

Colwill School Massey

Board of Trustees Minutes

Date: July 29th 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 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 – June 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.

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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
	as at start of 2025 =	Base Roll	= 227

Roll at 5-7-25 = 262

Leavers at end of 2024 = 43

Leavers since the start of 2025 = 17

New Enrolments: 2025 = 64 new enrolments to date

1: Curriculum, Assessment, Maori Community Consultation.

The new / refreshed English and Maths Curriculums have been activated by the MOE.

BSLA and Maths No Problem are in place for our school.

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Related Staff PLD is in place.

Mid year assemnt data presented as attached

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

Strategic Plan has been completed and sent to the MOE.

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

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

Student achievement Mid-year reporting was presented to the board for discussion at this meeting by the AP and staff trustee.

Attendance data for term 2 was discussed and linked to assessment data.

ERO will be with us in the school on the 26th and 27th August. We need to complete the BAS and Self Improvement Review documents as sent by the review team so that they have them 2 weeks before their visit.

Personnel; Appointments, Performance management, Professional Development.

We have found a replacement teacher for one staff member who will be leaving us for Europe at the end of term 2. This position will be fixed-term until the end of this school year then reviewable.

4: Finance & Property

Finance:

June - 2025 Commentary Report included FYI below.

At the end of **June 2025** you have an **Operating Deficit of (\$115,625)** v **Budget target of \$4,200**, meaning that you are currently **\$119,825** behind the budget target. - This is a similar position to last month.

We acknowledge that the following information is prepared based on the figures we see in Xero, however it would be better to discuss this with you directly to gain a clearer picture of the school's situation. We will be in contact to arrange this shortly and look forward to getting a better understanding from your perspective.

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Your Working Capital position (\$97,675) at the end of June is concerning, therefore we have prepared a high-level Forecast for where we think you will be at the end of financial year, based on your current trajectory. Unfortunately, this highlights the following:

Operating Position - Forecast

The Student Roll is down 39 students on the start of the year (255 v 294). The Operations Grant funding is accordingly lower than budget, as is the Learning Support and ESOL funding and with the Study Centre closure, we expect **Income will be \$70,256 under Budget**. Expenses are tracking higher than Budget, particularly Learning Resources (Teacher Aides and Relievers), and we estimate that you will be **over budget by \$136,777**, meaning a **Forecast Deficit position of (\$234,7693)** v the Budget target of \$4,200 being a variance of **(\$207,033)**.

Capital Expenditure

Budget Capex for 2025 (excluding the \$80,000 Fale which is subject to the Community Grant funding), is \$70,000, however spend to date is already \$81,138 including \$33,620 on Shade Sails, an overspend of **(\$11,138)**. You have also mentioned the CCTV camera's at an approx. cost of \$54,000 in total.

So, this paints a bleak picture as you don't have sufficient Working Capital to absorb or fund the above. We recommend you don't make any further capital expenditure purchases and recommend that any items purchased over the expected budget are approved and minuted by the Board.

Key points for the June Report include:

- **The Working Capital position at the end of June** is lower than ideal and lower than last month due to capital expenditure on shade sails and basketball towers, however it will improve next month with Qtr 3 Operations Grant and Non-Teacher PE & CA funding having been received. The Community Grant funding for the Fale project would potentially assist, however it would also need to be spent on the project as required.
- **Income tracking slightly behind the year to date budget** (mainly due to the Community Grant expectation)
 - ESOL Grant funding received in June as noted in last month's commentary
 - Quarter 3 Non-Teacher PE & CA funding (received in July) of \$37,042 along with the Operations Grant will be reflected in next month's report.
- **Expenses tracking higher than budget** (mainly due to Learning Resource personnel costs)
- Learning Resources are tracking higher than budget
 - Subscription costs have exceeded the full year budget. June costs include NZSBA copyright licences (\$2,085)
 - Personnel (Teacher Aides / BOT funded Teachers) tracking higher than budget, however Bank Staffing is in an under-use position.
- Administration costs are tracking in line with budget

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- Board conference & training costs include Prezy Cards (\$716) and flights to the NZSBA conference in Christchurch (\$837)
- Board attendance fees (\$1,180) paid to the end of June
- Principals conference in Wellington (\$1,200) included this month
- Property costs are in line with budget, due to the hall refurbishment funding recovery (\$31,990).
 - Grounds costs are nearing the full year budget and likely to run over based on current run rate.
 - School Rebuild relocation costs include the MOE water fountains reimbursement (\$2,541)
 - Minor Capital Works, School Rebuild Relocation and Vandalism costs are at or over budget.

