

Colwill School Massey

Board of Trustees Minutes

Date: August 27th 2025

Time: 11:30am

Location: School Meeting Room

Facilitator	Lutila Kalolo (Presiding Member)	Rob Taylor (Principal)	Rob Taylor (Minute Secretary)
Attendees	Lutila Kalolo Elizabeth Tafua Sean Breeze Lani Mikaio 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 / updated Strategic Plan	

1.1 Confirmation of Minutes – July 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)

2.1 Board Task Checklist

No discussions or update.

3.1 Building Report

As per principal's report.

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
	as at start of 2025 =	Base Roll	= 227

Roll at 22-8-25 = 260

Leavers at end of 2024 = 43

Leavers since the start of 2025 = 20

New Enrolments: 2025 = 67 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*.

Policies requiring review schedule for this term attached for your attention: (This term's are attached for your reference and consideration)

Colwill School Massey

Board of Trustees Minutes

- Planning and Preparing for Emergencies
- Communication During an Emergency, Disaster or Crisis

ERO visited out board meeting to share their review process 27th August. All necessary documentation was complete including the BAS and Self Improvement Review documents which were earlier sent to review team for which they thanked the board.

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

I have received a resignation from one of our teachers and are now advertising for 2 new permanent positions for 2026.

4: Finance & Property

Finance:

July - 2025 Commentary Report were tabled. (Attached FYI)

At the end of **July 2025** you have an **Operating Deficit of (\$108,514)** v **Budget target of \$4,200**, meaning that you are currently **\$112,714** behind the budget target. - This is an improved position from last month, mainly due to the Non-Teacher PE and CA funding included in MOE Other Grants.

Key points for the July Report include:

- **The Working Capital position at the end of July** is slightly higher than last month, however the Projected Working Capital position at the end of the year has dropped further and is a key concern if not addressed.
- **Income tracking slightly behind the year to date budget** (mainly due to the Community Grant expectation)
 - Quarter 3 Non-Teacher PE & CA funding (was received in July) of \$37,042 along with the Operations Grant (as noted in last month's commentary)
 - Board Election funding was also received in July, to offset Board Election expenses, neither included in the 2025 budget.
 - International Student Fees for 2 short stay (5 week) student commenced in July.

Board of Trustees Minutes

- **Expenses tracking higher than budget** (mainly due to Learning Resource personnel costs)
- Learning Resources are tracking higher than budget
 - Curricular Trips includes the Sport Camp accommodation and catering (\$3,426)
 - Subscription costs have exceeded the full year budget. July costs include Hazardous Journey's Informed and Empowered programme (\$1,295)
 - Personnel (Teacher Aides / BOT funded Teachers) tracking higher than budget, however Bank Staffing is in an under-use position. We recommend that you switch some Relievers onto being MOE funded.
- Administration costs are tracking in line with budget
 - Board conference & training costs include NZSBA conference accommodation and meal costs in Christchurch (Total Spend of \$11,500 v \$10,000 Budget)
 - Copier Service costs includes toner for Rob's printer (\$1,066)
- Property costs are in line with budget, due to the hall refurbishment funding recovery (\$31,990).
 - R & M Buildings spend in July includes servicing of the Air Conditioning units (\$2,357).

Property Updates:

Rebuild Update:

We continue to be concerned about the lack of communication around some critical items as listed below.

