

Colwill School Massey

Board of Trustees Minutes

Date: 17th May 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.

The attendance register was signed by everyone present.

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>	DONE
Rob/Lutilla	Discuss MOE enrolment scheme and how to discuss with the community	Underway
Board	Health curriculum consultation – to discuss	2023
Rob/Beata	Follow up on reading recovery funds owed	

1.1 Confirmation of Minutes – 22nd March 2023

The Minutes were confirmed.

Moved: Sean Breeze
Seconded: Marlene Synodinos
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. (emails received and sent to Board members)

- 23 March 2023 SchoolDocs Advisory: Updates to Physical Restraint policies
- 24 March 2023 NZSTA REGIONAL EXECUTIVE ELECTIONS : VOTING FORM
- 28 March 2023 Bulletin for School Leaders - Issue 156: 28 March
- 30 March 2023 Sector Update – Physical Restraint Rules

Board of Trustees Minutes

- 31 March End of Year Data
- 13 April 2023 BoT Workshop 9th May 2023
- 2 May 2023 Bulletin for School Leaders - Issue 157: 2 May
- 2 May 2023 Board Matters - Term 2
- 16 May 2023 Issue 158 Ministry Bulletin for School Leaders | He Pitopito Kōrero
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2.1 Board Task Checklist

No discussions or update.

Reporting:

3.1 Building Report

No updates.

3.2 Principals Report

Roll is tracking up with 48 new enrolments this year with another 10 pending. There are some support needs required for some of the new enrolments.

Nag 1: Curriculum, Assessment

The Whanau Hui was held on 11th May for the sexuality and wellbeing by the Village Collective. The weather was dreadful and only four parents attended.

NAG 2: Self Review

The Strategic Plan was presented to the meeting. Rob identified some updates and changes. Now need to focus on NELPS. Strategically need to highlight where the school is and teachers need to look at and identify their professional development goals. There are also new instructions for Policies. Next years strategic plan is different and will include community input.

It was moved to accept the Strategic Plan as presented.

**Moved: Rob Taylor
Seconded: Elizabeth Tafua
All agreed**

Board Composition

Rob is still keeping an eye as new parents attend the school. There has not been a formal discussion on a by-election or appoint and it was agreed to appoint the two remaining positions.

NAG 3: Personnel

Confirmed staffing has been received, but is incorrect and there are omissions of staff. Ministry have been spoken to and this is being rectified and will mean 13.4/13.5 staff which may allow to start a new junior class. This could start in Term 3 using the library.

Nag 4: Finance & Property

Finances are tracking well.

Rob is trying to save funds for the fitouts of furniture and equipment for the new build.

The finance meeting will be held on Tuesday 30th May.

Property:

There is a new timeline for the new build and the plan is for moving in on 18th September which is the week before the end of Term 3. Rob to check with the Ministry they will fund movers. Some items can be prepacked by staff. There will need to be discussions with Arohanui for their move to the new space and work it with the timings.

Board of Trustees Minutes

The contractors are also talking about being totally completed and out by January. The Hall has come along well – Rob is holding off having the whiteware installed until completion.

Rob is meeting tomorrow the people for the IT/security/alarms/phones etc. The contract for this didn't include the buildings that remain and weren't part of the rebuild.

The staff carpark is an issue as it is in a flood zone. The neighbours property has been flooded. The Ministry have advised engineers designed it and Council approved. Rob feels it is necessary to protect the neighbours. Also in heavy rain the carpark is too flooded for staff to get to their vehicles.

Rob to send quote for AstroTurf to Heather to look into funding.

The 5YA funding for the next round will be June next year but Rob will need to get all the pricing done before then for what is needed. There are a number of conversations to be held with the MOE and the Project Manager.

Nag 5: Health & Safety

No updates or discussion.

International Student Report

There has been a request for international students for three weeks and Rob has advised this is not available at this time due to all the building works. He has suggested next year will be fine. There are some international students due later in the year.

Sick Bay

No updates or discussion.

NAG 6: General Legislation

EOTC Policy is for review this year and is currently being worked on.

NAG 7: Charter

Nothing to discuss or update

NAG 8: Analysis of Variance

Nothing to discuss or update

3.3 Health/Safety Report

There was a hole created by heavy rainfall but the contractors filled this in.

Water came up to the bottom of the floor in Room 15 so students were moved.

There was also floodwater rushing down the hill by other classrooms and one of the staff cars that was parked in Kintara Drive was flooded.

Parents were all sent texts advising to collect their children when they could from the school due to the weather and this worked well.

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.

Colwill School Massey
Board of Trustees Minutes

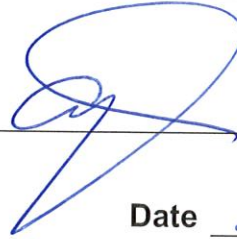
4.4 Meeting close: 7.15 pm

Next meeting: Wednesday, 28th June at 6.30pm

Presiding Member
Signature



Principal
Signature



Date 28 / 6 / 23