

Colwill School Massey

Board of Trustees Minutes

Date: 21st September 2022

Time: 6.30pm

Location: The Hub

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

Administration Matters

Lutila welcomed everyone to the meeting, especially the new Board members and a round of introductions was done.

Actioned By	Action Points	Completed By
Rob	Student Achievement: Update on Maths No Problem & DMIC	October
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>	October
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>	October
Rob/Lutila	Discuss MOE enrolment scheme and how to discuss with the community	October
Rob/Lutila	Work through Principals Targeted Agreement	October
Rob/Lutila	Draft Budget	October
Rob	Mid-year student Review	October
Board	Health curriculum consultation – to discuss	October
Rob	BAS/ERO – circulate to Board once completed	DONE
Board	October conference – Christchurch – advise if interested in attending	DONE

1. Confirmation of Minutes – 17th August 2022

The Minutes were confirmed.

Moved: Sean Breeze
Seconded: Elizabeth Tafua
Carried

Board of Trustees Minutes

Rob added that the Minutes are published on the school website and are available to the public, however the In Committee Minutes are only available to the Board and ERO.

1.3 Errors & Omissions

No changes.

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.

Reporting:

3.1 Building Report

Updated in Rob's report.

3.2 Principals Report

Nag 1: Curriculum, Assessment

The roll is tracking interestingly. Last year finished at 209 and the July return was in the 170's which is the lowest ever but all Auckland schools rolls are down. The school is tracking up and at 203 and Rob anticipates around 220's by the year end.

The new zone rules starts in January 2023 but can enrol out of zone if there is capacity at the school.

NAG 2: Self Review

Parents may be able to attend the school from next term and there will be a new regime.

The school is now in a better position to look at Whanau Hui but this will be updated next term. One could be run during the day and another in the evening so that everyone can find a time to attend.

There is an organisation 'Line Wise' that can assist parents manage what their children are looking at on their phones and Rob will see if they can attend the Whanau Hui.

ERO has gone well and is returning on 25th October when she will do walk throughs.

Board Assurance Audit has been emailed to the Board and this checks on all the Boards jobs and Rob or the school does the majority of these.

School Docs supports the Board Assurance Audit.

There are three policies to be reviewed this term and Rob will supply copies to the Board of these (Child Protection, Sun Protection, Harrassment).

Board Elections:

An election was not needed to be held as there were not enough nominees but a Board has been formed.

Marlene is the new Staff Representative.

Lutilia and Rob are working on the Principals Targeted Agreement.

Colwill School Massey

Board of Trustees Minutes

NAG 3: Personnel

There is inequity in teachers aid and equity settlement has been agreed for admin staff. The funding letter was attached to the Board papers. Rob to check with STA, MOE and NZEI as he needs to ensure staff are on the correct payscale. This needs to be done by 30th September.

Nag 4: Finance & Property

Included in the Board papers.

Rob will get Christchurch Education Services (formerly Leading Edge) to present on how the reports are presented to help the new Trustees understand.

Rob noted the page to watch is the Alerts – 'These Accounts need Monitoring' which are for Rob to look to adjust or update as may be miscoding.

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 7.00pm

The meeting came out of committee at 7.03pm.

Property:

Hall Update. Remedials still waiting to be completed. The budget is almost spent but there are still some items to be resolved and Rob is trying to get the rebuild people to fund this.

Whiteware for the kitchen still to be purchased.

The carpet needs replacing as it got damaged with works being done.

Rob has received a support allowance of \$58K last year and \$20K next year.

Sean asked if there is a list of items that are needed for the school as he has contacts who may be able to assist.

The rebuild is around 12 weeks behind at present.

Pool Upgrade:

TTFC have given a \$50K grant – the solar installed, but the pump is still to be done. Rob is awaiting an updated quote as prices have all increased. Some of the \$58K may be needed to top this up.

Nag 5: Health & Safety

Classrooms quality of air still needs to be monitored and Rob is unsure about how the teachers feel about parents coming into classrooms.

International Student Report

There has been one student this term and he has fitted in well and provided an income of \$3,500.

Rob added that prior to COVID there wasn't long term international students but by term and host families were also found for them.

Sick Bay

There have been 179 sick bay entries but there are a number of students on regular medication daily and these have to be entered.

There are a number of 'tlc' cases too.

Rob reviews the hazards and injuries registers.

There have been three stand-downs and Rob is reviewing the phones in schools policies. Conversations are being held at senior management level. This can also be discussed at the upcoming hui.

Board of Trustees Minutes

Rob does follow up with support for stand-downs and the parents are always involved in the decision making.

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 Board Elections:

Letter has been received from the Returning Officer.

Rob would like to organise a farewell for Sharon and suggested a dinner. Rob would also like to ask Sharon if the lovely letter she wrote can go on the website.

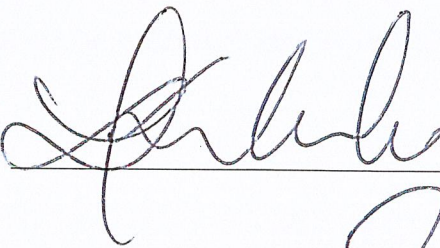
Lutilla and Elizabeth are going to the STA Conference in Christchurch.

The talent quest is being held next week.

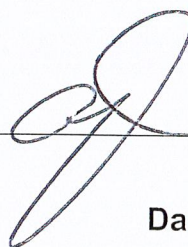
Meeting close: 7.36 pm

Next meeting: 26th October 2022 at 6.30pm

Presiding Member
Signature



Principal
Signature



Date 26 / 10 / 22