



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held via Zoom on Wednesday, 15th September 2021 at 6.30pm

Present: Deidra Paul (Parent Trustee/2021 Chairperson) Sharon Dennis (Parent Trustee), Rob Taylor (Principal), Lisa Milner, (Staff Trustee), Elizabeth Tafua (Parent Trustee)

Apologies: Lutila Kalolo (Parent Trustee)

In Attendance: Heather Nicholson (Minutes)

Deidra opened the meeting and welcomed everyone.

Administration Matters

1. **Confirmation of Minutes – 18th August 2021**

The Minutes were confirmed.

Moved: Sharon Dennis
Seconded: Rob Taylor
Carried

2. **Matters Arising:**

3. **Declaration of Interests / Members Interests**

None.

4. **Confirmation of Minutes**

The August Minutes were confirmed.

The administration matters were accepted and approved.

5. **Correspondence In/Out**

As per Chair report in Agenda

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 6.37pm

The meeting came out of committee at 6.45pm.

6. **Correspondence to be tabled**

No further correspondence to be tabled.

Principal's Report to the Board

NAG 1: Curriculum Matters

Supplementary learning packs are going out next week for years 4 – 8. A lot of Ministry packs require adult assistance.

NAG 2: Self Review/Strategic Planning/Curriculum

No discussions or updates.

NAG 3: Personnel

The meeting went into committee at 6.45pm

The meeting came out of committee at 6.48pm.

NAG 4: Finance & Property

Finance:

Finances are tracking well – money is being spent putting things together for pupils in lockdown, also PD for staff which is being done via Zoom. The school will probably be in a better position by the year end than expected, as there will be savings for power and water with no students in the school. There has not been any additional COVID Government funding for schools as yet.

Rob to check during the Zoom Ministry meeting for update on the Wellness budget for teachers from Boards.

Property:

Update from Stefan MOE Capital works rebuild.

Hall refurb update received.

LAC project finished.

Plans have been sent to Sharkey (Arohanui) but Rob hasn't heard anything back.

Two things could affect the build being building costs and building supplies.

Demolition is expected to be around Christmas.

School pool funding on hold with TTCF until after lockdown.

NAG 5: Health & Safety

It was agreed the levels COVID signage created by Deidra and Lisa is good. Will know more when details on Level 2 are known. This could sit with School Docs Pandemic Policy.

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 Self Evaluation

Deidra gave a summary of the recent Board self-evaluation which was emailed out to board members.

Leadership:

Rob advised that the Boards role is strategic planning.

It was noted the student achievement data isn't received by the Board any more. Rob advised it has been harder in COVID/lockdown and would be better to look at this for the November meeting. Sharon added with now two years of COVID a comparison with the previous year would be interesting.

Communication:

Sharon said having been on the Board for a while – communication has always been an issue. Facebook interaction from the Parents & community has reduced.

Q & A sessions to be held each term

Morning tea for new parents once a term.

Deidra suggested a sports day. Elizabeth added it can be hard for pacific community to get off work during the week so Saturday sports day works well.

The Board names are on the website and perhaps at the Christmas concert could be held with the opportunity that the board being introduced to the school community.

Accountability:

Lisa felt they need to be proactive in asking for what is wanted from people.

It was suggested to have perhaps one teacher a term attend a board meeting for a short presentation to help the Board understand and this could help with student data.

Rob added that there is a three year plan so people could be invited in line with this. Sharon felt it could be time to review the 3-year plan.

Deidra addressed 3-year plan discussion items for September and is looking to the November items.

Employer:

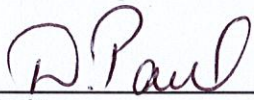
It was generally felt the relationship between board and principal is ok. Rob added that as board members no one should have their own 'agenda'.

Deidra asked about a meeting in October (after the holidays) and no meeting in December. To be held 20th October. It was agreed to change the Board dates.

Police Vetting: All is up to date but will check for sure once lockdown is over.

Review of monthly meetings and what is wanted in the future.

There being no further business the meeting closed at 7.40pm



Chair

10/11/2021
Date

Next meeting: WEDNESDAY, 20th October 2021: 6.30pm

2021 dates:

October 20th

November 17

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		