

Colwill School Massey

Board of Trustees Minutes

Date: 23rd August 2023

Time: 6.30pm

Location: The Hub

Facilitator	Lutila Kalolo (Presiding Member)	Rob Taylor (Principal)	Heather Nicholson (Minute Secretary)
Attendees	Rob Taylor Lutila Kalolo Elizabeth Tafua Sean Breeze Marlene Synodinos Claire Hobson Fia Unoi Liz Whitehouse		

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	August
Rob	Look at Health Delivery Statement	

1.1 Confirmation of Minutes – 28th June 2023

The Minutes were confirmed.

Moved: Sean Breeze
Seconded: Rob Taylor
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)
30/6/23 – 2022 Annual Accounts

4/7/23 - REMINDER TO VOTE: NZSTA President and Board Elections

10/7/23 - REMINDER: Voting Papers for NZSTA President and Board Elections

10/7/23 - STAnews - June 2023 Issue 329

24/7/23 - LAST WEEK FOR VOTING: Voting Papers for NZSTA President and Board Elections

25/7/23 - Issue 161: Ministry Bulletin for School Leaders | He Pitopito Kōrero

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25/7/23 - Approval of the Budget for the Statement of Financial Position & Statement of Cash Flow

27/7/23 - Board Matters - Term 3

4/8/23 - Colwill School Massey 10YPP consultant and School Evaluation of Physical Environment (SEPE)

4/8/23 - EDIT TO ANNOUNCEMENT : RESULTS OF NZSTA PRESIDENT AND BOARD ELECTIONS

4/8/23 - STAnews - July 2023 Issue 330

8/8/23 - Issue 162: Ministry Bulletin for School Leaders | He Pitopito Kōrero

14/8/23 - NZSTA Auckland Regional Newsletter

16/8/23 - Special issue – Ministry Bulletin for School Leaders | He Pitopito Kōrero

16/8/23 - Upcoming NZSTA Learning Events – Auckland

18/8/23 - Special Issue Ministry Bulletin for School Leaders | He Pitopito Kōrero

21/8/23 - AUGUST BOT PACK 2023 21/08/2023 13:13

22/8/23 - Issue 163: Ministry Bulletin for School Leaders | He Pitopito Kōrero

22/8/23 - School Newsletter Special Issue: compulsory teaching requirements

2.1 Board Task Checklist

No discussions or update.

Student Mid Year Data Reporting: Fia, Claire, Liz

A report was handed to the Board and an explanation was given on the way data was collected. The school roll was 219 students, but data was based on 214 due to absent students.

Students with special needs were not included (36 students)

End of year data will be collated in Term 4.

There are still some post COVID students who are catching up.

Marlene noted there has been improvement using the Twinkle Phonics program.

There are to be Government changes in the curriculum to improve literacy and numeracy – Rob added that he does not know what this looks like yet.

In middle school focus is required in class.

Junior school's biggest challenge has been COVID as a lot have lost social skills from not being able to go to Kindy and are having to learn how to work in a school environment.

Teachers are looking at Maths No Problems and there is an assessment that follows this. It is good having it as an online program also.

Rob spoke to devices being used and added they can never replace quality teachers. Rob added some overseas schools have digital devices (i.e. VR) that can be shared by students with teacher oversight.

Writers Toolbox will take a couple of years to roll out but is starting to work well. Colwill is now one year into Writers Toolbox. Results are an improvement on last year.

A list of support items was included in the report.

There has been some PD started in school – the school is learning a karakia and waiata.

Sir Peter Blake Trust has offered some water based activities.
The Board were happy to approve

Claire, Liz and Fia left the meeting at 7.30pm

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3.1 Building Report

No updates or discussion.

3.2 Principals Report

Conference:

Lutila and Elizabeth enjoyed the recent conference and found it a good way to see how to delve deep to look to what was needed. There are changes coming, including change of name from NZ STA to NZ Boards Association. There was also information on what resources are available to assist schools. Lutila said it was good to see the diversity and also good to be able to speak up about Colwill. There was a good turnout at the Conference.

Nag 1: Curriculum, Assessment

Roll is tracking up. Numbers are sent via E-tap.

Rob feels zoning has contributed to the increased numbers along with people seeing the rebuild.

NAG 2: Self Review

No discussion or updates.

Board Composition

No discussion or updates.

NAG 3: Personnel

No updates or discussion.

Nag 4: Finance & Property

Finances are tracking well.

Cashflow budget is new and a requirement for the Auditors General office. This has been signed off via email.

The Board of Trustees resolve to accept the useful life of schools assets, as per the schedule included.

This was signed and accepted.

Property:

MOE report – to discuss further at next meeting.

10 year 5PPE and 5YA to be planned. Rob has completed the survey and is working with a ministry consultant on this. There is discrepancy with what MOE say has been spent on 5YA and what Rob feels has been spent and is challenging this.

Rob added that shade sails will need to be replaced for health and safety. Quotes have been received.

The lower carpark hasn't been signed off due to drainage issues. A sliding gate will need to be put on that carpark.

Funding for both projects to come out of the FFEA funding.

There was an issue with some falling tiles, which were repaired, and MOE are looking to make permanent replacements – cost is \$10K.

There was discussion on access to the garage and shed which was restricted while they were working. Rob spoke to the plan showing proposed access and suggested changes he made for students safety.

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Rob added it is a constant review of planned works to ensure it is right.
Rob takes notes during all discussions and added they are also Minuted.

Check capacity for carpark to take a bus.

Due to drive by shootings and stabbings in the area outside the school, teachers have done lockdown planning. Rob has advised the contractors they should also have procedures in place.

Nag 5: Health & Safety
No discussion or updates.

International Student Report
No discussion or updates.

Sick Bay
No discussion or updates.

NAG 6: General Legislation
No discussion or updates

NAG 7: Charter
No discussion or updates

NAG 8: Analysis of Variance
No discussion or updates

3.3 Health/Safety Report
No discussion or updates

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: 8.25 pm

Next meeting: Wednesday, 20th September at 6.30pm



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Presiding Member
Signature

Principal
Signature

Date 20/9/23

Action Points from this meeting:

Actioned By	Action Points	Completed By
	MOE Report – discuss September	