Property Updates:

Rebuild Update:

- Updates will be shared at our meeting – Still working through defects process. A copy of the remaining defects has been personally handed to the Minister of Education for her information by the principal.

5: Health and Safety

International Student Report:

- We have 2 International Students (siblings) currently for 4 weeks. They are staying with their parent.
- Sports Camp happened as planned and approved and was a great success. Our students did extremely well.

Sick Bay Log: 2025

(20-6-2025) (25-7-2025)

16 sick or accidents & 27 were for administering parent approved medications.

Fire drill held 24-7-25 at 2pm. Used to test for faulty alarms, bells and intercom. We currently cannot carry out a lock down and MOE has been advised and we await their response.

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

3 x stand-downs to date

No suspensions to date

Achievement Data Mid Year 2025

Reading

	Working towards	At expectation	Above expectation
Y1	88%	12%	
Y2	92%	4%	4%
Y3	55%	45%	
Y4	28%	72%	
Y5	46%	51%	3%
Y6	40%	53%	7%
Y7	62%	24%	
Y8	53%	31%	16%
Total	55.9%	38.4%	5.7%
Maori	67%	31%	2%
Pacific Island	59%	37%	4%

Writing

	Working towards	At expectation	Above expectation
Y1	94%	6%	
Y2	89%	11%	
Y3	58%	42%	
Y4	36%	64%	
Y5	57%	41%	3%
Y6	53%	47%	
Y7	72%	21%	7%
Y8	59%	34%	6%
Total	62%	35%	3%
Maori	79%	21%	
Pacific Island	66%	32%	2%

Maths

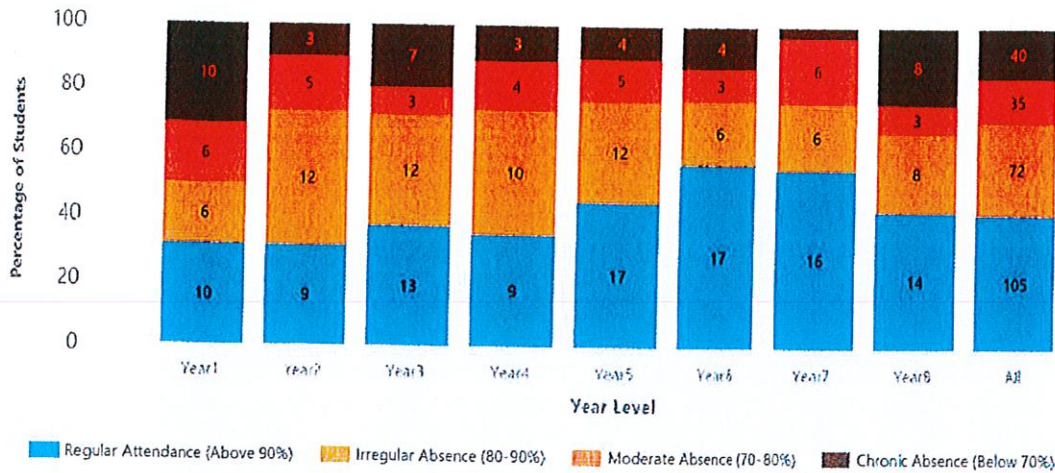
	Working towards	At expectation	Above expectation
Y1	75%	25%	
Y2	70%	30%	
Y3	61%	39%	
Y4	40%	60%	
Y5	43%	54%	3%
Y6	40%	57%	3%
Y7	76%	17%	7%
Y8	62%	38%	
Total	57%	41%	2%
Maori	77%	23%	
Pacific Island	62%	38%	

58 New Enrolments this year included in the data

17 School leavers.

How are your student attendance categories distributed by year level?

NOTE: Percentages are shown on the vertical axis while the bars show the actual number of students.

