

Colwill School Massey

Board of Trustees Minutes

Date: November 26th 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 AstroTurf quote to Heather to look for funding	DONE
Rob	Confirm Health Delivery Statement	DONE

1.1 Confirmation of Minutes – October 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.

Colwill School Massey Board of Trustees Minutes

Next meeting: Tuesday, 25th 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

Roll at 22-11-24 = 265

Leavers since the start of 2024 = 32

New Enrolments: 2024 = 103 new enrolments to date

1: Curriculum, Assessment, Maori Community Consultation.

Nothing new to report.

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

Nothing new to report.

Board of Trustees Minutes

Policies requiring a review term 4:

Attached for your attention:

- Finance and Asset Management Policy
- Managing Income and Expenditure
- Financial Conflicts of Interest
- Asset Management and Protection

No changes required - Agreed

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

- Staffing and organisation for 2025 will be shared at our next meeting.

4: Finance & Property

Finance:

October - 2024 Commentary Report will be tabled. (Attached)

Our draft 2025 budget is ready to approve at this month's meeting.

(Approved pending a term 1 review 2025)

Property Updates:

Our 10YPP board approved version has been sent to the MOE for processing. Still waiting for final MOE approvals.

Hall Update: Ongoing.

Update at meeting.

Rebuild Update:

- Updates will be shared at our meeting – Still working through defects process.

5: Health and Safety

- Our Year 8 students have 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.

Board of Trustees Minutes

Sick Bay Log: 2024 (18-10-2024) (21-11-2024)

53 sick & 117 were for administering parent approved medications.

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

6 x stand-downs to date

2 x suspensions this term resulting in the board excluding both students. I have followed through on all requirements for the MOE post exclusion.

No physical restraints

6: Legislation:

Nothing new to report

7: Charter.

Sent to MOE before due date

8: Analysis of Variance

Sent to MOE before due date

General Matters

1. The Board agreed to apply to the Trusts Foundation for the amount of \$79,651.08 to assist with the purchase and installation of 4 x Oval Dura Palm Fales.
2. The Board agreed to apply to the Grassroots Foundation for the amount of \$33,925 to assist with the purchase of shade sails for the the playground/s.
3. The board agreed to terminate the licence to occupy room 17 with Aucklands Uni Services as from the 31 January 2025.
4. As directed by the Auditor General's Office the board agreed to engage Forbes Audit and Accounting firm to carry out the annual school audits for 2024, 2025 and 2026.
5. The board resolved to agree to the Useful life of Assets based on the attached schedule.
6. The Board stated the inability of the school to carry out its annual Library stocktake for 2024 due the school's move.
7. The board agreed to defer the signing of the updated assests register showing disposals until its 2025 February meeting.
8. The Cyclical Maintenance Provision as calculated in 2024 was approved by the board.

The Principal declared the following to assure the board that the use of the principals tagged wellbeing budget had been used as intended for the 2024 school year.

1. The tabled highlighted ledgers are a true and accurate report of my use of the Principal's Professional Coaching (and Wellbeing) Support Fund, as provided for in the NZEI / MOE Collective Contract for Primary School Principals.

Board of Trustees Minutes

2. I have read and understood the Office of the Auditor General's Guidance on integrity and how to support it and this spending is consistent with it.
3. I have read and understood the Ministry of Education's Professional Coaching and Well-being Support Funding Guidance and this spending is consistent with it.
4. I have read and understood section 2.2.1 of the Ministry of Education's Financial Information for Schools Handbook guidance and this spending is consistent with it.
5. This spending is consistent with the policies of Colwill School Massey
6. Where a balance remains, I have discussed this with the board and explained that the balance remains part of the collective agreement funds attached to the principal's employment agreement and therefore has been made to roll over into the 2025 year's budget. This will need to be noted in the board minutes and confirmation letter.

Addendum:

Meetings attended by the principal during 2024

NW Principal's Cluster - Now the President of this group of 32 schools)

Cluster co-ordinator for the NW Cluster 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

Colwill School Massey Board of Trustees Minutes

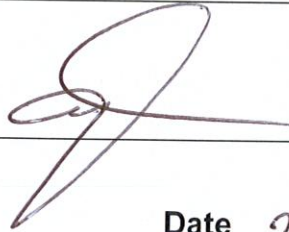
Approved conferences / PD attended

- 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 -ICOT
- August 10th – 16th Rarotonga: Principal's Wellbeing Retreat

Presiding Member
Signature



Principal
Signature



Date 28 / 2 / 25

COLWILL SCHOOL MASSEY

Kintara Drive, Massey, Auckland
Ph: 833 6081 Email: office@colwill.school.nz
www.colwill.school.nz



To Whom it may concern,

The library stocktake is not available due to the school move.

