



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held via Zoom on Wednesday, 27th October 2021 at 7.00pm

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

In Attendance: Heather Nicholson (Minutes)

Deidra opened the meeting and welcomed everyone. Everyone was invited to give a quick update. Deidra thanked Rob and the staff for all the work they are doing through COVID – the Zoom classes, the support and the packs for the students.

Deidra thanked Heather for the prompt September minutes and to the Board for the Zoom meetings along with their support through the year.

Administration Matters

1. Confirmation of Minutes – 15th September 2021

The Minutes were confirmed.

Moved: Sharon Dennis
Seconded: Rob Taylor
Carried

Confirmation of In Committee Minutes – 15th September 2021

The In Committee Minutes were confirmed.

Moved: Lisa Milner
Seconded: Lutila Kalolo
Carried

2. Matters Arising:

Responsible	Item	Date Due	Date Completed
AUGUST			
Rob	Contact Sharky so Deidra can meet her – After Covid	TBC	
Rob	HALL Refurb - Nick to provide a FULL report	15 th Sept	

Rob	Possible Zoom whanau hui re sexuality education	15 th Sept
Rob	To look at the budget regarding 8k mathematics program	

3. Declaration of Interests / Members Interests

None.

4. Confirmation of Minutes

The September Minutes were confirmed.

The administration matters were accepted and approved.

5. Correspondence In/Out

Rob has been circulating correspondence via email. Deidra to prepare a list for Heather to include in the Minutes. Rob has been sending updates to Heather.

Emails:

MOE:

- EMBARGOED: Information on school holidays - 17 September
- Te Mahau is formally established as the new operational area within Te Tāhuhu o te Mātauranga - 4 October
- Special bulletin for Auckland, Tai Tokerau and Waikato regions - 24 October
- Timeline for demo – 27 October

NZSTA –

- Board Matters - 22 September
- Board Matters Term 4 - 15 October

COVID Updates from Ministry of Education

- 17 September
- 22 September
- 24 September
- 30 September
- 11 October
- 13 October
- 15 October
- 18 October
- 19 October
- 20 October
- 22 October
- 27 October

NZEI –

- Mandatory Testing and Vaccination guidelines for Principals – 18 October

6. Correspondence to be tabled

No further correspondence to be tabled.

Principal's Report to the Board

NAG 1: Curriculum Matters

Rob reported he was in a quandary regarding writing Term 4 reports but this has been settled how. It is difficult writing reports on achievement when students haven't been able to attend to school. A specialised report is being written with a COVID scenario and the teachers are able to update. Rob has been unable to report student achievement due to COVID and would like to

set a time during the day to discuss – to hold the week before next board meeting (30 minute meeting). Deidra to send out date options.

Term 4 packs have been issued and the office is open each day for people to pick up. There have been around 120 pick ups with around 100 to go.

Following today's Government announcement the earliest primary schools will open is 15th November and it will be a staggered start. Once the students are back staff will need to return. There has been a reasonable uptake on parents responding. There are four students on light who are linked to essential workers.

NAG 2: Self Review/Strategic Planning/Curriculum

No discussions or updates.

Lisa left the meeting at 7.45pm

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 7.47pm

The meeting came out of committee at 8.24 pm.

NAG 4: Finance & Property

Finance:

The commentary is the healthiest Rob has seen it since being at the school with the budget and actual tracking together well.

Rob will get a draft budget out prior to the November meeting.

Property:

Rob sent pictures of the hall update so far. The bathrooms and kitchen are a good size. Email from Stefan has been received and circulated regarding Council consent for the demolition which should happen at Christmas and resources will need to be moved prior to this. A small team will be working on this in their own bubble – students will not be involved.

Rob to chase Stefan re letter regarding asbestos removal for the community.

Rob and Stefan have met the Kindy people and they did have questions they were going to send to Rob but not received yet – Rob to chase up.

NAG 5: Health & Safety

Lisa gave a verbal health and safety report. Staff are helping look after the bubble of four pupils. Mental health of staff has taken a dive due to staffing numbers.

Deidra noted all staff must be fully vaccinated by 1st January with the first vaccine by 15th November. Deidra asked about years 7 and 8 (over 12's) – this isn't compulsory or mandated and is up to the parents.

Deidra asked how to keep a record of staff who have been vaccinated and how do we get proof. Sharon responded there is a COVID link for schools and it is also kept on their records and it is private to the Principal and Board Chair. At the next board meeting Rob can give an update of COVID status.

Board members also need to be vaccinated. Deidra to collect the information. Board to send screen shot or photo of the vaccination card. Can also be registered on the COVID site.

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

Board Discussion Points

No update on the pool – due to COVID TTCF have stopped taking further applications and all current ones are on hold until COVID levels change.

Police vetting – spreadsheet to be created with expiry dates – Rob to chase Jacqui.

Board task list - Deidra would like to review.

Boards Effectiveness – this was covered last month in the Board Survey

Staff Wellbeing - Deidra asked about staff’s wellbeing and asked if a work survey has been done. Rob added they do discuss verbally. Deidra suggested like the board self evaluation that one should be done for the staff – anonymous and now, with such a hard year it would be good to understand and find a way to move forward. Rob added as staff Trustee Lisa needs to do this and collect and report back to the Board. Lisa is able to do this. Rob suggested asking staff what they would like to see next year, what can make the school better next year. Lisa added with the staffing surplus, staff are worried as they don’t know if they are going to be at Colwill next year and it is confusing for everyone.

Deidra to email questions to Lisa – Lisa to do survey week of 8th November.

Board calendar for 2022 – Elections to be held in September.

Principal Performance Review didn’t go ahead due to COVID. The current one will just roll over.

Strategic Plan will be looked at next year.


School progress to the community is via School loop and the web. Once achievement data is collected that goes onto the web. Also school reports are reporting to the community.

Transition for staffing – underway. Rob was asked about pupils who transition from Colwill to Massey and other senior schools. Massey normally come to Colwill and test but they want Colwill to go to Massey for testing – Rob has followed up but hasn’t heard back. They are likely to be concentrating on NCEA. Jo Chase is LEC. Rob to get update from Jo for next meeting.

School docs platform – Rob has been working on the questionnaire and they send it to him and then use it to create the schools document platform and then they provide a review cycle and plans that go with it. It is attached to the Strategic Plan/review data.

Next Board Meeting on 17th could be deferred.

There being no further business the meeting closed at 8.25pm



Chair

03/12/2021
Date

Next meeting: WEDNESDAY, 17th November : 6.30pm

2022 dates: To discuss at November meeting

Responsible	Item	Date Due	Date Completed
AUGUST			
Rob	Contact Sharky so Deidra can meet her – After Covid	TBC	
Rob	HALL Refurb - Nick to provide a FULL report	15 th Sept	
Rob	Possible Zoom whanau hui re sexuality education	15 th Sept	
Rob	To look at the budget regarding 8k mathematics program		
September			
October			
Deidra	Send out dates for meeting to discuss reporting and student achievement	Week of 8 th November	
Board	Input on the needs analysis. Board to forward to Deidra then Deidra to forward to Rob.	Wednesday 3 rd November by midday	
Rob	Chase Stefan re letter regarding asbestos removal for the community.	October	
Rob	Chase Kindy people for questions they were going to send but not received yet	November	
Board	Board to send screen shot or photo of the vaccination card.	December	
Rob	Police vetting – spreadsheet to be created with expiry dates – Rob to chase Jacqui	November	
Deidra	Email questions to Lisa for staff survey– Lisa to do survey week of 8 th November	October	
Rob	Get update from Jo for next meeting re transitioning from Colwill to Massey High	November	