

# Colwill School Massey

## Board of Trustees Minutes

Date: 23<sup>rd</sup> February 2023

Time: 6.30pm

Location: The Hub

Facilitator	Lutilla Kalolo (Presiding Member)	Rob Taylor (Principal)	Heather Nicholson (Minute Secretary)
Attendees	Rob Taylor Lutilla Kalolo Elizabeth Tafua Sean Breeze		

**Apologies:** Marlene Synodinos was unable to attend the meeting.

### Administration Matters

Lutilla welcomed everyone to the meeting.

At the November meeting 2022 Lutilla was again appointed as Presiding Member for a further term

Actioned By	Action Points	Completed By
Rob	Whanau Hui – Sex Education – suggestions for holding this to be discussed at next meeting <i>Wait till the village collective group is working – will be next term – follow up with Lizzie</i>	Early 2023
Rob/Lutilla	Discuss MOE enrolment scheme and how to discuss with the community	Underway
Board	Health curriculum consultation – to discuss	2023
Rob/Beata	Following up on reading recovery funds owed	December
Rob	Speak with Heather re possible grant for hall for whiteware/curtains. Also speak with Costco re sponsorship of whiteware	Not required as funded now.

### 1.1 Confirmation of Minutes – 23<sup>rd</sup> November 2022

The Minutes were confirmed.

Moved: Rob Taylor  
Seconded: Sean Breeze  
Carried

### 1.2 Errors & Omissions

No changes.

### 1.3 Declaration of Interests / Members Interests

Nothing to declare.

### 1.4 Correspondence In/Out

All correspondence circulated to the Board.

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### 2.1 Board Task Checklist

No discussions or update.

### Reporting:

#### 3.1 Building Report

Updated under Property.

#### 3.2 Principals Report

The roll last year started at 177 and this year there has been 27 enrolments with the roll at 211. This will increase funding and staffing after the 1<sup>st</sup> March return.

#### Nag 1: Curriculum, Assessment

Sexuality Education Hui – should be Term 2. In Week 2 and 3 of Term 2 the Village Collective will be in attendance and the Hui should be held prior to this.

ERO end of year reports were attached to the Principals Report. The reports will be on the school website.

Policies for the Board to review were included in the board papers – any changes to be sent to Rob.

The Board composition has three elected parents so complies. Another suggestion from a South Auckland school principal who was struggling to get parents onto the Board, changed their constitution to have, say three parent reps and three Ministry appointed people which worked well. Rob also felt the parents and family that are currently coming in could be good Board members and there will be an afternoon tea put on later in the term. The Board is looking at ways to increase the Board numbers.

The 2022 appraisal/professional growth cycle has been completed.

The STA conference is being held in Rotorua this year – three board members and Rob to attend.

#### NAG 2: Self Review

No updates or discussion.

#### NAG 3: Personnel

No discussions or updates.

#### Nag 4: Finance & Property

The commentary is from November. The Annual Accounts are currently being worked on. At 31 December there will be around \$300K working capital. There is \$250K tagged for the rebuild which has come from the Ministry.

#### Property:

**Hall:** Overall it will come in at \$60K over budget. The \$50K principals support from last year will be used for the hall. Rob is getting quotes for all the whiteware for the school and hall along with the toilet hand dryers. There is a grant to be used for this. Security cameras and additional furniture will come out of the grant. Cameras are being looked into for the school and there are legalities around cameras in schools. Rob is getting quotes for this from the PA/ phone supplier. It will need to be a comprehensive system.



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The car park was not started in the holidays and will be started in two weeks. It will be messy and difficult in term time but it has to happen in this time. Rob has the ground plan for the Board to view.

There is some finishing off in the toilets for the Hall to be done. Blinds and curtains are installed. Extractor fans have been fitted – ducting to be completed. Safety bars are to be fitted to the two new doors.

Alternative heating is to be in place ready for the next term. Ministry are still deciding the best solution. Rob has suggested heat pumps rather than gas and suggested permanent heating in buildings that are remaining and temporary heating in buildings to go.

**Pool:** Solar heating and pump have been completed. The suppliers are sending a representative to show how to make it all work. The pool people are supplying a quote for maintenance. The pool needs to be emptied, and some repairs done on the liner.

**Rebuild:** There is some funding left and due to the rebuild the Ministry felt not much funding will be required. Rob added this was under the assumption it was a complete rebuild, but it was only a partial rebuild. The hall cladding needs replacing and other buildings need renovation.

The anticipated roll for 2030 from the Ministry is expected to be around 280.

Rob showed the Board the plans for the carpark and grounds and spoke to the plans. There will have to be some temporary parking while this is done. The carpark will be asphalt with concrete around it. Rob also asked for a 3.5m fence as the plan had been for a 1.5m fence which would not protect the staff members vehicles from students kicking and throwing balls on the field. Rob is getting a price for an electric sliding gate.

Some of the shading has been removed and Rob is looking for funding through 5YA to replace this, along with some planting. If this is not possible, Heather to look into applying for grants for this. Also the Fale's need a new roof – Rob would also like more around the school grounds. Rob would like to see shade over the playgrounds, the hall and other identified areas.

The draft plan shows built in steps to the field.

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

There have been no standdowns, suspensions or restraints.

### **International Student Report**

No international students at present.

### **Sick Bay**

There are 56 entries – 24 are parent approved medications being issued.

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

No discussion or updates.

### **NAG 7: Charter**

Nothing to discuss or update

### **NAG 8: Analysis of Variance**

Nothing to discuss or update



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**3.3 Health/Safety Report**  
Nothing to discuss or update

**4. Information:**

**4.1 School/Delegated Authority:**  
Nothing to discuss or update.

**4.2 Board Member Register Code of Conduct/Contact:**  
Nothing to discuss or update.

**4.3 School Term Calendar**

**4.4 Meeting close: 7.30 pm**

Next meeting: Wednesday, 22<sup>nd</sup> March at 6.30pm

Presiding Member  
Signature

Principal  
Signature

Date 22/3/23