Your sincerely,

A handwritten signature in blue ink, appearing to read "Lutila Kabolo".

BOT Chair

26/11/2024

Lutila Kabolo

Colwill School

Resolution by the Board of Trustees Useful life of Assets 2024

The Board of Trustees resolves to accept the useful life of the School's assets, as the following schedule:

Buildings	40 Years
Furniture & Equipment	10 Years
Information and Communication Technology	4 Years
Leased Assets	3-5 Years
Library Books	12.5% Diminishing Value
School Policy for Asset Items	\$1,000

I certify that this is a true and correct copy of the resolution of the Colwill School Board of Trustees as minuted at the Board meeting held on: _____ (Date)

Signed:



Name:

Leticia Karkelo

(Presiding Member)

Date:

26.11.24

Once approved and signed, please forward to your Account Manager

Many thanks

Clare

Accounts Manager

CES West Auckland



COLWILL SCHOOL MASSEY

Kintara Drive, Massey, Auckland
Ph: 833 6081 Email: office@colwill.school.nz
www.colwill.school.nz



26/11/2024

The Trusts

Dear Sir/Madam

It was agreed by the Colwill School Board of Trustees on the 26/11/2024 to apply to the Trusts Foundation for the amount of \$79,651.08 (Seventy nine thousand, Six hundred and fifty one dollars and eight cents) to assist with Oval Dura-Palm Fales.

This is true and correct of a resolution passed at that meeting.

Kind Regards

A handwritten signature in black ink, appearing to be "Rob Taylor".

Rob Taylor

Principal

A handwritten signature in blue ink, appearing to be "Lutila Kalolo".

Lutila Kalolo

Presiding Member

COLWILL SCHOOL MASSEY

Kintara Drive, Massey, Auckland
Ph: 833 6081 Email: office@colwill.school.nz
www.colwill.school.nz



26/11/2024

Grassroots Trust
PO Box 9019
Hamilton 3240

Dear Sir/Madam

It was agreed by the Colwill School Board of Trustees on the 26/11/2024 to apply to the Grassroots foundation for the amount of \$33,925 (Thirty three thousand, nine hundred and twenty five dollars) to assist with Shade sails for Playground.

This is true and correct of a resolution passed at that meeting.

Kind Regards

A handwritten signature in blue ink, appearing to be "Rob Taylor".

Rob Taylor
Principal

A handwritten signature in blue ink, appearing to be "Lutila Kalolo".

Lutila Kalolo
Presiding Member

ACKNOWLEDGMENT ON BEHALF OF THE SCHOOL BOARD

I confirm that Colwill School Massey Board (Licensor) agrees to cancel the Licence and the final Expiry will be 31 January 2025.

Signed for an on behalf of the Colwill School Massey Board

Signature: 

Full Name: *Lutia Kalolo*

Presiding Member, Colwill School Massey Board

Date: *14.11.24*

ACKNOWLEDGMENT ON BEHALF OF AUCKLAND UNISERVICES LIMITED

I confirm that Auckland UniServices Limited (Licensee) agrees to cancel the Licence and vacate the building(s) located at Colwill School Massey site. The final Expiry will be 31 January 2025.

Signed for an on behalf of Auckland UniServices Limited

Signature:

Full Name: *Talia McNaughton*

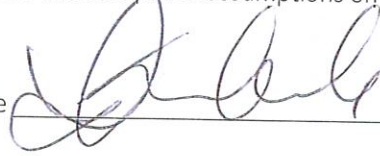
Role:

Date:

Acknowledgement

I confirm I accept the audit fees for the audit of the 2024, 2025, and 2026 financial years as stated above, and understand and accept the assumptions on which they are based.