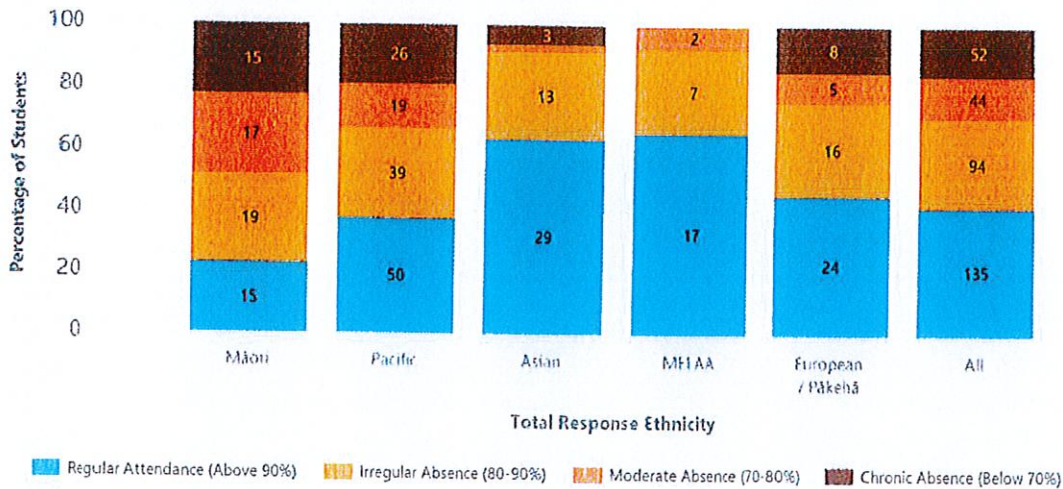


In Term 2 of Year 2025, Year 6 had the highest proportion of students attending regularly, with 57% of students at school above 90% of the time.
 In Term 2 of Year 2025, Year 1 had the highest proportion of students with chronic absence, with 31% of students at school less than 70% of the time.

How are your student attendance categories distributed by ethnicity?

NOTE:

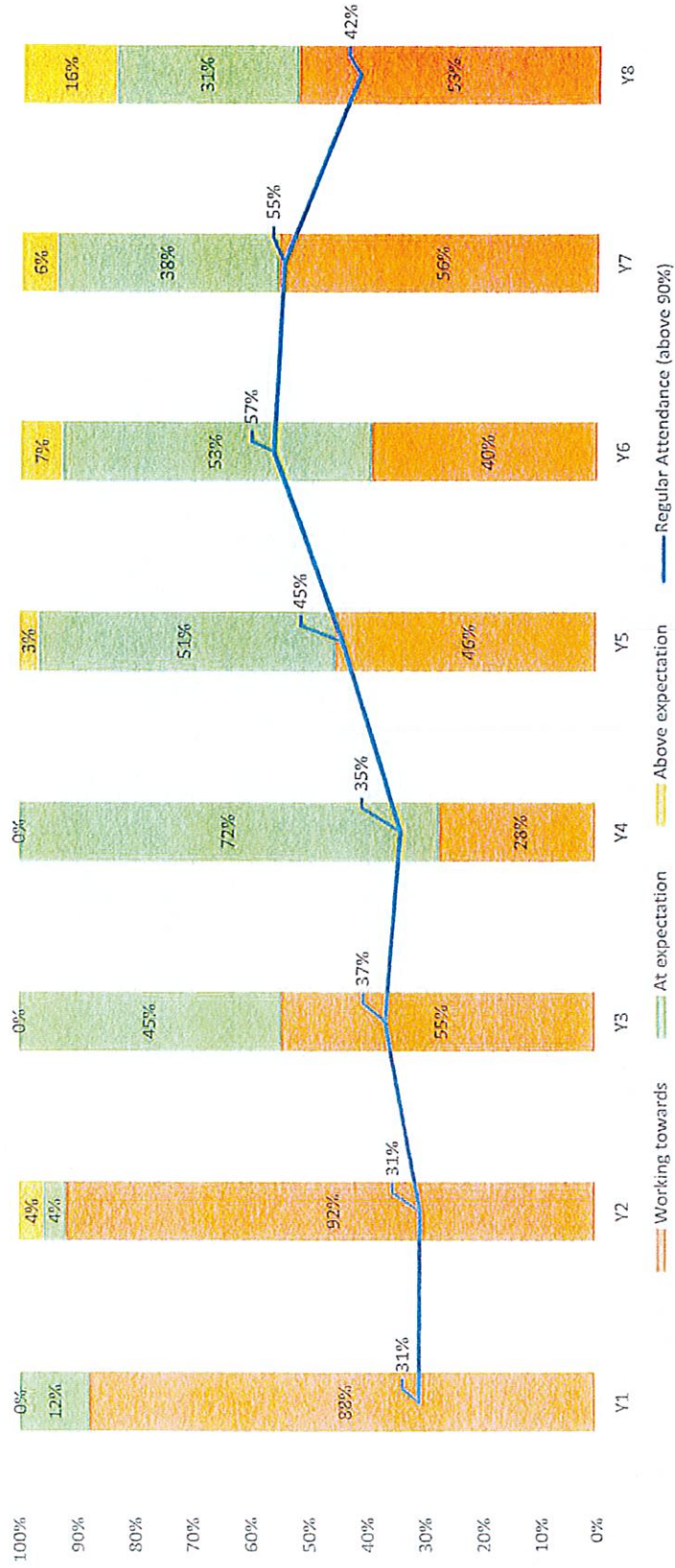
- Students who identify with more than one of these ethnic groups are counted in each.
- Percentages are shown on the vertical axis while the bars show the actual number of students.
- Where there are small numbers in a group, please interpret with caution.



