

## Colwill School Massey

### Board of Trustees Minutes

**Date:** 10<sup>th</sup> April 2024

**Time:** 1:30pm

**Location:** School Meeting Room

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

#### **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	Ongoing
Board	Health curriculum consultation –	DONE
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	DONE

#### **1.1 Confirmation of Minutes – February 2024**

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**

As per principal's report..

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#### 3.2 Principals Report

Roll at 18-3-24 = 256

Leavers since the start of 2024 = 0

New Enrolments: 2024 = 56 new enrolments to date

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

Delivery of the Health Curriculum Statement. We will keep it as it is and change dates to suit review as learning needs remain the same. .

Attached FYI

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

- NZSTA Tasks guidelines attached for term 1 2024 to check.
- Currently Parent members complete enough to form a board. 2 more positions to fill. To be decided how this will be managed. We currently have (3) No election held. (Pending). Discussion required. If a board member cannot physically attend a meeting we will phone or zoom in to ensure we have a quorum and the meeting can go ahe

Policies requiring a review this term:

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Attached for your attention:

- Te Tiriti o Waitangi
- Board Responsibility
- Documentation and Self-Review

**NAG 3:** *Personnel; Appointments, Performance management, Professional Development.*

We have had one teacher resignation at the end of 2023. New Teacher employed (FT) as per the staffing schedule which I will share at our meeting.

Principal's PGC 2023 report doc attached FYI.

**NAG 4: Finance & Property**

***Finance:***

We will need to apply for funding from a range of funders to ensure we can cover the cost of

- Astroturf
- Shade sails
- Classroom computer upgrades

With that in mind the board resolved the following:

**“It was agreed by the Colwill School Board of Trustees on the 10/04/2024 to apply to The Trusts Community Foundation for the amount of \$97,745.32 (Ninety seven thousand, seven hundred and forty five dollars and thirty two cents) To assist with the cost of Astroturf for two courts and around the pool area.”**

(Moved by Rob, All in favour – Agreed)



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**“It was agreed by the Colwill School Board of Trustees on the 10/04/2024 to apply to The Trusts Community Foundation for the amount of \$142,916.68 (one hundred and forty two thousand, nine hundred and sixteen dollars and sixty eight cents). To assist with the cost of Shade sails.”**

(Moved by Rob, All in favour – Agreed)

February - 2024 Commentary Report Attached

### ***Property Updates:***

Planning for new 5YA and 10YPP is underway. Letter received outlining process and amount allocated from July 1<sup>st</sup> 2024. Rob to accept and process on behalf of the board.

The MOE system for dealing with accessing MOE funds through the SALESFORCE portal for property related projects has been altered to be an on line process only and will require the board to approve the delegation to the principal to act as DFA (Delegated Financial Authority) in this regard. I will need to make sure that I receive the appropriate training, in order to be able to do this properly.

**“It was therefore moved that the Board delegate the role of the DFA to the principal.”**

(Moved Lutila and seconded by Sean. All agreed)

We will need to minute this as a resolution.

Check in on funding grant application for AstroTurf over old court area.

What else needs to be fund-raised for? (Shade areas / Hall entry veranda / Astro-turf / Fale) / computers in classrooms. Ongoing.

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#### Hall Update: Ongoing.

Update at meeting.

#### Rebuild Proposed Timeline:

Please find below some high level milestone dates: Set early 2022.

Actual finish date May 10<sup>th</sup>. Now the defects lists need the principal to ensure are carried out along with any additional issues identified and raised with the property team for remediation.

- Drainage Stage 1: 11/04/2022 – 11/05/2022. There is an element of these works that will be occurring outside the site fencing but David from Woodview will communicate these requirements with you.
- Caretaker's Shed Complete: 08/03/2023
- Main Building (SP1) Complete: 22/03/2023
- School Move-in: 23/03/2023 – 05/04/2023
- Asbestos Removal: 14/04/2023 – 23/04/2023. Note 2023 Term 1 holidays are 07/04/2023 – 23/04/2023.
- Existing Building Demo and Carpark Upgrades (SP2) Complete: 11/07/2023

Much of the stage 2 outdoor works have been completed but still a lot to do to complete everything relating to the contract.

#### **NAG 5: Health and Safety**

As per property notes reported.

#### **International Student Report:**

Code review done.

Sick Bay Log: 2023 (17-2-2024) (18-3-2024) = 167= 71 sick & 96 of these were for administering parent approved medications.

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- Report giving number of suspensions, standdowns and physical restraints for 2024.

1 x stand-down to date

No suspensions to date

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

Nothing new on this to report

#### **NAG 7: Charter / Strategic Plan**

Sent to MOE on time.

#### **NAG 8: Analysis of Variance**

Attached FYI

#### **General Matters**

Nothing to report

#### **Report prepared by**

**Rob Taylor – Principal**

Conferences:

- February 28<sup>th</sup> – March 1st: Wellington. Education and the Law Course
- Friday March 22<sup>nd</sup> NZPF MOOT Wellington



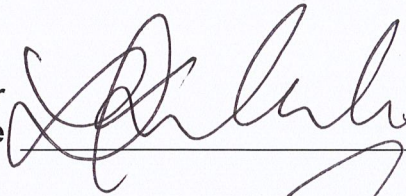
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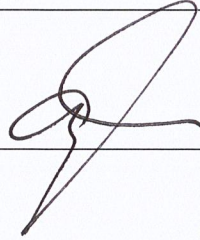
- NZSTA Conference Wellington – 5<sup>th</sup> – 9<sup>th</sup> June. 4 BOT Members to attend.
- June 19<sup>th</sup> – 22<sup>nd</sup> APPA Conference Taupo
- July 6<sup>th</sup> – 12<sup>th</sup>: Melbourne, International Thinking Conference
- August 10<sup>th</sup> – 16<sup>th</sup> Rarotonga: Principal's Wellbeing Retreat
- September 17<sup>th</sup> – 21<sup>st</sup>: NZPF Conference Christchurch

**Next meeting: Wednesday, 10<sup>th</sup> April 2024 at 1.30pm**

**Presiding Member  
Signature**



**Principal  
Signature**



**Date** 30/5/24