

# Colwill School Massey

## Board of Trustees Minutes

Date: 26<sup>th</sup> October 2022

Time: 6.30pm

Location: The Hub

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

### Administration Matters

Lutilla welcomed everyone to the meeting.

Actioned By	Action Points	Completed By
Rob	Student Achievement: Update on Maths No Problem & DMIC	November meet
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>	November
Rob/Lutilla	Discuss MOE enrolment scheme and how to discuss with the community	November
Rob/Lutilla	Work through Principals Targeted Agreement	October
Rob/Lutilla	Draft Budget	November
Rob	Mid-year student Review	November meet
Board	Health curriculum consultation – to discuss	November

### 1. Confirmation of Minutes – 21<sup>st</sup> September 2022

The Minutes were confirmed.

Moved: Rob Taylor  
Seconded: Elizabeth Tafua  
Carried

### 1.3 Errors & Omissions

No changes.

## Colwill School Massey

### Board of Trustees Minutes

#### 1.4 Declaration of Interests / Members Interests

Nothing to declare.

#### 1.5. Correspondence In/Out

All correspondence circulated to the Board.

#### Board Task Checklist

##### 2.1 No discussions or update.

There is a document to be Annual Provision of Cyclical Maintenance Calculation dated December 2022 to be signed as part of the Audit requirements.

**It was moved to accept and sign the document.**

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

The document was signed by the Presiding Member.

#### Reporting:

##### 3.1 Building Report

##### 3.2 Principals Report

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

Whanau Hui – Term one 2023. Hold a cycle of smaller sessions during the day and one in the event to get as much buy in as possible.

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

ERO review will be 2<sup>nd</sup> November. At the end of each year she provides a report and sets goals for the following year. She has asked for a draft and the Senior Leadership Team has created this. Board to review and email Rob with comments or feedback. This year will be first review report.

The focus is improving student achievement and engagement and growing teacher capacity and capability across the curriculum.

Policies to be reviewed – to be returned by Friday 4<sup>th</sup> November with feedback or signature if approved.

Board Elections – parent members. Rob recommends deciding the best fit for Board members. If a member is co-opted, and there is not a quorum, they cannot vote so decisions can't be made. Rob spoke about prospective Board members and suggested asking for CV's and discussing at the Board before any decisions are made.

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

Principals Targeted Agreement – included in the Board papers – Lutila and Rob to sign. Rob is Chair of the Northwest Principals Cluster and also on the Waka Exec and the Auckland Principals Association.

Next year the Principals contract moves to professional growth cycle – the Chair and Board will be informed, but don't sign off.

## Board of Trustees Minutes

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

The school is tracking as per the plan.

Rob added there has been income from the Ministry under COVID as well as Principal support for the rebuild funding.

Rob identified areas to be monitored.

Reading recovery funds are owed – Rob and Beata to follow up.

Rob explained the legal expenses cost.

Rob felt the Board should consider Board members attending the annual conference.

Mainfreight have identified Colwill to sponsor Duffy Books for. They are also going to sponsor Sunhats for Colwill.

Salaries are being monitored due to holiday pay being paid over Christmas.

### **Property:**

#### **Hall:**

The budget hasn't completed the hall – there is \$19K in contingency but there are accounts to be paid from this. To complete the hall Rob provided a list of items to be almost completed. Council are now talking about not signing off on the hall until the rebuild is complete. Without CCC the hall cannot be used, and also isn't insured. Rob to follow up with the Ministry. Rob added that 10 years ago the school was advised a complete rebuild through 5YA but now, there has only been a partial rebuild and 5YA funding will drop in 2024 and is following up with the Ministry. There is some structural work to be done in the Admin block along with a connection to the new build.

Additional funding for the Hall of \$31,168.94K needs to be approved.

The curtains for the hall are ready but won't be installed until the painting is completed (\$10K) and there is around \$12K for whiteware for the kitchen. Rob to ask Heather to see if a Grant can be applied for and also possibly for the curtains. Sean also suggested approaching Costco.

**It was moved to approve the additional spend of \$31,168.94 for the hall.**

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

#### **Pool Upgrade:**

Solar heating for the pool is in, but not yet connected. The pump has now been installed and some parts have been machined and once this is completed, the solar supplier will return to connect.

The pool should be done for the \$50K grant and should be completed by the end of the year.

Rob advised for the next meeting there will be feedback on student achievement (Liz and Thea to attend); staffing for 2023 and the Draft budget will be available for approval – Rob to send out prior to the meeting. Rob added funding for next year looks to be healthier than this year with an additional funding of \$143K, but based on the roll will be \$605,852 (incl GST) based on a roll of 193. That is based on 1 July Ministry return (roll was 180) but there has been a lot of enrolments since then and Ministry have been notified of the increase so funding next year will be slightly more. Rob added this would be the highest ops grant since he has been at the school. Rob is trying to get Ministry to provide a shade sail as the school's one was removed, as well as trees and he would like this in front of the hall. Sean also suggested approaching Mitre 10. Rob also felt there should be more fole's around the school as so many trees have been removed.

## Board of Trustees Minutes

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

Rob reported that he had to do 'thump' a teacher on the back who was choking. He had to do this several times and the teacher was OK following this.  
Rob to brief staff not to walk and eat.

### **International Student Report**

Nothing to discuss or update.

### **Sick Bay**

The teacher choking incident has been noted in the Sick Bay log.

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

Nothing to discuss or update.

### **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

### **4.1 School/Delegated Authority:**

Nothing to discuss or update.

### **4.2 Board Member Register Code of Conduct/Contact:**

Nothing to discuss or update.

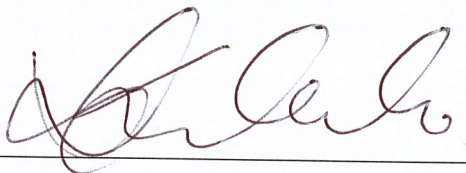
### **4.3 School Term Calendar:**

Nothing to discuss or update.

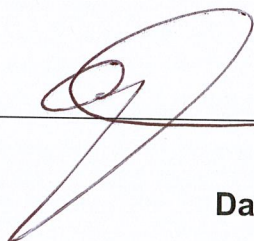
**Meeting close: 7.45 pm**

**Next meeting: 23<sup>th</sup> November 2022 at 6.30pm**

**Presiding Member  
Signature**



**Principal  
Signature**



**Date** 23 - 11 - 22.