

Colwill School Massey Board of Trustees Minutes

Date: 21st February 2024

Time: 9.30pm

Location: School Meeting Room

Facilitator	Lutilla Kalolo (Presiding Member)	Rob Taylor (Principal)	Rob Taylor (Minute Secretary)
Attendees	Lutilla Kalolo Elizabeth Tafua Sean Breeze Marlene Synodinos	Rob Taylor	Rob Taylor

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	DONE

1.1 Confirmation of Minutes – November 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

As per principal's report..

3.2 Principals Report

Nag 1: Curriculum, Assessment

The roll is still tracking up.

NAG 2: Self Review

Self attestation has been done for pastoral care for overseas students

The following policies are on the table for review by the board in term 1 2024:

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

Board Composition

Board chair / Presiding Member election.

Lutila Kalolo elected for the 2024 school year. .Unanimous

NAG 3: Personnel

We had one teacher resignation at the end of the 2023 school year and a fixed term appointment has been made to replace this position until the end of 2024. To be reviewed based on MOE staffing has been confirmed after the 1st March roll return has been processed.

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. A letter has been provided by the school's accountants and approved at this meeting for inclusion in the annual accounts for 2023 and signed noting the reason for no stock take being carried out for the 2023 school year.

The final 2024 budget will need to be done and was approved at the April board meeting.

The board signed a letter for the auditor acknowledging the reason why there was no stocktake taken for 2023 because everything was packed away to facilitate the smooth move into the new school building.

Property:

There is a lot going on and there are still a number of items (48 in total to date) to be addressed before final sign off by the MOE.

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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.

This has now been identified as council owned collapse drains outside the school's boundary. (Ongoing)

5YA for 3 years from the 1 July 2024 = \$316K. The principal needs to work with the MOE approved property consultants to develop and 10YPP in order to access the 5YA Funding

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. Still waiting on CCC.

Nag 5: Health & Safety

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

Update in principal's report.

NAG 6: General Legislation

No updates or discussion.

NAG 7: Strategic Plan / Varirance Report / Charter

Will be presented at our next board meeting..

NAG 8: Analysis of Variance

As above

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



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4.3 School Term Calendar
Nothing to discuss or update.

4.4 Meeting closed: 2.45pm

Next meeting: Wednesday, 20th March 2024 at 1.30pm

Presiding Member
Signature

Principal
Signature

Date 10/4/24