



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held on Wednesday, 17th March 2021 at 6.30pm

Present: Deidra Paul (Parent Trustee/2020 Chairperson), Rob Taylor (Principal), Lisa Milner, (Staff Trustee), Elizabeth Tafua (Parent Trustee) Lutila Kalolo (Parent Trustee)

Apologies: Sharon Dennis (Parent Trustee)

In Attendance: Heather Nicholson (Minutes)

Deidra welcomed everyone to the first face to face meeting for 2021
 Lisa then opened the meeting with an Irish blessing.

Administration Matters

1. **Confirmation of Minutes – 25th February 2021**
 The Minutes were confirmed.

Moved: Lisa Milner
Seconded: Lutila Kalolo
Carried

2. **Matters Arising:**

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	Report on Health Curriculum Views	October	Underway
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 – Niaval to report to November meeting	November	
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	

3. Declaration of Interests / Members Interests
None.

4. Confirmation of Minutes
The February Minutes were confirmed.
The administration matters were accepted and approved.

5. Correspondence In/Out
Email from Ioana Ulsted
Email from Cathy Harding
Draft letter (and report) for Niaval – to be sent via email and couriered (signature required).

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 6.50pm

The meeting came out of committee at 7.02pm

Chair Report to the Board

Rob and Deidra met on 10 March for a verbal update on the hall. Deidra is meeting the Project Manager 18 March.

The Complaints Form is being updated and the school pamphlet also to be updated. Will also be translated into different languages.

Principal's Report to the Board

NAG 1: Curriculum Matters

No discussion or updates

NAG 2: Self Review/Strategic Planning/Curriculum

Rob thanked everyone for their feedback on the Strategic Plan.

NAG 3: Personnel

No updates or discussion.

NAG 4: Finance & Property

Finance:

No discussion or updates

Property:

The pool pump has died and the cost is \$32K to replace it. Three quotes need to be obtained and then funding will be applied for. Applying for a grant doesn't affect MOE funding.

The final plans are almost in place for the rebuild. Meeting tomorrow, then to Council and then to tender.

Floor plans or drawings to be obtained so that people can see them. Rob presented and spoke to the plans.

NAG 5: Health & Safety

No discussion or updates.

NAG 6: General Legislation

No updates or discussion.

NAG 7: Charter

No discussion or updates

NAG 8: Analysis of Variance.

Nothing to discuss or update

Board Discussion Points

Complaint Procedure

Letter for Niaval – to be done by Monday 22nd March 2021

Board Date/Time

There will be no December meeting. The meeting dates were agreed.

It was moved that the proposed meeting dates are agreed.

**Moved: Rob Taylor
Seconded: Lutilla Kalolo
Carried**

Secretary health/safety during winter

Deidra proposed during the winter months for the meeting to be recorded.

It was moved after the May meeting from June 16 due to health and safety for Heathers travel meetings will be recorded and transcribed

**Moved: Elizabeth Tafua
Seconded: Lisa Milner
Carried**

Sub committees:

The Board committees as listed were agreed to.
An explanation was given for each of the sub-committee roles.

Complaint form/flow chart

Deidra presented the flow chart to the meeting. The flow chart will go on the reverse of the complaints form. A laminated one will be given to each of the Trustees for reference.

The new logo has been adopted.

It is also to be placed on the website.

At the first meeting with complainant and principal where it is recorded, either both sign to acknowledge recording, or it is stated at the beginning of the recording that both parties agree.

Signage for No Vaping/smoking

This is a legislative requirement and Rob has asked for these to be provided by Ministry – to be up by 1 May. To be put up by 9 April.

General Business:

Rob advised they treat the site as if in pandemic and he doesn't want people coming and going from the school despite the changing COVID levels. Students are settling quicker into school with parents not able to enter the school.

To add "if you want to meet with a staff member, please call and make an appointment" to go onto Facebook and the website. Updated communication forms have been sent home with the students. Would like the communication platform updated by Term 2.

There was general discussion about graduation and whether parents are included with the dinner and/or dance and this is needed to be discussed further.

Lisa closed the meeting with an Irish blessing.

There being no further business the meeting closed at 8.30pm

W. Paul
Chair

19/05/21
Date

Next meeting: WEDNESDAY, 19th May 2021 : 6.30pm

2021 dates:

- May 19
- June 16
- August 18
- September 15
- November 17

Action Points:

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Board	NAG 2: Review Strat Plan in OCTOBER – FULL review NOVEMBER	February 24 th Workshop	
Rob	Letter to be sent to Nia-Val via email and courier (signature required)	By 22 nd March	
Rob	Ensure NO VAPING/SMOKING signs up by 9 April	9 April	
Rob	To add “if you want to meet with a staff member, please call and make an appointment” to go onto Facebook and the website.	ASAP	
Rob	Communication platform updated	By Term 2	