

## Colwill School Massey

### Board of Trustees Minutes

Date: 28<sup>th</sup> June 2023

Time: 6.30pm

Location: The Hub

Facilitator	Lutila Kalolo (Presiding Member)	Rob Taylor (Principal)	Heather Nicholson (Minute Secretary)
<b>Attendees</b>	Rob Taylor Lutila Kalolo Elizabeth Tafua Sean Breeze Marlene Synodinos		

#### Administration Matters.

Lutila welcomed everyone to the meeting.

Actioned By	Action Points	Completed By
Rob/Lutila	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	
Rob	Send AstroTurf quote to Heather to look for funding	June

#### 1.1 Confirmation of Minutes – 17<sup>th</sup> May 2023

The Minutes were confirmed.

**Moved: Sean Breeze**  
**Seconded: Elizabeth Tafua**  
**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)

- 18 May 2023 - Special Bulletin: Budget 2023
- 7 June 2023 - Teachers vote to accept collective agreement offer
- 9 June 2023 - STANews - May 2023 Issue 328
- 13 June 2023 - 60: Ministry Bulletin for School Leaders
- 14 June 2023 - NZSTA Annual General Meeting
- 14 June 2023 - Sector Update – Code of Conduct for School Board Members

## Colwill School Massey

### Board of Trustees Minutes

- 19 June 2023 - FINAL REMINDER: NZSTA Board and President Nominations close soon
- 26 June 2023 - NZSTA Annual General Meeting
- 26 June 2023 - 33rd Annual NZSTA Conference Website
- 28 June 2023 - Membership Matters - NZSTA Annual Report
- 28 June 2023 - NZSTA President and Board Elections - VOTING PAPERS ATTACHED

#### 2.1 Board Task Checklist

No discussions or update.

#### Reporting:

##### 3.1 Building Report

No updates.

##### 3.2 Principals Report

Rob will be changing his report moving forward as legislation is changing and will no longer include NAGS. Some things still have to legally be reported on.

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

Roll is still tracking up and is now at 230. 1<sup>st</sup> July roll return is to be sent to the Ministry. Staffing and funding for this year is based on 215. Income and staffing will both increase. If the roll continues to increase, there could be a review in September. Rob updated on how they have had to increase the physical space for room 21 to move into the cloakroom. Rob is addressing health and safety but the move is all temporary. The groups in the room will be rotated.

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

No discussion or updates.

##### **Board Composition**

The Board composition remains as it. There are a couple of potential candidates Rob has thought of and suggests a morning tea and invite potential people to discuss. There is an appointment process to be followed.

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

No updates or discussion.

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

Finances are tracking well.

There is a \$20K plus GST that is due but Ministry are trying to renege on – Rob is pushing for this as it is for property/building. Rob has a property meeting tomorrow.

Rob has included the building timetable and it now looks like moving in will be towards the end of the year.

They are looking into the flooding of the staff carparks. There have been three flood incidents since the end of January. The engineers are relooking at the plans and all the drains are being checked for blockages. The new build hasn't yet been connected to drainage and this is to be done. Also getting Council to check blockages on the street.

The permanent heating is being installed in the admin block for rooms 18 and 19 over the school holidays.

Rob to check with accountants re queries raised by Lutila.

Lutila, Rob and Elizabeth have attended a finance training session with MOE which outlined how boards work with finances.

## Board of Trustees Minutes

### **Property:**

Sean asked if the school is being affected by all the continuing rain and Rob advised that there have been some issues especially by room 15, 16 and 17 where some soil was removed. Rob added this is being looked into moving forward.

The N4L is being pushed to being used for internet upgrades but Rob has said no due to all the building upgrades and if the upgrade money can be transferred to the new build that would be a better idea.

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

No updates or discussion.

### **International Student Report**

Two international students from Taiwan start next term.

### **Sick Bay**

No updates or discussion.

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

The new Code of Conduct for schools and boards comes into effect from 1 July. Rob provided a copy to all board members.

Rob missed getting a place at the Principals conference as it was booked out.

The Sta concerned is 20-23 July in Rotorua. Rob is unable to attend as he is at another conference in Wellington. The school will cover travel and accommodation costs. Lutila and Elizabeth to attend.

Lutila advised there have been presiding member huis held – Rob has forwarded minutes. There is an upcoming AGM meeting which will be at the STA Conference.

### **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: 7.15pm**



# Colwill School Massey

## Board of Trustees Minutes

Next meeting: Wednesday, 23<sup>rd</sup> August 2023 at 6.30pm

Presiding Member  
Signature

Principal  
Signature

Date 23/8/23

## Principal's Report to the Colwill School Board of Trustees August 2023

Roll	as at start of 2009 =	Base Roll	= 300
	as at start of 2010 =	Base Roll	= 280
	as at start of 2011 =	Base Roll	= 246
	as at start of 2012 =	Base Roll	= 236
	as at start of 2013 =	Base Roll	= 202
	as at start of 2014 =	Base Roll	= 223
	as at start of 2015 =	Base Roll	= 225
	as at start of 2016 =	Base Roll	= 228
	as at start of 2017 =	Base Roll	= 209
	as at start of 2018 =	Base Roll	= 195
	as at start of 2019 =	Base Roll	= 199
	as at start of 2020 =	Base Roll	= 200
	as at start of 2021 =	Base Roll	= 198
	as at start of 2022 =	Base Roll	= 177
	as at start of 2023 =	Base Roll	= 211 (21/2/23)
			= 219 (21/3/23)
			= 225 (15/5/23)
			= 225 (26/6/23)
			= 237 (21/8/23)

**Roll last** at 21-11-22=209 (End of year)

**Leavers from the end of 2022:**

17 year 8's as total leavers.

**Leavers since the start of 2023 = 23**

**New Enrolments: 2023 = 72** new enrolments to date

**NAG 1: Curriculum, Assessment, Maori Community Consultation.**

Reporting to parents in written form linked to parent / teacher interviews were held on Wednesday 28<sup>th</sup> and Thursday 29<sup>th</sup> June after school. We had a good response of 92% attendance.

Mid-year assessments will be reported on by Liz and Claire at our board meeting.

**NAG 2: Self-Review, Strategic Planning, Reporting to Parents and students on individual progress, School Scheme & Curriculum Statement *Documentation*.**

Policy Reviews for BOT: Term 3 2023. Attached. Awaiting feedback if any?

- Board Composition?