1. Lower car park flooding - We have done everything asked of us and we also had major drain works completed using our 5YA funding and yet the car park still floods to the point that staff cannot use it. Drains were all cleaned out in April. Stefan advised that our drains are all built to correct spec's so the issue is know with the council to do a CCTV to ensure that nothing is blocking the drains from their end. **CCTV happened 19/8/25 awaiting results.** Results show council drains are fine and doing exactly as they should.
2. What appears to be a design fault with self-opening windows (CO2 management) when they open to allow the air to clear they also allow the rain to enter the building on the uncovered side. We have manually closed these windows however the CO2 levels reach the unsafe red zone. According to Clarkson's these windows should have been put on separate systems, as they have done in other new school builds, so they can be opened on the balcony side and left closed on the uncovered side. Rain sensors would also have been sensible on this side. Attached is the quote from Clarkson's to remediate this. *Awaiting response from everyone.*
3. Cracking of concrete between hall and new building. This was identified and discussed with Matt, Stefan, Felicia, Darren on a recent walk around. New cuts have been done and we are waiting for the concrete injections to see if that will be an aesthetically and structurally solution. If this is not then the agreement is that this highly cracked area will be replaced. *No injections have been done yet. We had our own contractors check this – very poor job, brushed when very wet which has resulted in deep grooves – quite a mess. This was mentioned in very early days and nothing has been done.*

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4. Stefan identified some cobblestones outside the hall that were needing replacing - we have not heard when this will happen. [Nothing happening with this yet.](#)
5. Door closer in Space 3 has been identified as being faulty and it needs to be replaced again as the door fails to stay closed and pops open through the day and night leaving the school unsecure. We have asked multiple times when this is to be replaced but have not heard anything yet. [Our security tech looked at it and said it was faulty, Tiger security and Darren from Woodview was also present. We had the door people out on Wednesday and they said it was a maintenance issue.](#)
6. Mezzanine floor - In contrast to the Ministry's view this area is a teaching space as we are a school. What is currently installed does not function adequately in summer at all. This is a teaching space all year. [Still awaiting a quote. Ministry of Education Property Advisor visited on 22 August 2025 and noticed the temperature difference.](#)
7. Curbing around drive through - these repairs were done but have all washed away and looks exactly how it did originally or worse. [Very shoddy job.](#)
8. Alarms - identified as not working - sirens in new building were not connected or faulty - this has been addressed - we will do proper checking when appropriate. [Tiger have replaced.](#)
9. Autex in Space 1 - photo attached - Have asked for repair, was given a time/day that contractor would be here but has failed to turn up. Common pattern. [Has been reglued.](#)
10. Concrete outside staffroom - has been ground down multiple times - will be monitoring during summer months. [Watch this space which is not acceptable.](#)
11. Balcony heights - It is legal but it not safe or fit for a school - incident reports have been sent to Lisa Godfery as requested. [Have not heard anything yet.](#)
12. Breezeway at carpark end is like a windtunnel and has been know to put the mag lock door and damage the closer before this new issue with closer. Have suggested that something could be put at the end to ease the wind through there but have not had any answers to this.
13. Wifi to hall - this was missed off being reconnected to the hall. Stage one has been completed however the school needs to pay a further \$8000.00 to get it working. This seems unreasonable as we had wifi working in the hall before demolition.
14. Security cameras - We have been quoted \$56,000.00 to have them installed in places that they need to be, if this was meant to be part of the FF&E grant for the new build then the funding levels were grossly inadequate and need to be reviewed.
15. We have had a window crack up in Space 3 which was not hit by anything, it appears to be a window frame fault - Matt, Stefan and Darren all have looked at this. Stefan was going to see if the Ministry would pay for this. I have emailed, txt and called to no avail. [Stefan said the window was out of warranty – we find this very hard to believe as the warranty on buildings would be more than one year.](#)
16. Sound system – the bells have stopped working – Soundcraft have been out – tried to say we turned the volume down – but it still did not work. The unit is faulty – they are trying to repair it which I do not want. They also tried to say it was a one year warranty but I have checked and all

Board of Trustees Minutes

components and labour have a ten year warranty so we are still waiting. After phoning the company in Australia who advised Soundcraft to give us a new unit while our one gets fixed.

17. Space 2 office external door has dropped again – when it first happened the door company were onsite so fixed it and said it was not installed correctly now it has dropped again. Waiting to hear.

18. 5YA money?