Authorised signature



Date 14.11.24

Position

Presiding Member

School Name

Colwill School Massey

Ministry of Education Number

1254

Actions to take when agreement has been reached:

1. Take a copy of this agreed proposal for your school file.
2. Send the countersigned copy to:

Cynthia Forbes
Forbes Audit and Accounting Limited
Cynthia@forbesca.co.nz

COLWILL SCHOOL (MASSEY)
COMMENTARY TO THE FINANCIAL REPORT
For the month ending 31 December 2024

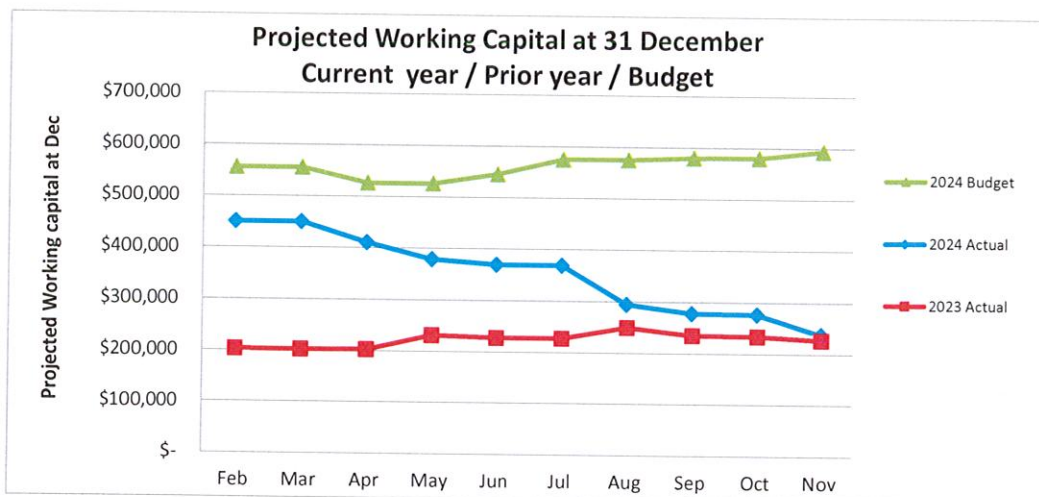


We are pleased to enclose your Monthly Report for the month ending 31 December 2024
These notes have been prepared for your assistance. Please let me know if there is anything else that you would like further clarification on, or if anything is surplus to your requirements.

Working Capital Position at 31 December 2024

Estimated Working Capital Projection as at the 31 December 2024

These projections are based on the school operating to the total budget showing in the Income Statement.
Any additional income or expenditure that is over and above the budget from this date will affect this estimate.



The Working Capital Position at 31 December 2023	\$552,725
Less: Special Reserves	
Reserve - New Build	(\$228,497)
Reserve Funds - Principal's Support	(\$40,000)
Adjusted Working Capital Position at 31 December 2023	\$512,725

Last Month the Projected Working Capital at 31 December 2024 was	\$238,809
The following details represent the change in the projection from the previous month:	
Overspend Fixed Assets	(2,169)
Movement in Lease Liability	(373)
Other minor movements	(1)
This Month the Projected Working Capital at 31 December 2024 is	\$236,266

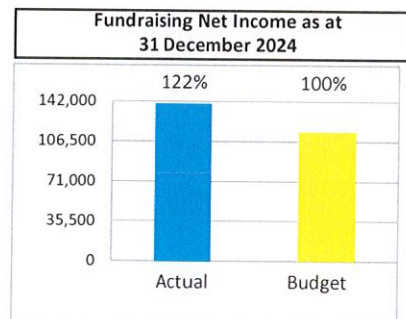
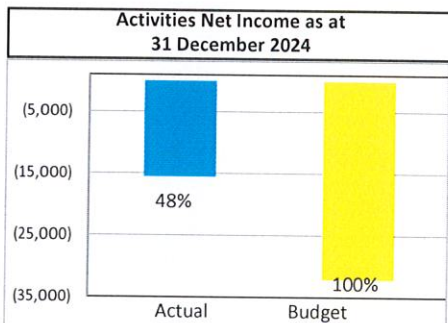
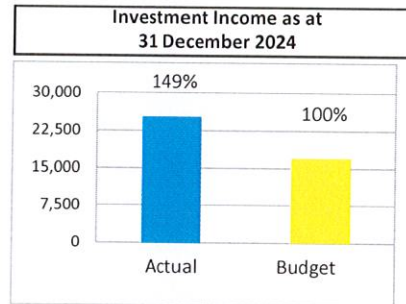
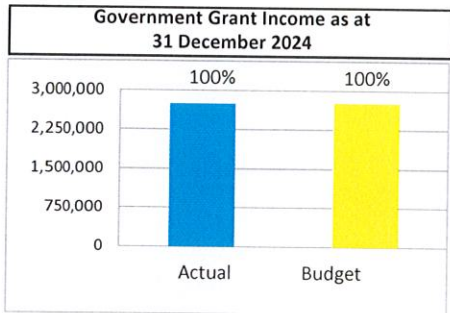
The Projected Working Capital at 31 December 2024 includes a deduction for special reserves. Current balances are:	
Reserve Funds - New Build Colwill Furniture & Equipment only	(\$543)
Reserve Funds - New Build Furniture Arohanui	(\$10,969)
Reserve Funds - Principal's Support	(\$40,000)
	(\$51,512)

