

Colwill School Massey

Board of Trustees Minutes

Date: 22nd March 2023

Time: 6.30pm

Location: The Hub

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

Administration Matters.

Lutilla welcomed everyone to the meeting

Actioned By	Action Points	Completed By
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>	June 2023
Rob/Lutilla	Discuss MOE enrolment scheme and how to discuss with the community	Underway
Board	Health curriculum consultation – to discuss	2023
Rob/Beata	Following up on reading recovery funds owed	

1.1 Confirmation of Minutes – 22nd February 2023

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.

2.1 Board Task Checklist

No discussions or update.

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Reporting:

3.1 Building Report

No updates.

3.2 Principals Report

Rob advised they are doing really well and the roll has increased. The Ministry has corresponded with Rob about this and Rob advised that now there is zoning, this has increased the roll.

Nag 1: Curriculum, Assessment

The whanau hui dates have been set for the Village Collective for 15 May to 27 May. There will be a parents session (possibly one during the day and one in the evening).

The new parent meeting had over 20 attendees and went well. There was discussion on communication and Rob advised about School Loop.

Some parents are interested in learning about internet safety which is covered by the Village Collective Group so they can be used, along with LineWise.

NAG 2: Self Review

ERO reviews have been circulated

Policy Reviews: No changes to:

- Legislation and Administration Policy
- Privacy Policy
- Official Information Request Policy.

These are updated through School Docs.

It was moved to approve the three Policies as presented.

**Moved: Rob Taylor
Seconded: Sean Breeze
Carried**

Board composition: There are options for this and there doesn't have to be a rush into making decisions on the Board composition. Rob is considering getting people to apply for the role and submitting a CV rather than a bi-election. STA can give advice the Board further.

NAG 3: Personnel

Target agreement has been done.

Professional Growth Cycle (was Principals Appraisal) has been completed. Rob will ask Presiding Member to read it and sign it off.

Nag 4: Finance & Property

Finances are tracking well.

The draft Audited Accounts were presented. The auditors will be coming to the school next month and then the final accounts will be signed off by Rob and Lutila.

The budgeted surplus for last year was \$48,400 and actual was \$238,000 (a lot of this has been set aside for rebuild).

Rob has a quote for a canopy/awning over the hall of around \$80K. Heather may be able to look into a funding application for this. Also shade over both play grounds along with some astroturf.

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Property:

The hall is close to being completed on the inside. New spouting is being put up. The kitchen was being finished and should now be completed. Rob to check. There has been some additional funding from the Ministry due to COVID delays.

The rebuild time line is off. The back staff carpark was ready, but due to defects there are a number of things to be remedied before sign off. Once it has been signed off, staff can move their vehicles there and the front carpark will be demolished. This will cause issues and Rob has asked for a safety plan. Access from the road to the admin block will be needed.

Rob also feels that for the carpark should not be done in two halves as it makes it susceptible to leaks and he doesn't feel doing it piecemeal is a good idea. They have agreed and Rob is meeting tomorrow to ensure this doesn't happen until everything is moved from the garage and the entire carpark can be done once the garage has been demolished.

The pool solar system has been completed. The pool needs emptying for the surface to be completed. This will be done once more of the rebuild is completed. The resurface may need to be fund raised also.

The rebuild has slowed as the joinery company providing the windows was damaged during the floods and cyclone. Others are being sourced.

The severe noise was due to an error made and concrete had to be grinded out. Rob has asked them to complete this outside of school hours.

Rob has discussed 5YA funding with the Ministry and pointed out the 10 year plan was primarily for the funding for the hall upgrade. Also there was to be a complete rebuild, but it has only been a part rebuild. Rob also pointed out funding will be needed to improve the admin block and the remaining classrooms not included in the rebuild as due to the roll, Stage 2 will not occur.

Ministry feels the rebuild probably won't be completed to move in until next year.

Rob has been appointed to the Truancy Services Governance Group.

Rob will at the National Principles meeting on Friday in Wellington.

Rob added that it is the first time in his career he has known the teachers to strike. The strike is also about support around the students.

It was moved to proceed and renew the Licence to Occupy with the Uni Services for the reading recovery training centre.

**Moved: Lutila Kalolo
Seconded: Elizabeth Tafua
Carried**

Nag 5: Health & Safety

Rob had the latest booklet on Restraining Students.

Teachers are able to restrain, but support staff can't The Board has to (under Rule 5 approve that support staff can, and then their training can proceed.

It was moved for the support staff to be able to restrain, once they have received the Ministry of Education training.

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

International Student Report

No international students at present.

Sick Bay

No updates or discussion.

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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

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 School Term Calendar

Nothing to discuss or update.

4.4 Meeting close: 7.15 pm

Next meeting: Wednesday, 17th May at 6.30pm

Presiding Member
Signature



Principal
Signature



Date 17/5/23