



**Colwill School**  
**Minutes of Meeting of Board of Trustees of Colwill School**  
**Held via Zoom on Wednesday, 16<sup>th</sup> February 2022 at 6.30pm**

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**Present:** Deidra Paul (Parent Trustee/2020 – 2022 Presiding Member) Sharon Dennis (Parent Trustee) Acting Chair, Rob Taylor (Principal), Lisa Milner, (Staff Trustee), Lutila Kalolo (Parent Trustee), Elizabeth Tafua (Parent Trustee)

**In Attendance:** Heather Nicholson (Minutes)

Deidra opened the meeting with a karakia and welcomed everyone to the first meeting of 2022. Rob is excited about the upcoming year with the new build

**Administration Matters**

Actioned By	Action Points	Completed By
Rob	Police vetting spreadsheet, to be created with expiry dates. Rob to chase Jackie <i>3 years done</i>	March
Rob	Update from Jo. For next meeting re: Transitioning from Colwill to Massey High <i>In Robs report</i>	DONE
Deidra	Vaccine Passport <i>Relook at vaccine register</i>	March
Rob	Copy of principal appraisal for Board papers for Feb meeting	DONE
Rob	Leading Edge, to check \$440,647 Feb	March

1. **Confirmation of Minutes – 1<sup>st</sup> December 2021**  
 The Minutes were confirmed.

**Moved: Lisa Milner**  
**Seconded: Deidra Paul**  
**Carried**

- 1.2 **In Committee Minutes – 1<sup>st</sup> December 2021**  
 The Minutes were confirmed.

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

Heather to find out if In Committee minutes OK to be emailed.

### 1.3 Errors & Omissions

No 7 - Tony Burkin (not Burkett)  
Where should be Fale  
Property in Rob's report  
In Committee: Lutila – (spelling)

### 1.4 Declaration of Interests / Members Interests

None.

### 1.5. Correspondence In/Out

Rob appreciated the emails from the parents and he is having discussion with Steph and to create a position for her to be communications support person/advisor and to work across all the school platforms.

A history/legacy is being created with photos and documents for the build.

There will be PD training for all staff.

Deidra thanked Rob for acknowledging and addressing the emails from the parents.

## Board Task Checklist

### 2.1 Term 4 2021

Board Chair performance:

- Elizabeth: Done a really good job
- Lutila: Education of the Board awesome and the ability to handle everything that happens, especially over the last couple of years. Working with Rob. Able to lead. Thanking everyone for their time and contributions
- Sharon: Get too involved and need wellbeing. Don't have to be perfect. Doing a brilliant job.
- Lisa: Last year was the year from hell and you knew when to take time out, which you needed and you knew when to say no.
- Rob: Shared from Tony – she has a love for the school and her heart is to give back and that needs to be acknowledged. Rob concurs and he understands the drivers and it matters.
- Heather: Have grown into the role and doing a great job.
- Deidra acknowledged last year she had to stop but has healed and her main focus is the kids.

### Check staff wellbeing

Staff survey was presented to the staff.

Feedback to Lisa was that they appreciated they were heard and listened to and they will choose four things to work on. Many were surprised that what they commented on, others had too.

Deidra added the board appreciated their input and look forward to 2022 and working in a nice safe environment for all.

### Student Achievement Analysis

Maths No Problem Program training. Deidra asked if the training went ahead and how it is going. Rob responded that the resources have arrived for Maths No Problem and it will be more for the teachers than the students this year. Another program (DMIC) is being run with a focus on Maori/Pacific.

With Maths no Problem there are workbooks for the students. DMIC is a methodology for teaching Maths – Massey University are using the school as part of a research project.

Deidra asked about the maths support teacher – Rob responded it is a position in a school where they are trained on a 2 year university program.

Rob to update further at the next meeting.

### Report to Community on School Progress

Steph to be the PR which will be useful

**Draft budget – done**

**Assurance on staffing – in report – students transition to college**

**COVID – report.**

## **2.2 Term 1 2022**

**Election of chair – done**

**Board election – September** – if anyone knows of anyone interested in being a board member, let Rob know

Review board member register – March

Board delegations – March

Interests register – March

Board Code of Conduct: Rob and Deidra to review on School Docs to check it aligns. Be available to undertake professional development. Effective board webinar – Deidra has registered and it is for all board members. Deidra would like other board members to view it. Lutifa has registered. 7<sup>th</sup> March 7pm.

## **Reporting:**

### **3.1 Building Report Present: Sharon**

To start next month.

Sharon & Rob to present a building report to the board each meeting.

