



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held on Wednesday, 19th May 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), Sharon Dennis (Parent Trustee)

In Attendance: Heather Nicholson (Minutes) (from 7.00pm)

Lutlila opened the meeting with a poem.

Deidra welcomed everyone to the meeting. The first 30 minutes of the meeting was recorded to be transcribed

Administration Matters

- Confirmation of Minutes – 17th March 2021**
The Minutes were confirmed.

Moved: Rob Taylor
Seconded: Lisa Milner
Carried

- Matters Arising:**

Responsible	Item	Date Due	Date Completed
Board	NAG 2: Review Strat Plan in OCTOBER – FULL review NOVEMBER	24 th February Workshop	22 nd March
Deidra/Rob	Letter to be sent to Nia-val via email and courier (signature required)	22 nd March	22 nd March
Deidra/Rob	Complaint Form / Complaint Flow Chart add to school Facebook and website	24 th March	25 th March
Rob	Ensure NO VAPING/SMOKING signs up by 11 th May Deidra to follow up 9th April	11 th May	DONE
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	DONE
Rob	Parents Communication platform update Skool Loop app or other	19 th May (Term 2)	Testing started 15.04.21

3. **Declaration of Interests / Members Interests**
None.
4. **Confirmation of Minutes**
The March Minutes were confirmed.
The administration matters were accepted and approved.
5. **Correspondence In/Out**
Smoke Free and Vape Free signs
Minutes
NZSTA Conference
NZSTA Fixed Term Appointment in Schools
Colwill Birthday List
NZSTA Conference
NZSTA 2021 Register for AGM Delegate
NZSTA Webinar Register
NZSTA AGM
Short Guide to Religious Instruction
Principal Appraisal
New Entrant Literacy Program Presentation
NZSTA Workshops
NZSTA Governance Workshop
Ministry of Education School Rebuild
Kahui BOT Reporting
Ministry Bulletin
Education Gazette – 100 years
Audit Report & Financial Statement
Building & Compliance Warrant of Fitness
Office of Auditor General notification of auditors

Principal's Report to the Board

NAG 1: Curriculum Matters

There has been 42 enrolments and the roll is sitting around 204.

There are six pending enrolments.

Whanau Hui still to be planned to discuss relationships and sexuality in education. Once things have settled a date will be set for this.

NAG 2: Self Review/Strategic Planning/Curriculum

The Strategic Plan has been completed and submitted to the Ministry. Rob to scan/email Strat Plan to Board

It has been difficult keeping on top of policies and there is an on-line program (School Docs) that could be used for this as other schools are. Rob to speak to others who are using it. Rob to view prior to the next Board meeting and report to the Board.

A new school brochure has been designed.

70 are using the Skool App.

ERO have been in attendance and are returning in August and would like to meet with the Board (25th August). Rob to scan/email copies to the Board. RSVP by 4th August who can attend.

NAG 3: Personnel

No updates or discussion.

NAG 4: Finance & Property

Finance:

School is tracking well. Areas to be mindful of are admin stationery, repairs and maintenance office equipment, techni/craft (Rangeview have increased their costs). Once annual accounts are audited – Rob meets with Kerry prior to the meeting so budgeted amounts can be adjusted. Deidra queried legal expenses – Rob to ascertain. Admin stationery may be miscoded Rob to check. The Assets Register needs to be reviewed.

The Annual Accounts are looking better this year than last year.

In July there will be an additional \$17K for staffing.

There is around \$17K for students affected by COVID.

Property:

Sharon advised that the boiler room has to be moved and there is a representative to look at how this can be transitioned – he also oversees drainage, plumbing and phones. The Project Manager was also at the recent meeting held at the school. She is organising the demolition. The carpark on the plans was not in the correct place so this needs to be changed and needs widening into the field. The rubbish bin site was also in the wrong place and will be by the carpark area. A caretakers shed has been added.

Deidra would like Minutes from the property meetings along with some timelines.

Rob has met with the Kindy staff and walked through the project.

The Ministry have been asked to cover the costs being incurred in preparation for the works to start. Reimbursement can be requested as the project moves along.

Two quotes have been received for the pool pump. As the means to heat the pool will be removed with the school rebuild other options to be looked into. Funding proposal to be submitted for both.

NAG 5: Health & Safety

There have been four standowns. If any further incidents occur, the next step is for Board discussion and suspension. Deidra asked if there is any support for the staff affected by these incidents. Rob added there is counselling available and any staff member is able to have three free sessions.

NAG 6: General Legislation

There is a lot going on around the Tomorrow Schools project. Rob has been asked to assist with this. One of the proposals is that Principals are not employed by Boards but by an intermediary between the Ministry and school boards.

NAG 7: Charter

No discussion or updates

NAG 8: Analysis of Variance.

Nothing to discuss or update

Board Discussion Points

1. **Grant Application** – Heather the Board Minute taker has spoken with Linda Cooper at TTCF for support for an application. Two quotes are needed and next funding application round closes on 10th June. Rob to obtain quotes for the pump and heater by the end of May.

It was moved that a funding application be submitted to The Trusts Community Foundation for a replacement pump and heater for the school swimming pool.

Moved: Deidra Paul

Second: Rob Taylor

All agreed

2. **Skool Loop App** – the school tech support person has been looking into this. Deidra advised it is a great app to have. Over 400 Auckland schools use it. Deidra suggested asking for feedback from the parents. Deidra asked Rob to thank him for his report. Add feedback tab to Skool Loop App and continuity on all media for the school (Facebook, website, Skool Loop).
3. **Q & A Morning Tea** – To be held this Friday with parents attending. Deidra will also in attendance.
4. **Board Workshop** - NZSTA run workshops. Deidra proposes when there are workshops in Henderson, the Board attend as a group. The workshops are free and Deidra will advise Board when they are being held.
5. **Survey/Feedback Questionnaire** – this will be for parents and staff.

Sharon to open/close June meeting

There being no further business the meeting closed at 9.15 pm



 Chair

28/7/2021
 Date

Next meeting: **WEDNESDAY, 16th June 2021 : 6.30pm**

2021 dates:
 June 16
 August 18
 September 15
 November 17

Action Points:

Responsible	Item	Date Due	Date Completed
Rob	Parents Communication platform update Skool Loop app or other Add Feedback tab	19 th May (Term 2) End May	Testing started 15.04.21
Rob	Whanau Hui to discuss relationships and sexuality	End May	
Rob	Strategic plan – scan/email to Board	16 th June	
Rob	Look into School Docs program and report to Board	4 th August	
Rob	ERO – Scan/email Report RSVP for Board to meet with ERO (25 th August) by 4 th August		
Rob	Accounts – look into Legal Expenses and Admin Stationary (may have been miscoded). Assets Register to be reviewed	16 th June	
Rob	Obtain pool quotes	End July End May	