5: Health and Safety

International Student Report:

- We had 2 International Students (siblings) for 4 weeks. They were staying with their parent. These students have now left.

Sick Bay Log: 2025

(26-7-25) to (22-8-25)

34 sick or accidents & 37 were for administering parent approved medications.

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

- 4 x stand-downs to date

No suspensions to date

No physical restraints

6: Legislation:

Lutila Kalolo was re-elected as board presiding member for the remainder of the 2025 school year

Moved Seam Breeze / Seconded Elizabeth Tafua – (Unanimous)

7: Charter.

Has been sent to the MOE.

8: Analysis of Variance

Has been sent to the MOE.

General Matters

The board agreed to apply for additional funding for the pool security fence. (Resolution attached) FYI after receiving a partial funding of \$20K we required the balance of \$26K to complete the job.

Colwill School Massey

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Addendum:

Meetings the principal is expected to attend,

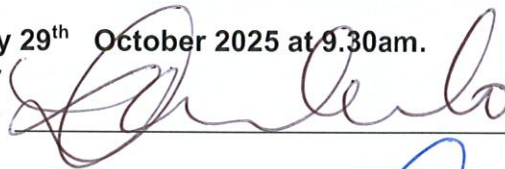
- NW Principal's Cluster - Now the President of this group of 32 schools)
- Cluster co-ordinator for our visual arts exhibition, cultural extravaganza, and variety concert.
- WAPA - Now on Exec
- APPA – Now on the Exec Council.
- Meetings with MOE Senior Advisor,
- Professional Growth Cycle Meetings – 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

Conferences:

- Friday March 21st NZPF MOOT Wellington - Done
- Principal Exchange Programme with Spain Term 1-2 Done. Oral report to the board at this meeting.
- School Trustees – Christchurch 10th -13th July (Full board attending)
- CAE Melbourne – October 3rd - 5th

Next meeting: Wednesday 29th October 2025 at 9.30am.

Presiding Member
Signature



Principal
Signature



Date

29 / 10 / 25

COLWILL SCHOOL (MASSEY)
COMMENTARY TO THE FINANCIAL REPORT
For the month ending 31 July 2025

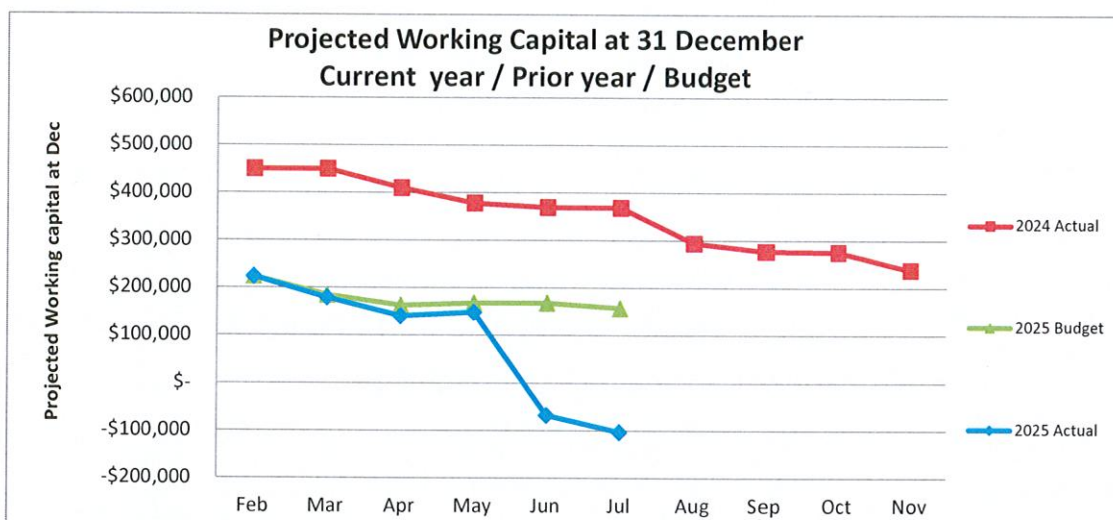


We are pleased to enclose your Monthly Report for the month ending 31 July 2025
These notes have been prepared for your assistance. Please let me know if there is anything else that you would like further clarification on, or if anything is surplus to your requirements.

