



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held on Wednesday, 17th February 2021 at 6.30pm (via Zoom)

- Present:** Deidra Paul (Parent Trustee/2020 Chairperson), Rob Taylor (Principal), Sharon Dennis (Parent Trustee), Lisa Milner, (Staff Trustee), Elizabeth Tafua (Parent Trustee)
- Apologies:** Lutila Kalolo (Parent Trustee) – lateness – from 7.10pm
- In Attendance:** Heather Nicholson (Minutes)

Deidra welcomed everyone to the Zoom meeting – the first of 2021.
Deidra then opened the meeting with a karakia.
Deidra added the Board will be going to go back to basics this year so they can work together through the year with everyone on the same page.

Administration Matters

1. **Confirmation of Minutes – November 2020**
The Minutes were confirmed.

Moved: Rob Taylor
Seconded: Sharon Dennis
Carried

- Confirmation of In Committee Minutes – November 2020**
The November in Committee Minutes were confirmed.

Moved: Deidra Paul
Seconded: Elizabeth Tafua
Carried

- Confirmation of In Committee Minutes – December 2020**
Rob left the meeting at 6.54pm

The December in Committee Minutes were confirmed.

Moved: Sharon Dennis
Seconded: Elizabeth Tafua
Carried

Rob re-joined the meeting at 6.57pm

2. Errors & Omissions:

There were no errors or omissions.

3. Election for Board Chair 2021

Lisa nominated Deidra Paul for the role of Chair. There were no other nominations
Rob declared Deidra to continue as the Chair for the 2021 year.

4. Matters Arising from previous meeting

Responsible	Item	Date Due	Date Completed
Rob	To speak with the Ministry and/or Police to ascertain process to notify parents is school in Police lockdown.	August	Underway
Deidra	Create Survey Monkey – include a question regarding board meeting times	August	Ongoing
Nia-Val Resigned 2020	Report on Health Curriculum Views	October	
Rob	Follow up report – Hall revamp	October	Underway
Board	NAG 2: Review Strat Plan in OCTOBER – FULL review NOVEMBER	February 24 th Workshop	
Sub Group?	From previous meeting – Health & Safety	October	
Deidra	Create booklet of NAG for Board – Nia val to report to November meeting	November	Completed
Board	Any queries on finances for Leading Edge (attending November meeting) – email to Rob or Deidra	November	DONE / December
Board	Ideas for Christmas meeting	November	DONE / December
Rob	Organise walk through school during term time	November	

4. Declaration of Interests / Members Interests

None.

5. Correspondence

A list of correspondence was attached to the board papers
Deidra received correspondence today from NZSTA regarding pay equity updates.

The administration matters were accepted and approved.

Principal's Report to the Board

Rob updated the Board on the meeting with Police and Kelvin Davis regarding local gang and crime related issues and advised that from the school survey students felt safer at school than they did in their community. Rob advised Kelvin Davis of this

There was discussion on replacing Nia-Val Ngaro Tali and Rob advised that it might not be a good time to replace a board member only 18 months until the next Board elections. There must be three parent elected board members which the school currently has. However, if one cannot attend a meeting, they must be available by phone for voting decisions. Sharon is a Parent Elected Trustee.

NAG 1: Curriculum Matters

Rob suggested a face to face meeting to discuss some items and also a workshop and suggested Thursday, 25th February at 9.30am for a face to face meeting. It was agreed to proceed with this meeting to discuss several items.

The roll is tracking quite well. There are 10 pre-enrolments.

The staffing roll is good.

There are three students who haven't returned, but have not enrolled elsewhere.

NAG 2: Self Review/Strategic Planning/Curriculum

Strategic Plan to be discussed at the meeting on 25th February.

Rob recommends Tony Burken to be the Principal Appraiser for 2021. Heather Bell has now retired. Moved and approved.

NAG 3: Personnel

No updates or discussion.

NAG 4: Finance & Property

Finance:

The school is getting everything ready for the auditors. All In Committee minutes are put in an envelope, dated and sealed and they are placed in the safe. The auditors can request to look at these to review any financial matters.

Rob is unsure when ERO will be done, but a new program is being put together for these – it has been trialled at some schools, but not Colwill.

Property:

The new build starts in July this year and planned finish is July next year.

Underfloor insulation has been completed.

Hall plans with adjustments have been sent, and have been returned for Council approval.

Vandal damage is ongoing. Stronger gates have been installed. The builders have tried to make the fencing harder to break.

NAG 5: Health & Safety

The school lunch scheme has started. The cost to the Government for Colwill is \$5,000 per week.

NAG 6: General Legislation

No updates or discussion.

NAG 7: Charter

Deidra advised there is a lot to work through in 2021 starting with the Complaints Policy. The COL is meeting 30 June 7pm at Massey Primary and 23 November 7pm at Massey Primary. Usually the Principal and Board Chair attend but Rob added board members are welcome.

NAG 8: Analysis of Variance.

Nothing to discuss or update

General Business:

Rob thanked everyone for their input in 2020 which was a difficult year.

Deidra added there needs to be discussion on what the Board need to do to help students achieve and also what more would the Board members would like to see.

NZSTA workshops will be starting up again soon.

Deidra added she needs the whole Boards input moving forward and looks forward to working with everyone this year.

Elizabeth thanked Rob and the Board for the flowers she received from them last year.

Lisa to open the next meeting.

Deidra closed the meeting with a Karakia

There being no further business the meeting closed at 7.44pm



Chair

25/02/2021

Date

Next meeting: WEDNESDAY, 17th March 2021: 6.30pm

2021 dates:

February 25 (workshop)

March 17

May 19

June 16

August 18

September 15

November 17

Action Points:

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Rob	Organise walk through school during term time	November	
Rob/Deidra	Confirm who will be doing Rob's appraisal	March	