



**Colwill School**  
**Minutes of Meeting of Board of Trustees of Colwill School**  
**Held via Zoom on Wednesday, 15<sup>th</sup> June 2022 at 6.30pm**

- Present:** Rob Taylor (Principal), Elizabeth Tafua (Parent Trustee), Lisa Milner, (Staff Trustee), Lutila Kalolo (Parent Trustee), Sharon Dennis (Parent Trustee)
- Apologies:** Deidra Paul (Parent Trustee/2020 – 2022 Presiding Member) – lateness from 6.55pm  
 Elizabeth Tafua (Parent Trustee) - lateness from 7.00pm
- In Attendance:** Heather Nicholson

**Administration Matters**

Actioned By	Action Points	Completed By
Rob	Student Achievement: Update on Maths No Problem & DMIC <i>Deidra and Rob to meet – Lizzie can attend also.</i>	August
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>	August
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	DONE
Rob	Check school policies are in line with ERO review <i>Board assurance statements have been signed off for ERO.</i> <i>Before next meeting give Board access to the site</i>	August
Rob/Deidra	Discuss MOE enrolment scheme and how to discuss with the community	June
Rob/Deidra	Work through Principals Targeted Agreement	June
Rob	Get timeframe (and hopefully photos) for hall refurb and advise board	June
Board	Consider vaccine mandate and mask wearing and meet to discuss and set rules	June
Board	<b>Board elections</b>	June

	Set Workshop date Existing board members to email Rob or Deidra to advise if standing at election	
Rob/Deidra	Discuss board get together to farewell Deidra – possibly a Saturday	June

**1. Confirmation of Minutes – 18<sup>th</sup> May 2022**

The Minutes were confirmed.

**Moved: Rob Taylor  
Seconded: Elizabeth Tafua  
Carried**

**1.3 Errors & Omissions**

No changes.

**1.4 Declaration of Interests / Members Interests**

Deidra's daughter Steph is employed by the school

**1.5. Correspondence In/Out**

All correspondence circulated to the Board.

There was only one additional correspondence:

- Board returning officer handbook.

**Board Task Checklist**

**2.1 Term 1 2022 / Term 2 Board Checklist**

**Reporting:**

**3.1 Building Report                      Presenter: Sharon**

Rob updated in his report.

**3.2 Principals Report**

**Nag 1: Curriculum, Assessment**

Roll is tracking slow at 178. Rob is hoping staff can be sustained next year. Based on the roll 2 staff will be lost as well as income.

36 new enrolments this year and 12 departed.

Sexuality Hui date to be set.

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

ERO – Zoom meeting has been held with Carol. Went through Board Assurance Statement.

Next Zoom meeting 9 August then will be coming into the school.

**Returning Officer for Board Elections.**

MOE proposed enrolment scheme has been returned to MOE. Rob has not received anything and will follow up.

**NAG 3: Personnel**

Principals Target Agreement will need to be done

**Nag 4: Finance & Property**

Finance reports in the Board pack. The water bill has increased and Rob will discuss with the contractors.

Annual Audited Accounts are on the website.

Leading Edge have now been sold to Canterbury Education Services in Christchurch but the service will remain the same.

**Property:**

Rob is unable to get into the Hall as the walkway hasn't been put in place as yet. Rebuild timeline hasn't changed.

Gas bottles have arrived for the heating. Pipes are in and the heaters have been bled and now just waiting on sign off for the boiler. Hopefully there will be heat for Monday. This is only a temporary fix. Rob will push for permanent electric heating.

Caretakers shed to be completed by March.

Pool upgrade can't be started due to the works. Rob is speaking to supplier.

**Nag 5: Health & Safety**

MOE are leaving it to schools to decide on masks and vaccine mandates.

**International Student Report**

There is one request for an international student for term 3.

160 entries in the sickbay, mostly TLC or replacing band aids, cleaning grazes and similar.

There has been one accident of a broken wrist.

**Standowns/Physical Restraint T**

There has been one restraint this year.

**Vaccination Mandate for staff:**

There was discussion on this. MOE is suggesting students (from year 4) and teachers wear masks indoors as well as anyone coming into the school.

**It was moved NOT to mandate any mask or vaccination of Staff in the school but personal choice for current and future staff members.**

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

Lisa and Rob to pass outcome to staff

**Mask Mandate**

There are no signs displayed saying masks must be worn on site for parents and visitors. Parents, visitors and contractors are expected to wear a mask indoors when on site.

**Matariki**

Everyone will be coming through the office so will have to sign in. Parents and visitors will need to wear masks when indoors.

**NAG 6: General Legislation**

Nothing to discuss or update.

**NAG 7: Charter**

Nothing to discuss or update

**NAG 8: Analysis of Variance**

Nothing to discuss or update

**3.3 Health/Safety Report**

Nothing to discuss or update

**Decisions to be made:**

**Presiding Member:**

Rob and the Board thanked Deidra for her work thought a very difficult time. Deidra added that the Board have done an amazing job also.

Deidra asked if anyone would like to be Presiding Member until the Board elections in September. Lutila agreed to accept the role.

Deidra offered to give handover notes to Lutila.

**It was moved that Lutila Kalolo to be the Presiding Member until the new Board starts in February.**

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

**Board elections:**

Rob gave an overview on Alan Curtis who consults to Boards nationwide. He has been a returning officer for a number of years. Any costs spent on elections are reimbursed by MOE.

**It was moved to appoint Alan Curtis to be the Returning Officer for the September Board elections.**

**Moved: Sharon Dennis  
Seconded: Rob Taylor  
Carried**

Rob to contact Alan and then update the Board. Correspondence with Alan to be CC to the Board.

Deidra asked which Board members will be standing for the upcoming Board elections. Sharon has declined standing again as a Board member. Lutila and Elizabeth are happy to remain. Deidra added the Board require a minimum of four Parent Trustees so another two are required.

Steph has been putting things in the school newsletters promoting the Board and the elections. Sharon suggested looking further afield than just parents of pupils in the school. A parent of a child at the school can nominate someone and they don't have to have a student at the school. Information is on School Loop, the website and Facebook.

Deidra added it would be good for younger parents to join the Board whose children may have five or so years at the school.

Deidra suggested a workshop to discuss ways to get board members.

Deidra also suggested a Q & A for parents to discuss board elections with board members at the upcoming Matariki celebrations. Everyone agreed. Rob and Deidra to meet on Friday to discuss. Steph to do flyers. Steph will also be doing promotion on the online platforms.

**Items for Information:**

No items for information

**4.4 Meeting close: 8.00 pm**

**Next meeting: 17<sup>th</sup> August 2022 at 6.30pm**