Working Capital Position at 31 July 2025

Estimated Working Capital Projection as at the 31 December 2025

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 2024	\$292,443
Less: Special Reserves	
Reserve Funds - New Build Colwill Furniture & Equipment only	(\$543)
Reserve Funds - New Build Furniture Arohanui	(\$10,969)
Reserve Funds - Principal's Support	(\$40,000)
Adjusted Working Capital Position at 31 December 2024	\$241,474

Last Month the Projected Working Capital at 31 December 2025 was	(\$67,517)
The following details represent the change in the projection from the previous month:	
Income over Budget Increase/(Decrease)	(10,452)
Expenditure over Budget (Increase)/Decrease	(13,537)
Movement in Lease Liability	(10,876)
This Month the Projected Working Capital at 31 December 2025 is	(\$102,382)

This projection is subject to any variation on the completion of the audit of your Annual Accounts.

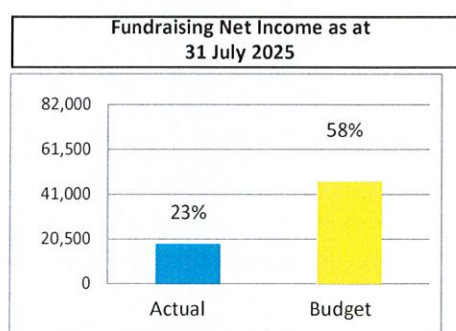
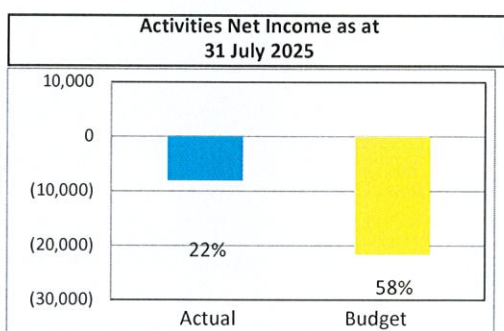
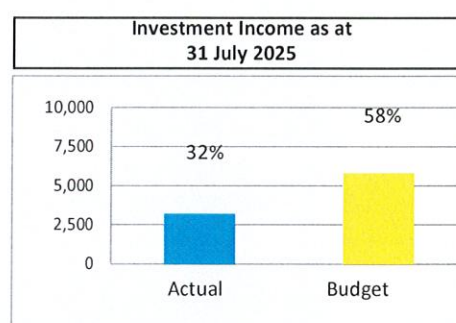
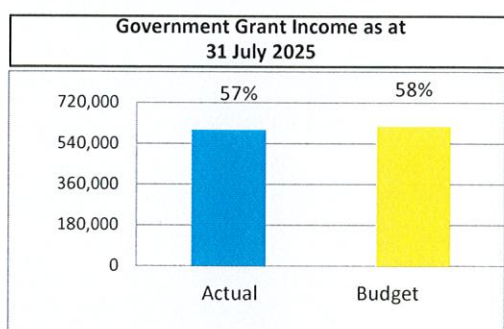
The Projected Working Capital at 31 December 2025 includes a deduction for special reserves.	
Current balances are:	
Reserve Funds	\$0
	\$0

Operational Position as at	31 July 2025
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<u>Operational Position</u>	<u>Actual</u>	<u>Budget</u>	<u>58%</u>
Income			
School Income	611,923	1,113,955	55%
Income Position	611,923	1,113,955	55%
Expenditure			
Administration	134,436	229,716	59%
Learning Resources	348,802	467,669	75%
Property	196,788	343,091	57%
Depreciation	40,411	69,279	58%
Loss on Sale/Disposal	0	0	
Total Expenditure	720,437	1,109,755	65%
Total Surplus (Deficit)	(108,514)	4,200	