Operational Position as at 31 December 2024

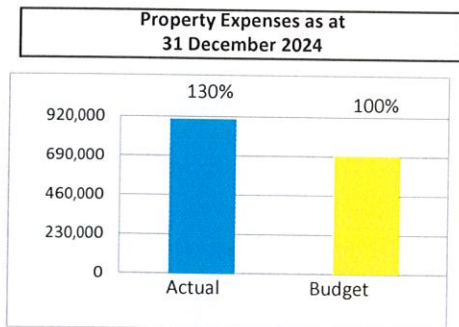
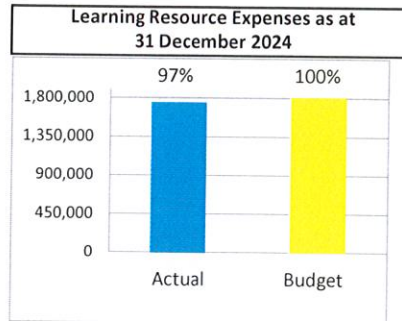
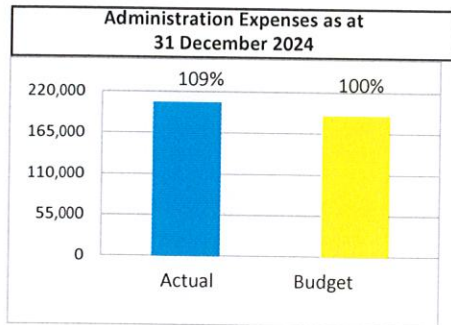
Operational Position	Actual	Budget	100%
Income			
School Income	2,903,954	2,871,444	101%
Income Position	<u>2,903,954</u>	<u>2,871,444</u>	101%
Expenditure			
Administration	205,994	189,367	109%
Learning Resources	1,749,133	1,809,582	97%
Property	905,100	694,593	130%
Depreciation	48,004	47,000	102%
Loss on Sale/Disposal	0	0	
Total Expenditure	<u>2,908,231</u>	<u>2,740,542</u>	106%
Total Surplus (Deficit)	<u>(4,277)</u>	<u>130,902</u>	

Refer to the Income Statement Summary - Page 5 of the Financial Report for more detail

Analysis of Income



Analysis of Expenses



Other Financial Items

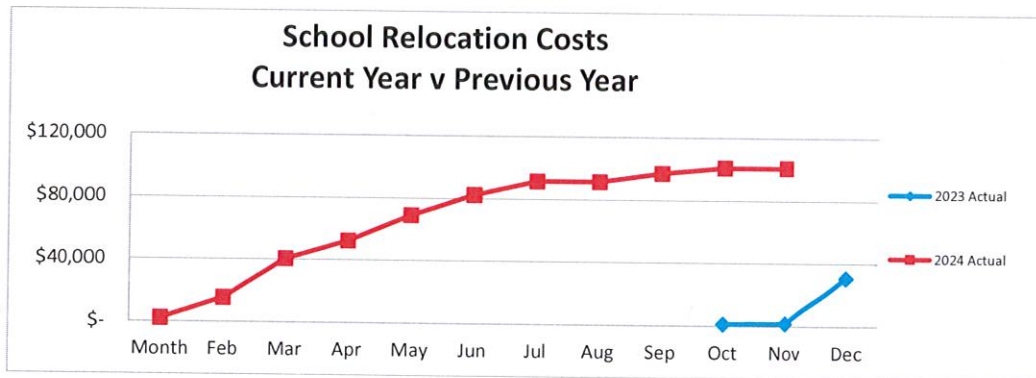
Assets Purchased This Year				
<u>Asset Category</u>	<u>Code</u>	<u>Actual Spent</u>	<u>Budget</u>	
Building Improvements	95611	20,385		20,385
Furniture & Equipment	95616	82,185	0	82,185
Information & Communication Technology	95620	37,914	0	37,914
Library Resources	95628			0
		<u>140,484</u>	<u>0</u>	<u>(140,484)</u>
Leased Assets	95656	5,405		
Total Assets		<u><u>145,889</u></u>		Overspent

