

## Colwill School Massey Board of Trustees Minutes

Date: 23<sup>rd</sup> November 2022

Time: 6.30pm

Location: The Hub

<b>Facilitator</b>	Lutilla Kalolo (Presiding Member)	Rob Taylor (Principal)	Heather Nicholson (Minute Secretary)
<b>Attendees</b>	Rob Taylor Lutilla Kalolo Elizabeth Tafua Sean Breeze Marlene Synodinos		

### Administration Matters

Lutilla welcomed everyone to the meeting. Each of the Board members gave their highlights for the year.

Actioned By	Action Points	Completed By
Rob	Student Achievement: Update on Maths No Problem & DMIC	DONE
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	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>	DONE
Rob/Lutilla	Discuss MOE enrolment scheme and how to discuss with the community	Underway
Rob/Lutilla	Work through Principals Targeted Agreement	DONE
Rob/Lutilla	Draft Budget – send prior to the meeting	DONE
Rob	Mid-year student Review	DONE
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	December
Rob	Brief staff on dangers of walking and eating	DONE

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- 1.1 Confirmation of Minutes – 26<sup>th</sup> November 2022**  
The Minutes were confirmed.

Moved: Elizabeth Tafua  
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.

### Board Task Checklist

No discussions or update.

### Reporting:

#### 3.1 Building Report

#### 3.2 Principals Report

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

Policies for review – returned and comments have been made and Liz and Rob will get these updated in School Docs  
Liz and Rob to meet with Village Collective to discuss what they can offer for sexuality education for parents and students.

##### **NAG 2: Self Review**

Principals Target Report has been signed.  
Seeing Carol from ERO on 5th December - there is a section in the ERO improvement model around the Board that needs to be completed.

##### **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 7.10pm

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

Tracking well and working capital position is good.  
Blue is above where it should be in green which means less has been spent than predicted.  
Beata and Rob have met with the accountants to set next years budget and review this years.

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A copy of next years budget has been emailed to the Board and needs to be approved and signed at the meeting.

Ministry are funding 12.99 staff based on the roll, reading recovery time, and some of the positions in the school. To run the school 14.7 is needed so this needs to be topped up by the school. A roll review has been sent to the Ministry as there are 37 additional students that haven't been funded for next year. Rob is hopeful the Ministry staffing will be increased so the school won't need to fund. There will be three team leaders in the school next year.

Decile's for next year have now been scrapped and replaced with Equity Index – Colwill's number is 508 (which is still decile 2). Deciles were based on a census for an area but Rob had Colwill's reviewed as it was incorrect. For the new system every child is reviewed with their household information and not based on the general population of the area.

With everything in the budget there is a surplus of \$9K.

There is funding for resources and consumables for the teachers in the budget.

Duffy Books (\$3K) is included but Mainfreight have offered to fund this. Once they have confirmed the \$3K will be removed in the next budget review.

Rob is unsure whether heating will be electric or gas next year and Rob has advised this needs to be resolved before Term 2.

Rob is asking the Ministry how they will fund moving the old school into the new. Also where they are going to put up the shade sail.

The new codes in the budget need to be used from 1 January.

Rob is reviewing the phones due to the move next year. Sean may be able to assist with the review. The PA system currently works through the phone system, but PA system is part of the new build and Rob is hopeful they will also do the phones.

There is a \$228K fixtures and fittings allowance in the budget for the new build. Rob to discuss with the architect to ask for a list of everything the school is expected to pay for.

Rob is also having discussions regarding the staff carpark and how their cars can be protected due to the proximity of it being by the sports fields. It was agreed it is a long way for the teachers to walk to get to the school. No coverways have been allowed for.

**It was moved to approve the budget for 2023.**

**Moved: Lutila Kulolo  
Seconded: Sean Breeze  
Carried**

The budget was signed by Lutila Kololo.

#### **Stewardship:**

This needs to be discussed as part of ERO and the board is to consider where they feel the board currently is. Rob will collate and return during his meeting in December.

Rob gave an overview and commentary on the document.

Rob to get Jacqui to print off ethnic groups at the beginning of next year with a view to look for a potential new Board member.

Legislation is for the school to connect with Maori once a year. Rob updated that the local marae is in Luckens Road but the school community iwi/marae is all over the country and Rob would like the design of the hall to have a marae feel at the entrance to hopefully allow connection to the school by the Maori community. Different Maori will have different views on how things need to be done but the Board needs to be open to these views.

Marlene added that focus groups are being formed and working with LAC.

The report for this year has been drafted but this document is the last part and will be discussed on 5<sup>th</sup> December.

Interim reports are done at the end of years 1 and 2 and a full report at the end of year 3.

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#### **Principal Health & Wellbeing**

This has been discussed through STA and the ways this can be better done. There is a list for Boards to advise whether Principals would be able to do with their wellbeing budget. There was discussion on the list.

#### **Building:**

Outside staircase going in.

Over Christmas outside power supply will be going on the end of the admin block. This needs to be done before disconnecting from the garage.

Access to the admin block will continue to be needed during school time.

#### **Graduation:**

Will be at the Swanson RSA on 15<sup>th</sup> December at 6.30pm – board members are invited.

#### **Board Lunch:**

At Brigham 14<sup>th</sup> December at 1pm. The deposit for the graduation will be used as the costs to hold the graduation there were prohibitive and the deposit could not be refunded.

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

New signs for the pool will be put up once access to the pool is available. Contact numbers to be checked.

There has been one stand down today. This now makes four stand downs this year.

Whanau Hui for digital safety will be worked on.

#### **International Student Report**

No discussion or updates.

#### **Sick Bay**

No updates or discussion.

#### **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

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

Nothing to discuss or update

### **3.4 Student Data – 2022**

Presented at the start of the meeting.

There has been increases in achievement in various year levels.

There has been an increase in reading for Maori students from 39% to 51%.

Year 6 Pacifica has dropped from 71% to 50% - some of the variation is that the same children aren't being compared as some have left and some new ones have started.

Due to COVID some students weren't able to attend school for 3 weeks which is half a term.

Drop off packs are given to students who need to be away for longer, and the senior students have access to Google Classroom which is regularly updated.

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There has also been issues with students 'missing in action' and also issues with staff being off sick. There is a nationwide shortage of relieving teachers.

Writers Toolbox is the new program going in the school and shifts are starting to occur and data is reflecting this. This covers story writing and it is a mix of digital and paper work.

Year 2 target group to be looked at next year.

There are some special needs students in the 7 and 8's.

There has been an increase in achievement of 9% in Maori students for writing.

The Pacifica and Maori achievement data has increased from last year.

There has been an 11% increase in maths and 4% for Pacifica and 19% improvement in Maori students. For the 7/8's there has been a huge improvement and they have been using Maths No Problem. This will be rolled out to the whole school next year. Alex will be coming to school next year for coaching sessions with the staff. It works well with Dimmock.

The school data has to be published on the website. It is sent to the Ministry as a comparison with the targets and variance is the difference and new goals are set for next year.

The variance report is at the back of the Strategic Plan.

A school entry assessment will be made, then again at year 6. This will be reported to the Board. Writers Toolbox will be going ahead next year as well as Maths No Problem and there will be teachers training for reading and writing to there is plans for improvement next year.

The teachers are tired but the students are doing well. The majority of students are back at school now.

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 Meeting close: 8.15 pm

Next meeting: Thursday, 16<sup>th</sup> March 2023 at 6.30pm

Presiding Member  
Signature



Principal  
Signature



Date 22/2/23



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