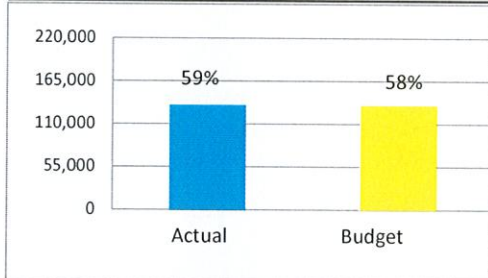
Refer to the Income Statement Summary - Pages 3 & 4 of the Financial Report for more detail

Analysis of Income

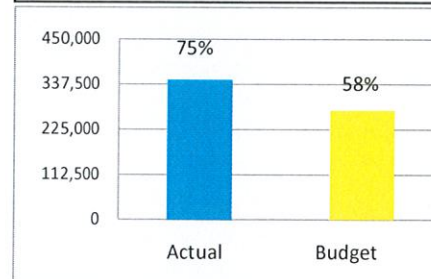


Analysis of Expenses

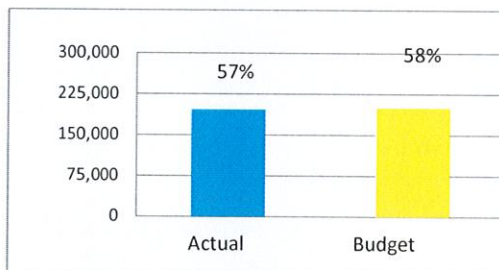
Administration Expenses as at
31 July 2025



Learning Resource Expenses as at
31 July 2025



Property Expenses as at
31 July 2025



Other Financial Items

Assets Purchased This Year

<u>Asset Category</u>	<u>Code</u>	<u>Actual Spent</u>	<u>Budget</u>	
Building Improvements	95611	0	80,000	(80,000)
Furniture & Equipment	95616	72,157	20,000	52,157
Information & Communication Technology	95620	12,544	50,000	(37,456)
Library Resources	95628	0	0	0
		<u>84,701</u>	<u>150,000</u>	<u>65,299</u>
Leased Assets	95656	75,256		
Total Assets		<u>159,957</u>		

Term Investments

<u>T/Dep No.</u>	<u>Amount</u>	<u>Int Rate</u>	<u>Maturity</u>
	<u>0</u>		

Banked Staffing		From SUE Report PP202609 - 22 JUL 2025	
Staffing Used to Date		214.93	
Entitlement year to date		232.54	
Ministry Adjustment			
Adjustment		13.86	
Under (Over)		<u>3.75</u>	

This under / (over) usage represents a monetary value of \$13,846, last month \$11,003
Under/ (over) usage for previous year represents a monetary value of \$Nil.
Please note this is as per your Banking Staffing Report and underusage will no longer be refunded

MOE Projects						
SYA Projects	Code	Project Budget	School Funding	MOE Income	Spent to Date	Ledger Balance
5: Hall Refurbishment	93149					0
4, 5, 10: Roof & Gutter Replaceme	93155	37,919	0	34,127	19,806	14,321
Site: Drainage	93156			20,306	17,277	3,029
		<u>37,919</u>	<u>0</u>	<u>54,433</u>	<u>37,083</u>	<u>17,350</u>

School Projects						
Project	Code	Project Budget	School Funding	Grant Income	Spent to Date	Ledger Balance
Hall Upgrade		5,610				0
		<u>5,610</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
					Yet to Spend:	5,610
						<u>0</u>

