

# Colwill School Massey

## Board of Trustees Minutes

Date: February 25<sup>th</sup> 2025

Time: 1:30pm

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
Board	5YA – 10YPP	DONE
Board	ELECTION OF PRESIDING MEMBER	DONE
		DONE
		DONE

#### 1.1 Confirmation of Minutes – November 2024

The Minutes were confirmed.

#### 1.2 Errors & Omissions

No changes.

#### 1.3 Declaration of Interests / Members Interests

#### 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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**Next meeting: Tuesday, 25<sup>th</sup> February 2025 at 11.30am.**

#### **Principal's report top BOT**

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
	as at start of 2025 =	Base Roll	= 224

**Roll at 21-2-25 = 242**

**Leavers at end of 2024 = 43**

**Leavers since the start of 2025 = 0**

**New Enrolments: 2025 = 18 new enrolments to date**

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

Waiting for the new English and Maths Curriculums from MOE.  
BSLA and Maths No Problem are in place for our school.

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

Meet the Teacher afternoon will be held from 2:15-5pm 12<sup>th</sup> March. Picnic style.

Policies requiring a review term 1:

Attached for your attention:

- Risk Management
- Safety Management Systems
- Health, Safety, and Welfare
- Healthcare

Due to some unacceptable parent / Whanau behaviours at school from the start of this year staff will be looking carefully at the following policies and our code of conduct for parents and visitors.

- Trespasser on School Grounds
- School Community Conduct Expectations
- Communicating with Parents and Whanau

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

- Staffing and organisation for 2025 will be shared at our meeting. (Attached FYI Confidential) to be returned to Rob at our meeting.

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

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

December - 2024 Commentary Report will be tabled. (attached FYI)

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

Our 10YPP & 5YA board approved versions have been sent to the MOE for processing. Still waiting for final MOE approvals.

They have been returned to us with adjustments to be signed and returned to MOE. (Attached)

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

Other half of hall roof need replacing under 5YA. In process.

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#### Rebuild Update:

- Updates will be shared at our meeting – Still working through defects process. (Defects list attached FYI)

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

- Our Year 8 students had an exciting opportunity for a 2-night camp organised through the Blake Foundation! Was an amazing success. Thanks for approving this. The kids had a great time.

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

Code review done.

**Sick Bay Log: 2024**                      (31-1-2025)    (21-2-2025)

47 sick or accidents & 79 were for administering parent approved medications.

- Report giving number of suspensions, standdowns and physical restraints for 2025.

2 x stand-downs to date

No suspensions to date

No physical restraints

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

Nothing new to report

#### **7: Charter.**

Will be sent to MOE before due date

#### **8: Analysis of Variance**

To be sent to MOE before due date (End of March)

#### **General Matters**

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### Addendum:

Meetings I am 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:

- Friday March 21<sup>st</sup> NZPF MOOT Wellington
- Principal Exchange Programme with Spain Term 1-2 (Board Approved)
- School Trustees – Christchurch 10<sup>th</sup> -13<sup>th</sup> July
- Dates to be set for APPA Conference Taupo
- ACEL Sydney - September 29<sup>th</sup> – October 1<sup>st</sup>
- CAE Melbourne – October 3<sup>rd</sup> -5<sup>th</sup>

**Presiding Member  
Signature** \_\_\_\_\_



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

Principal  
Signature

Date 25/3/25

