

Colwill School Massey

Board of Trustees Minutes

Date: June 23rd 2025

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	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 – May 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 19-6-25 = 252

Leavers at end of 2024 = 43

Leavers since the start of 2025 = 10

New Enrolments: 2025 = 53 new enrolments to date

1: Curriculum, Assessment, Maori Community Consultation.

The refreshed English and Maths Curriculums from MOE are now gazetted.

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

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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. Copies attached FYI including Variance Report.

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

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

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

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

We are currently looking for 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

May Commentary Report tabled -

Finance:

Final Annual Account for 2024 Approved and signed off.

Please find these attached your May 2025 Monthly Financial Reports.

At the end of **May 2025** you have an **Operating Deficit of (\$116,037)** v **Budget target of \$4,200**, meaning that you are currently **\$120,237** behind the budget target. - This is an improved position from last month, thanks largely to the recovery of the Hall Refurbishment project funding as noted on last month's Email.

Key points for the May Month include:

- Income tracking slightly behind the year to date Budget (mainly due to the Community Grant expectation)
- Learning Support Grant funding (\$10,994) received in May
- ESOL Grant received in June, later than expected.

- Expenses tracking higher than Budget

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- Learning Resources personnel (Teacher Aides / BOT funded Teachers) tracking higher than Budget
- Administration costs are below budget, however Audit Fees were adjusted in May to reflect the Audit Fee Proposal letter estimates for 2025.
- Property costs are still slightly over budget expectations however the hall refurbishment funding recovery (\$31,990) has eased pressure in this area.
- Minor Capital Works, School Rebuild Relocation and Vandalism costs remain over budget.
- The Working Capital position at the end of May is still lower than ideal, however it will improve next month with ESOL funding and the Qtr 3 Operations Grant is due in July. The Community Grant funding will also assist.

Please review and let me know if you have any questions.

Nga mihi nui
Dean

Property Updates:

Our 10YPP & 5YA board approved versions have been sent to the MOE for processing have been signed and returned to the MOE. We now have the MOE signed copies back for our records.

Two 5YA Projects are happening. The hall roof and the neighbour but MOE School owned collapsed drain replacement. We await the 5YA approved funds to be deposited into our account before paying any final invoices.

Rebuild Update:

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

Leaking internal taps – have had washers become loose – leaking.

Arohanui Windows fixed bottom ones – have sharp edges – they need to be fixed. Awaiting response from Woodview.

Curbing in carpark – repairs were done and have now chipped away.

Door handles have been issue from day 1 – loose and floppy – all ranchsliders have been replaced.

Rubber seals around doors have split.

Mesh around external doors that came off very early – school has to replace – apparently you don't need it but it does keep vermin out.

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Doors in Arohanui continue to fail – Tiger security came out to restart it , however our security has discovered several faults in the programming including silent alarm in new building and only one siren top and bottom where as we need at least 3.

Concrete on ground outside staffroom has been ground down several times as the door continues to catch when it is sunny. The door has been adjusted several times also and cannot be adjusted any further.

Reinstatement of the school field – we have asked for Woodview to come and check the grounds as we are having students with twisted ankles but nobody has been to check.

Ceiling tiles – we have not been provided with the correct tool to lower them when they are opened.

Balcony heights – yes legal but not safe.

Breezeway end – design is not good when strong winds blow – creates a wind tunnel and has ripped doors off the hinges.

Wifi to the hall – was completely missed off – still trying to get it sorted now.

Cameras are still in progress, not installed yet

Grass is still patchy and very boggy

Cracking on concrete in places – very spider webby by kindy

Metal poles – cracking paint and chipping off.

Self opening windows – let the rain in or CO2 levels rise. They are not able to be one side open and one side closed.

Mezzanine floor has inadequate cooling for size of space – it was noted that it isn't a teaching space but it actually is.

School was supposed to accommodate 440 students but actually is 290.

Alarm system is not adequate for school – alarms were silent and only one siren on each level so when made audible you could not hear them from the office or other areas of the building.

Principal to continue to chase these matters on behalf of the board.

5: Health and Safety

International Student Report:

Code review done.

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- Sports Camp Approved. 40 year 7/8's approved to attend with staff for the last week of term 2, 2025. Hunua.

Sick Bay Log: 2025

(24-3-2025) (9-5-2025)

53 sick or accidents & 60 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:

Lutila Kalolo to be elected as our Presiding Member for the 2025 School year. (Unanimous)

7: Charter.

Has been sent to the MOE. Copy attached FYI

8: Analysis of Variance

Has been sent to the MOE on time

General Matters

NZSTA Conference plans finalised for the full board to attend.

Board Elections for 2025 to discuss at our next meeting.

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

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- 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
- School Trustees – Christchurch 10th -13th July
- CAE Melbourne – October 3rd - 5th

Next meeting: Tuesday 29th July 2025 at 1.30pm.

Presiding Member
Signature



Principal
Signature



Date

29/7/25