Term Investments			
<u>T/Dep No.</u>	<u>Amount</u>	<u>Int Rate</u>	<u>Maturity</u>
	<u>0</u>	0.00%	
	<u><u>0</u></u>		

Banked Staffing		From SUE Report PP202520 - 24 Dec 2024	
Staffing Used to Date		389.51	
Entitlement year to date		387.40	
Ministry Adjustment			
Adjustment		14.05	
<u>Under (Over)</u>		<u>(16.16)</u>	

This under / (over) usage represents a monetary value of -\$58,735 last month -\$37,909
Under/(over) usage for previous year represents a monetary value of NIL
Please note this is as per your Banking Staffing Report

F&E Grant spend						
	Code	Project Budget	School Funding	MOE Income	Spent to Date	Yet to Spend
Arohanui Satellite Classroom F&E		29,873		29,873	18,904	10,969
New Build F&E		200,497		200,497	199,954	543
		<u>230,370</u>	<u>0</u>	<u>230,370</u>	<u>218,858</u>	<u>11,512</u>



School Relocation costs	Code	2023	YTD 2024	Total Spent
School Rebuild Relocations Costs	71408	30,885	100,843	131,728

MOE Projects						
5YA Projects	Code	Project Budget	School Funding	MOE Income	Spent to Date	Ledger Balance
5: Hall Refurbishment	93149			1,613		1,613
Hall Woodtex Ceiling Rem.	93153		0		0	0
NC5: Woodtex Remediation	93154			13,216	13,408	(192)
		<u>0</u>	<u>0</u>	<u>14,829</u>	<u>13,408</u>	<u>1,421</u>

School Projects						
Project	Code	Project Budget	School Funding	Grant Income	Spent to Date	Ledger Balance
Astroturf	95803	50,000		20,000	48,694	(28,694)
Shade sails	95802	50,000		55,000	67,385	(12,385)
		<u>100,000</u>	<u>0</u>	<u>75,000</u>	<u>116,079</u>	<u>(41,079)</u>
Yet to Spend:						(16,079)

Actual to Budget Comparisons at	31 December 2024
--	-------------------------

This schedule highlights income accounts that are lower and expense accounts that are higher than expected, or have no budget allocated.

These Accounts Require Monitoring						
Pg	GL Code	Account	Actual	Budget	100%	Your comments
Income						
7	10040	MOE Learning Support	47,501	65,000	73%	
	10064	MOE Other Grants	120,199	143,000	84%	
8	14032	Arohanui Satellite Funding	5,602	9,100	62%	
	14067	RTLB Income	1,017	3,000	34%	
	14090	Community Grants	75,000	100,000	75%	
	14063	Reading Recovery	0	1,500	0%	
Expenditure						
10	23025	Copier Service	5,754	3,500	164%	
	23027	Copier Paper	2,554	2,000	128%	
	23038	Admin Stationery	6,123	3,000	204%	
	25009	Bank Fees	119	100	119%	
	23050	Staffroom Expenses	3,353	3,000	112%	
	25085	Staff Expenses	6,127	3,000	204%	
	27046	Salaries - Admin	126,718	106,500	119%	
	28036	Insurance Premiums	3,808	1,600	238%	
	28048	Risk Management Fund	3,547	2,517	141%	
11	32318	CRM/Consum/Other	37,591	20,000	188%	
	32615	Curricular Trips	12,917	10,000	129%	
	46115	Technicraft	1,913	1,700	113%	
	63025	MinorAssets/Equipment	2,450	0		No Budget
	65007	Sal - Ancillary Staff TAs	226,226	140,000	162%	
12	71018	Contract Cleaner	41,011	35,000	117%	
	71071	Perst Control	2,363	2,000	118%	
	71077	Pool - Chemicals	7,983	0		No Budget
	71828	Grounds R & M	19,548	1,500	1303%	
	71841	Mowing Contract	6,844	6,000	114%	
	72018	Electricity	60,566	54,000	112%	
13	75040	Minor Capital Work	45,817	6,000	764%	
	75053	Property Service Fee	2,813	0		No Budget
	75061	R&M Buildings	78,663	10,000	787%	
	75088	Vandalism	13,619	6,636	205%	
	71408	School Rebuild Relocation	100,843	0		No Budget
	75076	Security	14,836	0		No Budget