

Colwill School Massey

Board of Trustees Minutes

Date: 22nd November 2023

Time: 1.30pm

Location: School Meeting Room

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.

Actioned By	Action Points	Completed By
Rob/Lutilla	Discuss MOE enrolment scheme and how to discuss with the community	Ongoing at enrolment
Board	Health curriculum consultation – to discuss	2024
Rob/Beata	Follow up on reading recovery funds owed	Done
Rob	Send AstroTurf quote to Heather to look for funding	DONE
Rob	Look at Health Delivery Statement	2024

1.1 Confirmation of Minutes – October 2023

The Minutes were confirmed.

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)

2.1 Board Task Checklist

No discussions or update.

3.1 Building Report

No updates or discussion.

3.2 Principals Report

Nag 1: Curriculum, Assessment

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NAG 6: General Legislation

No updates or discussion.

NAG 7: Charter

No updates or discussion.

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:

No discussion or updates

4.2 Board Member Register Code of Conduct/Contact:

No discussion or updates

4.3 School Term Calendar

Nothing to discuss or update.

4.4 Meeting close: 2.25 pm

Next meeting: Wednesday, 21st February 2024 at 9.30am

Presiding Member
Signature



Principal
Signature



Date

21/2/24

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The roll is still tracking up.

Guidelines for the Principals job list is attached to the Board papers.

NAG 2: Self Review

Self attestation has to been done for pastoral care for overseas students

Board Composition

No discussion or updates.

NAG 3: Personnel

The \$6K Principal's Coaching and Support Grant for 2023 will be transferred and banked to add to the 2024 grant which will total \$12k to be used at the principal's discretion for his support and wellbeing for the 2024 school year. As per attached NZEI doc explanation.

Nag 4: Finance & Property

The school has been spending less than what was anticipated in the budget. Rob knew with the rebuild there will be additional costs when the school moves.

The Fixed Asset Register needs reviewing and a letter has been done and signed covering this with the current school changes.

The draft 2024 budget will need to be done and was approved at this meeting.

Property:

There is a lot going on and there are still a number of items to be addressed before the move can happen which Rob is following up.

There has been an issue with the neighbour whose property has been flooded and Rob has addressed this with the Ministry who is looking into it.

Ministry has not been communicating well with Arohanui. They also have areas that need decals on.

The movers are waiting for dates to be confirmed.

A move plan has been prepared.

Hall

All the whiteware has arrived and is being stored in the hall.

A new back door is required as the old one is rotten.

The hall isn't able to be signed off until the school is.

Nag 5: Health & Safety

There is an evacuation plan for the site and Rob provided a copy to the Board.

Rob is looking into the teachers being able to use their phones during school time following advice from a security expert, especially due to lockdowns. Once there is a lockdown, the teacher is responsible for their space. Rob would like to get him to talk to the staff.

International Student Report

No updates or discussion.

Sick Bay

No updates or discussion.