

Colwill School Massey

Board of Trustees Minutes

Date: September 24th 2024

Time: 1:30pm

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 Astro turf quote to Heather to look for funding	DONE
Rob	Confirm Health Delivery Statement	DONE

1.1 Confirmation of Minutes – August 2024

The Minutes were confirmed.

1.2 Errors & Omissions

No changes.

1.3 Declaration of Interests / Members Interests

Lutila declared declaration of interest as her daughter is on staff in a fixed term TA role for the remainder of this school year.

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 24-9-24 = 262

Leavers since the start of 2024 = 30

New Enrolments: 2024 = 96 new enrolments to date

1: Curriculum, Assessment, Maori Community Consultation.

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

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.

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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

Following our NZ Police for Teams meeting at our August meeting we are working through the required and suggested drills with students and staff.

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

- We are currently advertising for 3 new teachers for the 2025 school year. Our provisional staffing roll is 294.

4: Finance & Property

Finance:

August - 2024 Commentary Report Tabled.

Property Updates:

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

Hall Update: Ongoing.

There's one outstanding remediation to be sorted in Hall kitchen.

Rebuild Update:

- The Principal is still working through defects process. Shared in detail.

5: Health and Safety

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

International Student Report:

Code review done.

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Sick Bay Log: 2024 (22-8-2024) (22-9-2024) 44 sick & 68 were for administering parent approved medications.

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

6 x stand-downs to date

No suspensions to date

No physical restraints

The board spend time reviewing the student suspension process for school principals and boards as there is currently the potential for the principal to consider suspending 3 students for ongoing serious misconduct

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

General Matters

Nothing to report

Addendum:

Regular meetings attendended by the principal.

NW Principal's Cluster – Our principal is the President of this group of 32 schools

Cluster co-ordinator for our visual arts exhibition, cultural extravaganza, and variety concert.

WAPA – Our principal now sits on the on Exec for 102 schools

APPA – Our principal is 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.

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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 attended by our principal. Pre approved in 2024 budget.

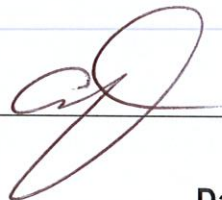
- February 28th – March 1st: Wellington. Education and the Law Course -
- Friday March 22nd NZPF MOOT Wellington
- June 19th – 22nd APPA Conference Taupo
- July 6th – 12th: Melbourne, International Thinking Conference -I COT
- August 10th – 16th Rarotonga: Principal's Wellbeing Retreat

Next meeting: Tuesday, 22th October 2024 at 1.30pm.

**Presiding Member
Signature**



**Principal
Signature**



Date

22/10/24