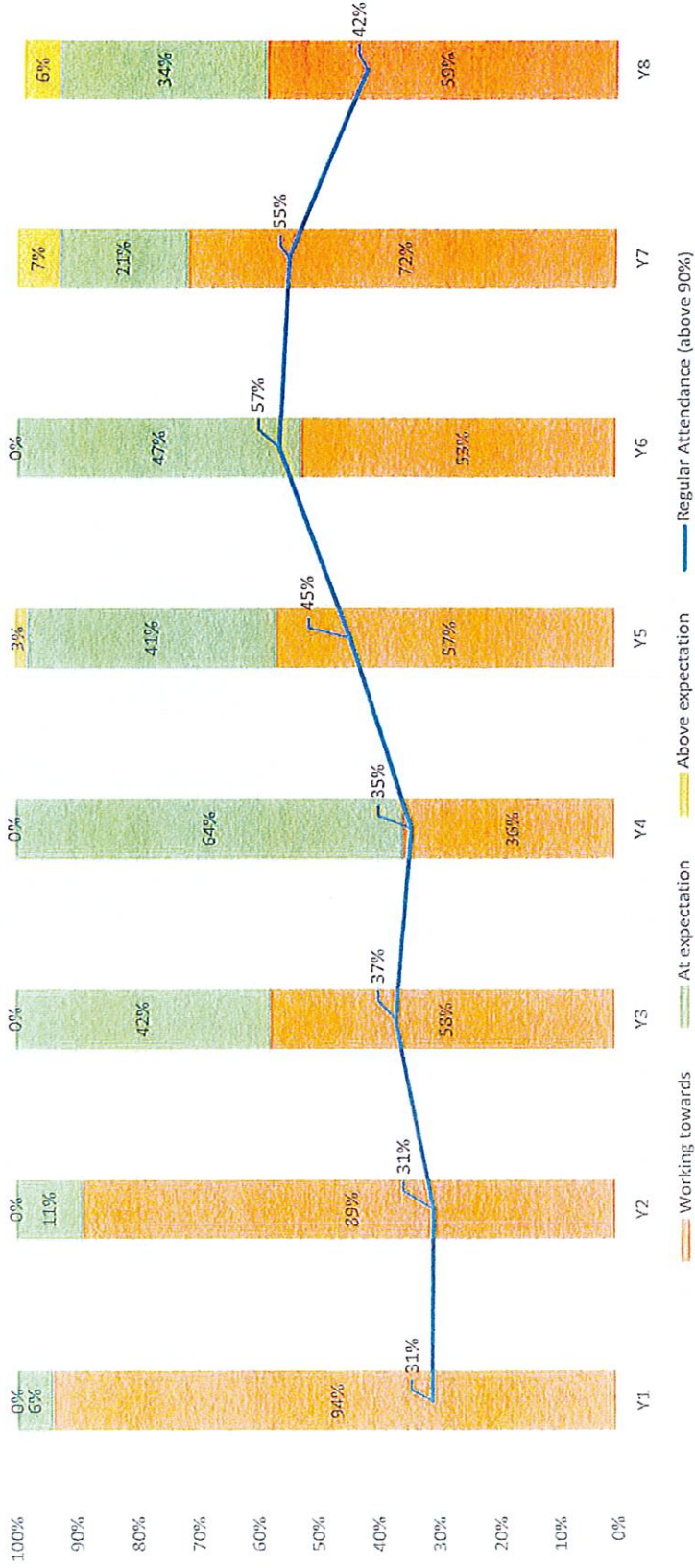
In Term 2 of Year 2025, MELAA ethnic group had the highest proportion of students attending regularly, with 65% of students at school above 90% of the time.

