

# Colwill School Massey

## Board of Trustees Minutes

Date: August 30th 2024

Time: 11:30am

Location: School Meeting Room

Facilitator	Lutila Kalolo (Presiding Member)	Rob Taylor (Principal)	Rob Taylor (Minute Secretary)
Attendees	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	Confirm Health Delivery Statement	DONE

#### 1.1 Confirmation of Minutes – July 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..

**Board of Trustees Minutes**

Roll	as at start of 2009 =	Base Roll	= 300
	as at start of 2010 =	Base Roll	= 280
	as at start of 2011 =	Base Roll	= 246
	as at start of 2012 =	Base Roll	= 236
	as at start of 2013 =	Base Roll	= 202
	as at start of 2014 =	Base Roll	= 223
	as at start of 2015 =	Base Roll	= 225
	as at start of 2016 =	Base Roll	= 228
	as at start of 2017 =	Base Roll	= 209
	as at start of 2018 =	Base Roll	= 195
	as at start of 2019 =	Base Roll	= 199
	as at start of 2020 =	Base Roll	= 200
	as at start of 2021 =	Base Roll	= 198
	as at start of 2022 =	Base Roll	= 177
	as at start of 2023 =	Base Roll	= 211
	as at start of 2024 =	Base Roll	= 243

**Roll at 27-8-24 = 265**

**Leavers since the start of 2024 = 6**

**New Enrolments: 2024 = 80 new enrolments to date**

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

The new English and Maths curriculums are being fast-tracked by the Government.

Mid-year analysis of assessment data presented to the board as attached.

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

- The senior staff will present our mid-year student achievement data at our August meeting. Attached.
- 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 so that the meeting can go ahead.

Policies requiring a review this term:

Attached for your attention:

- Concerns and Complaints
- Performance Management
- Protected Disclosure

Additional Policies

- Lockdown and Shelter In Place
- Attacker on School Grounds

We have our NZ Police for Teams meeting at 11:45am as part of our Board meeting on Friday the 30<sup>th</sup> August this wee

Personnel; *Appointments, Performance management, Professional Development.*

- Nothing new to report.

### **4: Finance & Property**

***Finance:***

July - 2024 Commentary Report Attached

***Property Updates:***

Our 10YPP approved version has been sent to the MOE for processing.

Hall Update: Ongoing.

Updated at meeting.

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#### Rebuild Update:

- Was discussed at our meeting – Still working through defects process. Defects list attached FYI.

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

Ongoing. We are still waiting to hear that our new playground is safe enough to open for student use.

One accident playground accident case has allocated to Work Safe to review as agreed at our June meeting.

Work safe response to the above indicates this case had been reviewed and is now closed.

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

Code review done.

Sick Bay Log: 2024 (23-7-2024) (28-8-2024) = 57 =68 sick & 126 of these were for administering parent approved medications.

One accident of noted concern was when a classroom screen fell on a student causing injury. All screens have been checked for safety and are being modified to ensure they can no longer tip over if bumped heavily.

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

6 x stand-downs to date

No suspensions to date

No physical restraints

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

Nothing new on this to report

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### 7: Charter.

Sent to MOE before due date

### 8: Analysis of Variance

Sent to MOE before due date

### General Matters

Nothing to report

### Addendum:

Meetings that the principal is expected to attend,

- NW Principal's Cluster - Now the President of this group of 32 schools)
- Cluster co-ordinator for our visual arts exhibition, cultural extravaganza, and variety concert.
- WAPA - Now on Exec
- APPA – Now on the Exec Council.
- Meetings with MOE Senior Advisor,
- Professional Growth Cycle Meetings – Kahui Ako Team
- NZEI; Principal's Reference Group Meeting – West, Central & Manukau combined
- Board Presiding Member and Principal meetings – fortnightly or as needed.
- NZEI Principal's meetings
- RTLB liaison meetings
- Meetings with MOE Property personnel and school architects.
- Meetings with project manager – school 5YA property projects
- CES – School's Accountants
- MOE ZOOMS
- Truancy Service Governance Group

Conferences budgeted for:

- February 28<sup>th</sup> – March 1<sup>st</sup>: Wellington. Education and the Law Course -
- Friday March 22<sup>nd</sup> NZPF MOOT Wellington
- NZSTA -5<sup>th</sup> -9<sup>th</sup> June Wellington
- 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 ICOT
- August 10<sup>th</sup> – 16<sup>th</sup> Rarotonga: Principal's Wellbeing Retreat – Principal's Wellbeing fund.



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Next meeting: Tuesday, 24<sup>th</sup> September 2024 at 1.30pm.

Presiding Member  
Signature



Principal  
Signature



Date 24/9/24