



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

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

**Apologies:** Lutila Kalolo (Parent Trustee),

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

Rob opened the meeting.  
 Deidra welcomed everyone to the meeting

**Administration Matters**

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	DONE
Rob	Leading Edge, to check \$440,647 Feb	DONE
Heather	Check whether In Committee Minutes can be emailed	DONE
Rob	Student Achievement: Update on Maths No Problem & DMIC <i>Deidra and Rob to meet – Lizzie can attend also.</i>	March
Board	Review Board Member Register - done Review Board Delegations <i>Sharon filled the Board Chair role when Deidra wasn't able to attend.</i> Review Board Interest Register <i>Deidra's daughter now works at the school</i>	DONE
Deidra/Rob	Review Board Code of Conduct on School Docs to check it aligns. <i>Send back by 24<sup>th</sup> March</i>	DONE
Board	Effective Board Webinar – 7 <sup>th</sup> March 7pm – please register if available <i>Was a very good webinar</i> Waitangi Workshop – booked but another is going to be on a new date.	DONE
Rob	Whanau Hui – Sex Education – suggestions for	April

	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>	
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	Underway
Rob/Heather	Discuss grant for pool	April
Rob/Lisa/Elizabeth	Include COVID information on other schools in Health & Safety Report	DONE
Rob	Check school policies are in line with ERO review	In Progress
Deidra	Committee Reporting – Property/Building, Health & Safety, Policy Updates/reviews. Deidra to provide template for reporting	DONE
Rob	COVID – teachers absences to be included in Board papers <i>10 positive staff to date</i>	DONE
Rob/Lisa	Include School Calendar in board papers	DONE

### 1. Confirmation of Minutes – 16<sup>th</sup> March 2022

The Minutes were confirmed.

Moved: Rob Taylor  
Seconded: Lisa Milner  
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

Tabled and received by the meeting.

There are currently 228 on the School Loop app

## Board Task Checklist

### 2.1 Term 1 2022

Up to date.

## Reporting:

### 3.1 Building Report **Presenter: Sharon**

The hall is running behind due to Council inspections and product delays. There will be product delays with the rebuild. When the rebuild starts there will be timeframes but these may not be able to be met.

Playground to be installed early April.

Rebuild has been signed off and contractors start 21<sup>st</sup> March. The contractor is a West Auckland company – Woodville Construction. They do commercial, residential and education and they have done work at Otahuhu College and Takapuna Grammar. They are also in Wellington and the Waikato and have done other school works in those regions. They are doing the demolition and rebuild. Sharon asked Rob if the contractors are responsible for security on site and Rob advised they are.

### **3.2 Principals Report**

Engage with ERO on 21<sup>st</sup> March.

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

No updates or discussion.

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

No updates or discussion

#### **NAG 3: Personnel**

**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 7.05pm**

**The meeting came out of committee at 7.35pm.**

**It was moved that the Board allow a small working group of Rob, Deidra, Steph and possibly Lisa to make decisions the school and students to make the best steps towards the digital curriculum.**

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

**It was moved to combine the two ESOL roles into one**

**Moved: Rob Taylor  
Seconded: Elizabeth Tafua  
All agreed**

#### **Nag 4: Finance & Property**

The Annual Accounts have been received. Actual surplus is \$86K and audited is \$75K. February accounts attached to the Principals report.

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

COVID protocols are being followed as best they can. There has been no suspensions or restraints.

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

No discussions or updates.

#### **NAG 7: Charter**

Nothing to discuss or update

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

Nothing to discuss or update

### **3.3 Health/Safety Report**

**Present: Elizabeth**

Health and safety report is very important with COVID around. Protocols are being followed. Asbestos removal has been carried out and was removed appropriately. Hazards have been identified on site.

There was only one incident when a child tripped and fell on uneven concrete. Warning signs have now been placed around the area. This will be rectified in Stage 2 building.

Three drills per team – one for fire, one for earthquake and one for lockdown. This has not been happening but once school is back they will resume.

There is a Hazards Register in the office which is checked regularly to rectify and there is an incident schedule in the sick bay.

Policies & procedures can be reviewed once a term by the Board.

### **3.4 Policy Update/review**

**Present: Lutila**

Taken as read.

### **Items for Information:**

#### **4.1 School delegated authority**

For information.

If Rob is absent then Management Team steps in so Liz, Jo, Fia & Claire (equals).

#### **4.2 Board member register**

For information.

#### **4.3 School term calendar**

For information.

Lisa bought the meeting to a close

#### **4.4 Meeting close: 7.35pm**

**Next meeting: 18<sup>th</sup> May 2022 at 6.30pm**