- Where we are at / progress report / milestones
- Photos / visual
- Current project health / is it on track for budget
- Documentation/documents to be signed
- COVID impact on supplies

### **3.2 Principals Report**

The school roll currently sits at 177. Deidra asked if there will be networking with the kindy's when able to and Rob advised they will. Deidra added need to find ways to bring more pupils into the school.

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

Whanau Hui for sex education. Might have to look at doing a Zoom (or Google) meeting. The concern is not all parents may have the ability to connect. Deidra suggested two options – one via Google meets and Option 2 is once the light level changes have a face to face with those who couldn't connect with Option 1. Everyone to bring back a suggestion to the next meeting and find a solution.

#### **Nag 2**

Strategic Plan needs to be submitted to the Ministry by the beginning of March. PD for the Board to be added. Deidra felt the recommendations were good. Upskill support and admin staff – Deidra to review. Te Reo to be included in the Strat Plan. ERO re-engaging from 22 March.

Lisa did really well with the staff survey.

#### **Nag 3**

Teacher reviews ongoing

There were two resignations in the holidays. Both those roles have been filled. They are fitting in well.

It was ratified for Alex & Melissa's roles to be confirmed.

**Moved: Rob Taylor  
Seconded: Sharon Dennis  
All agreed**

Alex does speak in Te Reo.

**Nag 4: Finance & Property**

Ministry are giving a \$50K grant this year and \$20K next year to cover any expenses due to the rebuild.

**Property**

The Hall refurb is underway. There have been some issues with the building work – cutting through the fibre, cutting off the water and a number of other similar problems. There has been consent for asbestos removal, for the demo and for the rebuild. The Ministry's process for the contract has been let, but has not yet been signed.

Rob gave a massive thanks to Mitre 10.

There are three large projects currently underway, School hall, school rebuild and playground build.

The Mitre 10 play ground is due to go in at the beginning of April. It is going where the senior playground currently is.

Thanks to Heather for the pool funding – Rob and Heather to speak on how to progress this.

**Nag 5: Health & Safety**

Vax pass scanner at the office.

A COVID update has been provided prior to the meeting from the Ministry.

There is a plan for if a teacher gets COVID

If deemed necessary to close the school – the Board would need to be asked first. Everyone agreed to this.

COVID information of other schools in the area to be included in the monthly Health & Safety report to the board.

**Nag 6**

No updates

**Nag 7**

No updates

**Nag 8**

No updates

**3.3 Health/Safety Report Present: Elizabeth**

Lisa & Elizabeth to give report to Board

- Accident & Incident register
- Hazards register
- Covid case report

**3.4 Policy Update/review Present: Lutila**

Rob & Deidra have spoken.

Deidra & Lutila to do and Lutila to present

- COVID Update
- Communication to Colwill whanau
- Procedures if close contacts in whanau/school

These are in School Docs. Rob to check the school policies are in line with the ERO review. Policies are to be reviewed and these are sent as reminders through School Docs.

Deidra to provide templates for the reporting.

**Items for Information:**

**4.1 School delegated authority**

COVID Plan – Teacher's absences included with Board papers.

**4.2 Board member register**

For information.

**4.3 School term calendar**

Rob/Lisa to supply so that meetings can be aligned with the school calendar. School term calendar to be included in board papers.

**4.4 Meeting close: 8.35pm**

**Next meeting: 16<sup>th</sup> March at 6.30pm**

*D. Paul*

*05.04.2022*



## Action Points – 16<sup>th</sup> February 2022

Actioned By	Action Points	Completed By
Rob	Police vetting spreadsheet, to be created with expiry dates. Rob to chase Jackie <i>Does this align with the school policy?</i>	March
Deidra	Vaccine Passport <i>Relook at vaccine register</i>	March
Rob	Leading Edge, to check \$440,647 Feb	March
Heather	Check whether In Committee Minutes can be emailed	March
Rob	Student Achievement: Update on Maths No Problem & DMIC	March
Board	Review Board Member Register Review Board Delegations Review Board Interest Register	March
Deidra/Rob	Review Board Code of Conduct on School Docs to check it aligns.	March
Board	Effective Board Webinar – 7 <sup>th</sup> March 7pm – please register if available	March
Board	Whanau Hui – Sex Education – suggestions for holding this to be discussed at next meeting	March
Board	Strat Plan – needs to be submitted by early March. PD for the Board to be added Te Reo to be included Deidra to review upskill support and admin staff	March
Rob/Heather	Discuss grant for pool	March
Rob/Lisa/Elizabeth	Include COVID information on other schools in Health & Safety Report	March
Rob	Check school policies are in line with ERO review	March
Deidra	Committee Reporting – Property/Building, Health & Safety, Policy Updates/reviews. Deidra to provide template for reporting	March
Rob	COVID – teachers absences to be included in Board papers	March
Rob/Lisa	Include School Calendar in board papers	March