

Colwill School Massey

Board of Trustees Minutes

Date: June 26th 2024

Time: 11:30am

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
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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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 25-6-24 = 267

Leavers since the start of 2024 =11

New Enrolments: 2024 = 77 new enrolments to date

1: Curriculum, Assessment, Maori Community Consultation.

Nothing to report

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

Nothing new to report.

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- 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:

- Employment Responsibility
- Appointment Procedure
- Safety Checking

Additional Policies

- Lockdown and Shelter In Place
- Attacker on School Grounds

Refer attached email from NZ Police for Teams meetin

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

- Nothing new to report.

4: Finance & Property

Finance:

May - 2024 Commentary Report Attached

Property Updates:

10YPP attached for approval

We have received a \$20K grant towards our Astro Turf. We will need to apply to additional funders for the balance needed. Or do we pay and get it done?

We have also received \$56K form the Local Trust towards Shade

Hall Update: Ongoing.

Update at meeting.

Rebuild Proposed Timeline:

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- Still working through defects process.

Please find below some high level milestone dates: Set early 2023.

- 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

5: Health and Safety

Ongoing. We will need to review our playground designs to see that they are safe.

International Student Report:

Code review done.

Sick Bay Log: 2024 (27-6-2024) (23-7-2024) = 57= 13 sick & 44 of these were for administering parent approved medications. 1 serious accident on the Mitre 10 Playground requiring hospital attention and surgery at Starship.

- Report giving number of suspensions, standdowns and physical restraints for 2024.
 - 3 x stand-downs to date
 - No suspensions to date
 - No physical restraints

6: Legislation:

Nothing new on this to report

7: Charter.

Sent to MOE before due date

8: Analysis of Variance

Sent to MOE before due date

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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 28th – March 1st: Wellington. Education and the Law Course -
- Friday March 22nd NZPF MOOT Wellington
- NZSTA -5th -9th June Wellington
- June 19th – 22nd APPA Conference Taupo
- July 6th – 12th: Melbourne, International Thinking Conference ICOT
- August 10th – 16th Rarotonga: Principal's Wellbeing Retreat
- September 17th – 21st: NZPF Conference Christchurch



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Next meeting: Wednesday, 24th July 2024 at 1.30pm.

Presiding Member
Signature

Principal
Signature

Date 24/7/24