In Term 2 of Year 2025, Māori ethnic group had the highest proportion of students with chronic absence, with 23% of students at school less than 70% of the time.

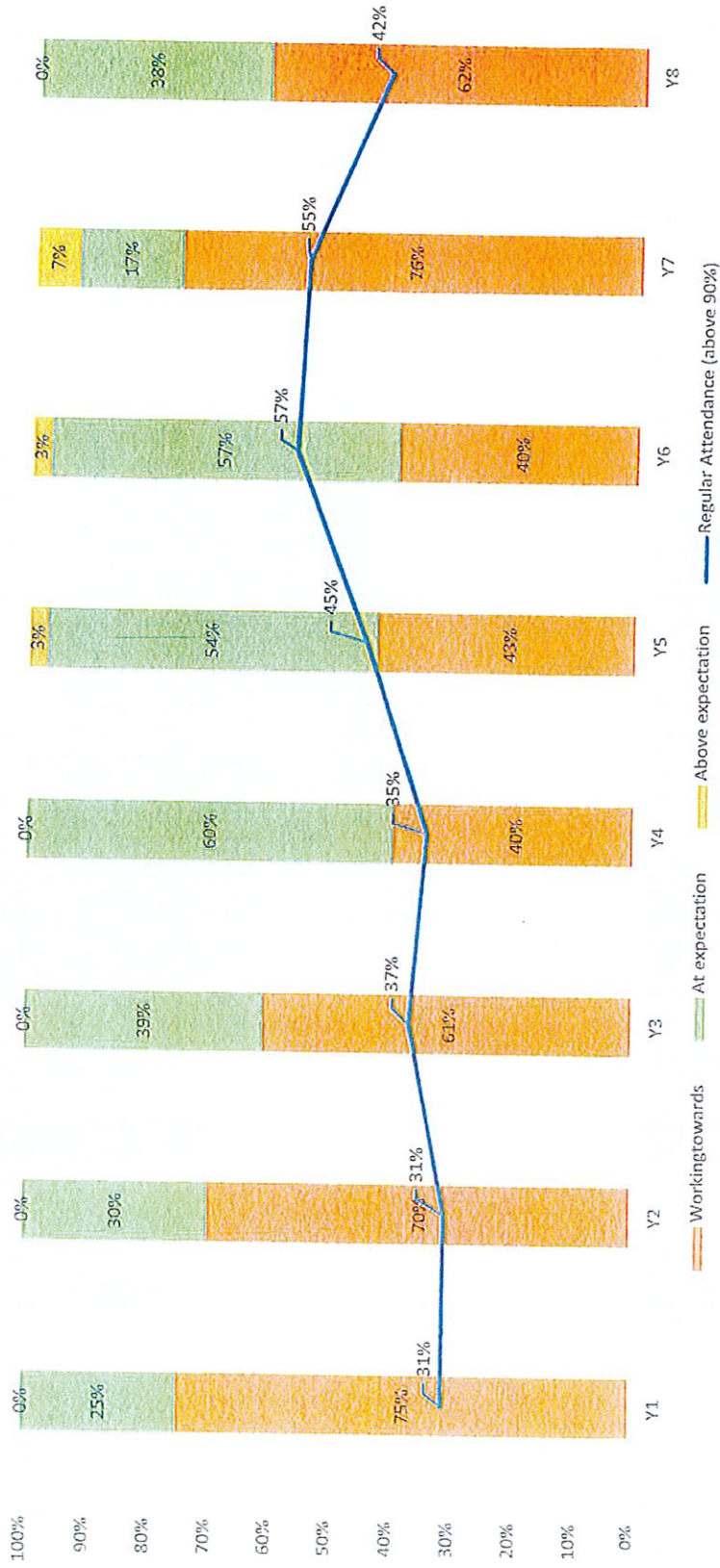
Reading Achievement vs. Attendance



Writing Achievement vs. Attendance



Maths Achievement vs. Attendance



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No physical restraints

6: Legislation:

Nothing to report.

7: Charter.

Has been sent to the MOE.

8: Analysis of Variance

Has been sent to the MOE.

General Matters

Board elections process discussed.

- Matters arising?

No matters arising.

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:



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- 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 27th August 2025 at 9.30am.

Presiding Member
Signature

Principal
Signature

Date

27/8/25