

# Colwill School Massey

## Board of Trustees Minutes

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

Time: 11:30am

Location: School Meeting Room

<b>Facilitator</b>	<b>Lutila Kalolo</b> (Presiding Member)	<b>Rob Taylor</b> (Principal)	<b>Rob Taylor</b> (Minute Secretary)
<b>Attendees</b>	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	Election of Presiding Member	Done
Board	5YA – 10YPP	DONE
Board	ELECTION OF PRESIDING MEMBER	DONE
Board / Staff	Approve Charter / udated Strategic Plan	

#### 1.1 Confirmation of Minutes – February 2025

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)

#### 1.5 Presiding Member elected for 2025: Lutila Kalolo

#### 2.1 Board Task Checklist

No discussions or update.

#### 3.1 Building Report

As per principal's report.

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**Next meeting: Wednesday 14<sup>th</sup> May 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	= 227

**Roll at 24-3-25 = 249**

**Leavers at end of 2024 = 43**

**Leavers since the start of 2025 = 5**

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

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### **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.

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

Meet the Teacher afternoon held from 2:15-5pm 12<sup>th</sup> March was a quiet success and we need more of these types of events.

Policies requiring a review schedule for the next three years attached FYI:

Attached for your attention: (This Term refer to your last meeting pack)

- 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.*

Nothing new to report.

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

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

Jan -Feb - 2025 Commentary Report will be tabled. (Attached FYI)

Final 2025 Budget to be approved. (Moved by Rob and Approved)

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

Board approved the install of shade sails over the two new playgrounds. Board funded as grant applications have not been successful. (Unanimous)

Our 10YPP & 5YA board approved versions have been sent to the MOE for processing have been signed and returned to the MOE.

### Hall Update: Ongoing.

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

Exterior Painting Quote pending.

### Rebuild Update:

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

## **5: Health and Safety**

### **International Student Report:**

Code review done.

**Sick Bay Log: 2025**                      (23-2-2025)    (21-3-2025)

53 sick or accidents & 39 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:**

We need to elect our Presiding Member for the 2025 School year

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### 7: Charter.

To be sent to MOE by end of April.

### 8: Analysis of Variance

To be sent to MOE by due date (End of April)

### General Matters

#### Report prepared by

Rob Taylor – Principal

#### 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

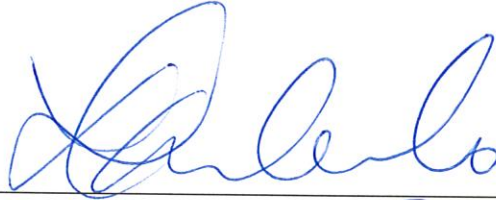
Conferences:

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- Friday March 21<sup>st</sup> NZPF MOOT Wellington
- Principal Exchange Programme with Spain Term 1-2 (Approved/Unanimous)
- School Trustees – Christchurch 10<sup>th</sup> -13<sup>th</sup> July -Principall to book for the full board.
- 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



Principal  
Signature



Date

14 / 5 / 25