



Colwill School
Minutes of Meeting of Board of Trustees of Colwill School
Held on Wednesday, 16th June 2021 at 6.30pm

Present: Sharon Dennis (Parent Trustee) Acting Chair, Rob Taylor (Principal), Lisa Milner, (Staff Trustee), Elizabeth Tafua (Parent Trustee) Lutila Kalolo (Parent Trustee),

Apologies: Deidra Paul (Parent Trustee/2020 Chairperson)

Administration Matters

1. **Confirmation of Minutes – 19th May 2021**
 The Minutes were confirmed.

Moved: Rob Taylor
Seconded: Lutila Kalolo
Carried

2. **Matters Arising:**

Responsible	Item	Date Due	Date Completed
Rob	Parents Communication platform update Skool Loop app or other	19 th May (Term 2)	Testing started 15.04.21
Rob	Whanau Hui to discuss relationships and sexuality		
Rob	Strategic Plan – scan/email to Board	End May	DONE
Rob	Look into School Docs and report to Board	16 th June	DONE
Rob	ERO – scan/email Report RXVP for Board to meet with ERO (25 th August) by 4 th August	4 th August	DONE
Rob	Accounts – look into Legal Expenses and Admin Stationery (may have been miscoded)	16 th June	DONE
Rob	Assets register to be reviewed Obtain pool quotes	End July End May	Underway

3. **Declaration of Interests / Members Interests**
 None.

4. **Confirmation of Minutes**
 The May Minutes were confirmed.
The administration matters were accepted and approved.

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 6.30pm

The meeting came out of committee at 6.32pm.

5. Correspondence In/Out
Gazettes and publications

Principal's Report to the Board

NAG 1: Curriculum Matters

The roll is tracking up and down and staying around the same numbers. The 1st July roll numbers will dictate staffing and funding for next year. If numbers increase by October, this can also be added.

A date needs to be set for Whanau Hui to discuss sexuality. There is a group of Pacific island young adults coming to speak on Friday to Rob, staff and the Social Worker regarding a program they are looking at running with a Pacific perspective, and also run programs for parents. This is very relevant for the school and is a free program. Board members can also come along.

Rob has spoken with School Docs and has included their document in his report. Cost to run for the school will be \$1,400 per year and will keep on top of policies and procedures and also any legislative changes. When Policies are up for review, they are emailed to the Board for changes, then emailed back to them to review to ensure they are correct. Rob recommends approving the funding for this. There is an 8 week set up then a cycle of monitoring and review. Rob has spoken to others who use it and highly recommend it.

It was moved to approve purchase of School Docs at a cost of \$1,400 per year.

Moved: Rob Taylor
Seconded: Sharon Dennis
Carried

With School Loop – hard copies are still being sent out to ensure everyone receives notification.

Carol Stoney (ERO) wishes to meet with the Board first on 25th August and Rob asked that the Board puts this in their diary.

NAG 2: Self Review/Strategic Planning/Curriculum

Teacher Reviews are underway – Robs is still to be completed – he has had the first meeting with his assessor last week. Three Teacher Reviews will be done in a day.

NAG 3: Personnel

No updates or discussion.

NAG 4: Finance & Property

Finance:

Finances are tracking well. The Board legal expenses was the cost of the report for the parent complaint from last year – this will be resolved with Kerry (Leading Edge).

There will be some funding from the Ministry for new furniture etc.

Property:

Nick has sent a review on LAC office and Hall. Rob to forward report to the Board via email.

Tenders are still being sought as costs have risen.

Demolition of the hall in July has now been deferred to October. Due to asbestos it has to be done in the holidays.

Skips have been organised as rooms are cleared out in preparation.

Building won't happen until after October. A staging plan hasn't yet been worked out. They have agreed to the road access off Clavenden. The staff carpark will now be in the concrete area which will be extended from classroom 16. Building supplies are an issue and could hold things up. Rob feels it is doubtful this will be completed in one year, more likely two. Rob has got one quote for the pool heating and has got two for the pool pump.

NAG 5: Health & Safety

Sick bay log – 158 entries mostly TLC.

There was one ambulance callout in the month. The parents took the child for an x-ray so the ambulance was not required.

There have been four stand downs to date due to violence and physical abuse to teachers and students.

Tomorrows School is still underway, but don't give many updates. The National Curriculum is also being rewritten. There has been an update with NZ History in the curriculum and has been released in a draft form.

NAG 6: General Legislation

No updated or discussion.

NAG 7: Charter

The Strategic Plan has been sent through the Portal. The Charter and Strategic Plan is now considered as one document, and also includes the variance from the previous year.

NAG 8: Analysis of Variance.

Nothing to discuss or update


Rob is attending two conferences this year - one in Rotorua and one in Wellington.

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The meeting went into committee at 7.00pm

The meeting came out of committee at 7.05pm.

There being no further business the meeting closed at 7.10 pm



Chair

10/11/2021
Date

Next meeting: WEDNESDAY, 18th August 2021 : 6.30pm

2021 dates:

August 18
September 15
November 17

Action Points:

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