Actual to Budget Comparisons at	31 July 2025
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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	58%	Your comments
Income						
5	10040	MOE Learning Support	16,854	50,000	34%	No Change
6	13605	Interational Student Fees	1,248	5,000	25%	
7	14065	Sundry Income	11,412	960	1189%	
	14090	Community Grants	0	70,000	0%	
Expenditure						
Learning Resources						
8	32318	CRM/Consum/Other	17,453	30,000	58%	No Change
	32615	Curricular Trips	5,868	10,000	59%	
	38351	Kiwisport	6,595	4,572	144%	
	41795	Student Welfare	2,922	3,000	97%	
	46115	Technicraft	2,122	2,000	106%	
	63045	Subscriptions	16,370	8,000	205%	
	65007	Sal - Ancillary Staff TAs	133,136	140,000	95%	
	65037	Sal ORRS/RTLB/LSF/IWS	26,696	20,000	133%	
	65086	Salaries-Teachers BOT	40,066	60,000	67%	
	65093	Staff Welfare	2,729	3,000	91%	
9	63025	MinorAssets/Equipment	3,894	1,000	389%	
	68040	R & M Equipment	2,140	1,000	214%	
	68335	Prof Dev Courses	10,871	20,000	54%	
	68349	PPCB Expenses	5,501	6,897	80%	
Administraton Costs						
	21665	Board -Subscriptions	654	600	109%	No Change
	21668	Board - Conference & Training	12,852	10,000	129%	
	23025	Copier Service	3,712	3,500	106%	
11	25088	Subscriptions Acts & Regs	4,264	5,000	85%	
	25090	Operatonal Lease Exp.	621	0		
	25822	Lease Interest	3,382	2,201	154%	
	27046	Salaries - Admin	75,558	110,000	69%	
Property Costs						
12	71828	Grounds R & M	9,433	10,000	94%	No Change
	71841	Mowing Contract	6,162	6,000	103%	
	72018	Electricity	39,095	54,000	72%	
	72050	Water	7,428	10,000	74%	
	71408	School Rebuild Relocation	14,610	0		
	75040	Minor Capital Work	37,605	40,000	94%	
	75061	R&M Buildings	(12,627)	50,000	-25%	
	75088	Vandalism	11,609	10,000	116%	

COLWILL SCHOOL MASSEY

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



27/08/2025

Dear Sir/Madam

It was agreed by the Colwill School Board of Trustees on the 27/08/2025 to apply to the Grassroots Foundation of the amount of \$37,268.63 to assist with replacing the security fence around the pool.

This is a true and correct of a resolution passed at our meeting

Board Members Present:

Presiding member: Lutila Kalolo

Principal Rob Taylor


Staff rep Marlene Synodinos

Elizabeth Tafua

Shaun Breeze

Completing the application: Liz Whitehouse Assistant Principal

Kind regards



Rob Taylor
Principal



Lutila Kalolo
Presiding Member

COLWILL SCHOOL MASSEY

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



To Whom It May Concern,

RE: Principal's Endorsement for Pool Fencing Grant Application — Colwill School, Massey

I am writing to give my full support to Colwill School's application for a grant to upgrade the fencing around our school pool.

Our school pool is a vital part of our physical education and water safety programs, serving a diverse student population and wider community. However, the current fencing is not up to code and is insufficient to ensure the safety and security of the pool area, especially after school hours, on weekends, and during holiday periods.

This is a significant concern for our school community. Our students come from many different cultural backgrounds, and a number of them have limited swimming experience or water safety knowledge, making them especially vulnerable around water. Upgrading the fence is a matter of utmost urgency — it is not only about protecting school property but, most importantly, preventing a tragic accident involving a child in our care or someone from our local community.

A new compliant and secure fence will help us restrict unauthorized access to the pool area outside of school hours and ensure that children cannot enter unsupervised. Our responsibility is to keep our tamariki safe at all times, and this project is a crucial part of fulfilling that responsibility.

I wholeheartedly endorse this application and appreciate your consideration. Please feel free to contact me at 021893232 or Principal@colwill.school.nz if you require further information.

