

# Colwill School Massey

## Board of Trustees Minutes

Date: May 30<sup>th</sup> 2024

Time: 2:00pm

Location: School Meeting Room

<b>Facilitator</b>	<b>Lutilla Kalolo</b> (Presiding Member)	<b>Rob Taylor</b> (Principal)	<b>Rob Taylor</b> (Minute Secretary)
<b>Attendees</b>	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..

## Colwill School Massey

### 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 28-5-24 = 270**

**Leavers since the start of 2024 = 3**

**New Enrolments: 2024 = 77 new enrolments to date**

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

Nothing to report

## Board of Trustees Minutes

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

- 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:

- Employment Responsibility
- Appointment Procedure
- Safety Checking

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

- MOE required TOD, June 4<sup>th</sup> to Review the changing Curriculum Review docs.

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

#### ***Finance:***

April - 2024 Commentary Report Attached

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

We have received a \$20K grant towards our Astro Turf. We will need to apply to additional funders for the balance needed.

#### **Hall Update: Ongoing.**

Update at meeting.

#### **Rebuild Proposed Timeline:**

- To discuss at our meeting – attached issues update.
- Principal will continue to track, monitor and inform MOE, Contractors and board of defects needing to be addressed.

**NAG 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: 2023 (10-4-2024) (28-5-2024) = 167= 70 sick & 68 of these were for administering parent approved medications. 1 serious accident on the Mitre 10 Playground requiring hospital attention and surgery at Starship.

Incident report provided ot parents upon theiour request.

- 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.**

Attached FYI

**NAG 8: Analysis of Variance**

Attached FYI

**General Matters**

Nothing to report

## Colwill School Massey

### Board of Trustees Minutes

#### Addendum:

Meetings 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

Budgeted Conferences:

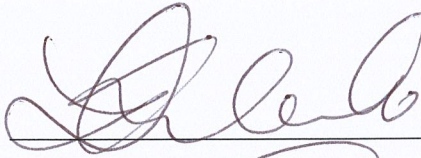
- February 28<sup>th</sup> – March 1<sup>st</sup>: Wellington. Education and the Law Course
- Friday March 22<sup>nd</sup> NZPF MOOT Wellington
- NZSTA June 6-9<sup>th</sup> – Wellington (BOT)
- June 19<sup>th</sup> – 22<sup>nd</sup> APPA Conference Taupo
- July 6<sup>th</sup> – 12<sup>th</sup>: Melbourne, 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



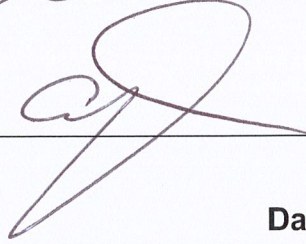
**Colwill School Massey**  
**Board of Trustees Minutes**

Next meeting: Wednesday, 26<sup>th</sup> June 2024 at 11.30am.

**Presiding Member  
Signature**



**Principal  
Signature**



**Date** 26/6/24