



**Colwill School**  
**Minutes of Meeting of Board of Trustees of Colwill School**  
**Held via Zoom on Wednesday, 18<sup>th</sup> May 2022 at 6.30pm**

**Present:** Deidra Paul (Parent Trustee/2020 – 2022 Presiding Member) Rob Taylor (Principal), Elizabeth Tafua (Parent Trustee), Lisa Milner, (Staff Trustee), Lutila Kalolo (Parent Trustee)

**Apologies:** Sharon Dennis (Parent Trustee)  
 Heather Nicholson

Deidra thanked everyone for attending the Zoom meeting.  
 The meeting to be recorded for Heather to transcribe.

**Administration Matters**

Actioned By	Action Points	Completed By
Rob	Police vetting spreadsheet, to be created with expiry dates. Rob to chase Jackie <i>Does this align with the school policy?</i>	DONE
Rob	Student Achievement: Update on Maths No Problem & DMIC <i>Deidra and Rob to meet – Lizzie can attend also.</i>	May
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>	May
Board	Strat Plan – needs to be submitted by early March. PD for the Board to be added Te Reo to be included Deidra to review upskill support and admin staff	Underway
Rob/Heather	Discuss grant for pool <i>Sign off page done and sent to auditors. Currently don't have access to the pool and can't book contractors until access. Auditors have been advised will be completed by the end of the year. Rob to advise TTCF regarding the delay</i>	DONE
Rob	Check school policies are in line with ERO review <i>Board assurance statements have been signed off for ERO.</i>	In Progress

## 1. Confirmation of Minutes – 16<sup>th</sup> March 2022

The Minutes were confirmed.

**Moved: Rob Taylor**  
**Seconded: Lisa Milner**  
**Carried**

## Confirmation of In Committee Minutes – 16<sup>th</sup> March 2022

Rob read the In Committee minutes.

The Minutes were confirmed.

**Moved: Deidra Paul**  
**Seconded: Lisa Milner**  
**Carried**

Steph will continue to do some of the communication role remotely when she moves. Rob acknowledged Steph is doing a brilliant job and is very pleased she has stepped into the space.

### 1.3 Errors & Omissions

Staff name incorrectly spelt and corrected.

### 1.4 Declaration of Interests / Members Interests

Deidra's daughter Steph is employed by the school

### 1.5. Correspondence In/Out

Tabled and received by the meeting.

Deidra has given her letter of resignation as they are moving to Australia end of July and her last board meeting will be June.

## Board Task Checklist

### 2.1 Term 1 2022 / Term 2 Board Checklist

Mostly on track.

The election is coming up in September which is the main item on the Term 2 Board checklist. Rob and Deidra have discussed. Steph to do some reformatting of NAGS for booklets for the Board members.

## Reporting:

### 3.1 Building Report **Presenter: Sharon**

Sharon was absent from the meeting.

### 3.2 Principals Report

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

No updates or discussion.

#### **NAG 2: Self Review/Strategic Planning/Curriculum**

Rob included a copy of the Strat Plan in the Board papers.

Sexuality Hui is still being looked at but the Hall needs to be available.

Board Assurance Statement and Strat Plan have been sent to ERO.

Need to plan to discuss returning officer and Board elections. Alan Curtis has been used in the past and he is available. All expenses incurred are reimbursed by MOE. Records on E-Tap need to be as up to date as possible so voting can be done.

MOE enrolment scheme – to be discussed with the community. Rob and Deidra to discuss.

Royal Road and West Harbour schemes are set. There is information on roll projections and where children in the area currently attend school. Over time people that live in the area will have to attend the local school.

Principals Targeted Agreement – Deidra and Rob to work through. Rob has identified some key areas to focus on.

**NAG 3: Personnel**

No discussion or updates.

**Nag 4: Finance & Property**

Things are tracking well and there are no concerns.

**Property:**

Hall Update was included in Rob's report. A new fire alarm cable needs to be installed – further meeting to be held to discuss.

Rob to get a timeframe from Nick B. Rob is hopeful to be able to see inside the hall at a meeting tomorrow.

Drainage should have been completed by 11<sup>th</sup> May but hasn't been.

Main building to be completed by March 2023.

Asbestos removal in the remaining block to be done in 2023 which will need to be done in the holidays.

Until the new staff carpark is put in, the existing one can't be removed.

The existing heating system that has been removed, is now to be reinstated temporarily as electric is too expensive and Rob has asked for a permanent heating solution, not a temporary one.

Mitre 10 playground has now been installed. A comprehensive safety plan on use and maintenance has been provided. The pupils have made thank you cards which Rob is going to drop off at Mitre 10. Deidra added the playground looks amazing.

**Nag 5: Health & Safety**

Boards now have to make rules for the school regarding vaccine mandates and mask wearing. Rob's personal view is for people to decide for themselves whether to have vaccine, and that he feels mask wearing should continue. There was discussion on this. Deidra asked that board members submit questions and then a decision can be made. Lisa to ask staff their views. Decision to be made in the next two weeks.

Rob has expressed concern that the school is unable to have fire drills etc (have to be held 6-monthly) due to the school rebuild.

**International Student Report**

Rob has had a request for an international student for terms 3 and 4 and Rob has advised this can happen. Cost will be \$6K for the two terms.

**Standowns/Physical Restraint**

There has been one physical restraint this week.

**NAG 6: General Legislation**

Nothing to discuss or update.

**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

**Items for Information:**

#### **4.1 Board Member Register / Code of Conduct**

For information.

#### **4.2 School Term Calendar**

Look on School Loop.

#### **4.3 June Meeting Discussion**

An election workshop needs to be held. Deidra and Rob to discuss initially then set a time and date. Rob added the existing board members will need to advise whether they are going to restand. The election will be in September. Deidra advised that when she leaves the other board members must attend the meetings to ensure a quorum. Deidra asked the board members to email herself and/or Rob to advise if they are restanding. June discussions will concentrate on the election.

Deidra and Rob to discuss a board get together for a farewell to Deidra and a Saturday is possibly preferable.

Lutilia asked Rob when parents will be able to enter the school and Rob expressed concerns about the lack of space. There will be a Matariki celebration and this is being held at Moire Park. For parent interviews looking to do via phone, Zoom or face to face. Rob added with the contractors it is tricky with access to the school at times. Parents are asked to wear a mask on site.

#### **4.4 Meeting close: 7.45 pm**

**Next meeting: 15<sup>th</sup> June 2022 at 6.30pm**