Ngā mihi nui,

Rob Taylor

Principal



QUOTE

Colwill School

Date
1 Jul 2025
Expiry
31 Jul 2025
Quote Number
QU-0556
Reference
Colwill School
GST Number
120-838-555

Unlimited Electrical
Limited
45 McKenzie Avenue
Arkles Bay
Whangaparaoa 0932
Ph: 020 438 7335
E:
leeroy@unlimitedelectri
cal.co.nz

Description	Quantity	Unit Price	Amount NZD
To Remove the existing fencing. To Supply & install 37 x 2.1m H Spike top panels with 39 x Steel flanged posts top fixed to the concrete. Posts at 2.4m centers. To Supply & install 1 x 2.1m H x 1025mm Wide Spike top pedestrian gate with heavy duty self-closing hinges and a top pull safety latch installed at 1.6m H on the gate. Post to be fixed with HDG Fixings. Panels and Posts supplied in Satin Black.	1.00	33,057.00	33,057.00
		Subtotal	33,057.00
		TOTAL GST 15%	4,958.55
		TOTAL NZD	38,015.55

Terms

This Quote is valid for 30 days. Should you wish to add anything to this quote please contact us. 50% deposit is required on acceptance of this quote unless otherwise agreed upon. Please your reference/quote number on all payments made.
Account Details: Unlimited Electrical Ltd, ASB, Acc no: 12-3077-0174408-00



Impact Gates & Automation

GST Number
1045 Kaipara Coast Highway
Kaukapakapa 0873
0508 4 IMPACT / 0508 44 67 22
info@impactgates.co.nz
www.impactgates.co.nz

QUOTATION

Quote # 3382IG

Colwill School
Kintara Drive
Massey, Auckland 0614

Job Contact
Colwill School
Phone:
098336081

WORK TO BE CARRIED OUT AT: Kintara Drive, Massey, Auckland 0614,

Job Description:

Remove existing fencing and fit new aluminium 2100 high spear top fencing around swimming pool area.
Includes disposal of razor wire etc.

DATE: 21st October 2025

CUST ORDER NO:

JOB NO: 3382IG

QTY	DESCRIPTION	PRICE
37	SentryPanel(TM) SPEAR TOP security fence, aluminium, powdercoated, 3x 40x40mm rails with Black 2100mm 2250mm	\$16,816.50
38	SentryPanel(TM) Flanged Post, with 125x125x10.0mm baseplate, pre-galvanised steel, Black 65x65x2.5mm 2200mm	\$7,581.00
1	All fixings including Anka bolts/dyna bolts, tech screws, post caps, panel clips etc	\$2,270.00
1	Pedestrian gate to match fence panels 1200 wide Includes hinges and lock	\$910.00
46	Labour	\$4,830.00

SUBTOTAL	\$32,407.50
GST	\$4,861.13
TOTAL CHARGE	\$37,268.63

I AGREE TO THE ABOVE QUOTATION AND AGREE TO THE BELOW TERMS AND CONDITIONS.

Customers Signature:

QUOTE #3382IG

We accept payment by: Bank Transfer, Cash or Credit Card (2.9% surcharge applies)

Account Name: **Impact Group NZ Limited**
Account Number: **02-0480-0042559-000**

Your Impact Gates & Engineering quote is the best ESTIMATE of costs

Any variation will be discussed with client before proceeding

Quote valid for 30 Days ONLY from Date of Quote

75% of quote to be paid as deposit when job is booked & before work commencement

Balance to be paid within 5 days of completion

A service charge of 10% per month will be charged on all overdue accounts & any collection costs incurred will be charged to you

All goods supplied remain the property of Impact Gates & Engineering until full & final payment has been received

For our Full Terms & Conditions please see here: www.impactgates.co.nz/termsandconditions

Acceptance of your quote and/or paying the deposit, is acceptance of these terms & conditions