion.</i>		
Deidra	Email questions to Lisa for staff survey– Lisa to do survey week of 8 th November	October	COMPLETED 3 rd November
NOVEMBER			
Deidra	Send out dates for meeting to discuss reporting and student achievement	Week of 8 th November	COMPLETED 10 th November
Board	Input on the needs analysis. Board to forward to Deidra then Deidra to forward to Rob.	Wednesday 3 rd November by midday	COMPLETED 3 rd November
Rob	Chase Kindy people for questions they were going to send but not received yet <i>Its difficult as they have their own bubbles</i>	January	
Board	Board to send screen shot or photo of the vaccination card.	December	COMPLETED x3 still waiting on 1
Rob	Police vetting – spreadsheet to be created with expiry dates – Rob to chase Jacqui <i>All up to date and current.</i>	November	
Rob	Get update from Jo for next meeting re transitioning from Colwill to Massey High <i>As a lot of year 8's haven't enrolled staff are helping do the enrolments online.</i>	November	
DECEMBER			
Board	Board to send screen shot or photo of the vaccination card.	December	Still waiting on 1

Principal's Report to the Board

NAG 1: Curriculum Matters

No updates or discussion.

NAG 2: Self Review/Strategic Planning/Curriculum

No updates or discussion.

NAG 3: Personnel

Lisa left the meeting at 8.33pm.

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The meeting went into committee at 8.33pm

The meeting came out of committee at 8.42 pm.

NAG 4: Finance & Property

Finance:

Budget: Rob said it is a good budget and covers everything off next year that is needed including teacher funding.

There is a new position Ministry are offering for the school to have a Check and Connect member which the Ministry will fund and help through the year for this. It sits under the PP4L budget. The aim is to have support for children who are disengaging with learning and crosses into families and homes to help families work and help to engage more with school. There is a workload of 15 students at a time. This comes from the COVID fund boost for schools and the school will receive \$65K funding for this. It is not included in the budget but will be included in the budget next year when the funds are received.

The budget for approval is the baseline budget and is reviewed as the year rolls on. Money for the hall is not included in the budget of \$350,000 nor the school rebuild which is around \$20m but will be included in the audited accounts.

With losing a teacher the plan to have separate space for them and they will be included in normal classroom but if it transpires it is needed then it will be just a part time role.

Rob added due to COVID there has been a lot of extra funding available for next year.

In 2022 projection \$440,647 (includes income). Leading Edge to clarify.

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The meeting went into committee at 7.47pm

The meeting came out of committee at 7.50pm

It was moved to approve the 2022 Budget as presented

**Moved: Rob Taylor
Seconded: Elizabeth Tafua
All agreed**

Property:

The Board of Trustees resolves to accept the Useful Life of the School's Assets, as per the schedule.

**Moved: Sharon Dennis
Seconded: Deidra Paul
All agreed**

It was moved to accept the Annual Provision of Cyclical Maintenance calculation

**Moved: Deidra Paul
Seconded: Sharon Dennis
Carried**

NAG 5: Health & Safety

No discussions or updates.

NAG 6: General Legislation

No discussions or updates.

NAG 7: Charter

Nothing to discuss or update

NAG 8: Analysis of Variance.

Nothing to discuss or update

Board Discussion Points

The Year 8 Graduation will be held at school on the last day and will be a very quiet event. No one can attend school and there will be photos taken. If appropriate, photos can be put on Facebook and names of achievers can be listed. This will be checked before anything is published on line. Will do in Fale area as the hall will not be available.

Work Place Survey

Heather presented the outcome of this to the meeting.

Lisa and Rob to feed back to the staff. And to thank the staff most sincerely for taking part in the survey

Committees:

Board committees were set up – everyone is happy to continue on the Committee's they are on.

Staff/Student Vax Register

Document is being set up in the office and a Register with everyone's name, vaccination dates and vaccination pass. Worksite safe form to be completed also.

Board Vax Register.

Deidra to send form out that needs completing.

Due to COVID there is no end of year function so might organise something for next year.

Rob thanked everyone for what they have done this year and acknowledged what a hard year it has been for everyone.

Next year new build, hall rebuild, new playground (won through Mitre 10).

Deidra again thanked everyone.

Lutila also thanked everyone.

Elizabeth thanked Rob for always being there and for Deidra's door knocking, emails and texts. Elizabeth felt we have all done a good job through COVID.

Sharon added she misses everyone and looks forward to seeing everyone again face to face.

Deidra thanked Rob for his tremendous support the last couple of years and for his guidance and helping her to grow.

Deidra thanked Heather for her continued support of Colwill and the Board.

Heather closed the meeting with:

*I wish I was a glow worm
As a glow worms never glum
Coz how can you be grumpy
When the sun shines out your bum*

Everyone wished a Merry Christmas and safe holidays.

There being no further business the meeting closed at 9.00pm



Chair

17/02/2022
Date

Next meeting: WEDNESDAY, 16th February 2022 : 6.30pm