

Colwill School Massey

Board of Trustees Minutes

Date: October 29th 2025

Time: 9:30am

Location: School Meeting Room

Facilitator	Lutilla Kalolo (Presiding Member)	Rob Taylor (Principal)	Rob Taylor (Minute Secretary)
Attendees	Lutilla Kalolo Elizabeth Tafua Sean Breeze Lani Mikaio Marlene Synodinos	Rob Taylor	Rob Taylor

Administration Matters.

Lutilla 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 – August 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 Property 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 24-10-25 = 256

Leavers at end of 2024 = 43

Leavers since the start of 2025 = 34

New Enrolments: 2025 = 74 new enrolments to date

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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)

- Bullying and Harassment
- Behaviour Management
- Minimising Physical Restraint

We still await our ERO draft report

Principal Tasks for term 4 tabled..

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

After receiving a resignation from a second one of our teachers for 2025 we have advertised for 2x new permanent and 1x Fixed term positions for 2026.

We are still working the replacement of staff process through.

4: Finance & Property

Finance:

September - 2025 Commentary Report was tabled.

The revised budget 2025 was approved by the board at this meeting.

Property Updates:

Rebuild Updates noted below were shared with the board, The 5YA process was also shared.

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.

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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.](#)
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.

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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 – Sound-craft 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 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 (23-8-25) to (24-10-25)

95 sick or accidents & 96 were for administering parent approved medications.

Earthquake Drill: The School took part in the national BIG SHAKE drill at 9:30am on October the 16th 2025.

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

4 x stand-downs to date

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No suspensions to date

No physical restraints

6: Legislation:

The board will need to decide next steps regarding how best to deal with the requirement of our constitution to have 5 parent elected members on the board.

We congratulate Marlene on her re-election as the staff elected trustee.

7: Charter.

Has been sent to the MOE or 2025.

8: Analysis of Variance

Has been sent to the MOE for 2025.

General Matters

- Matters arising – None.

Addendum:

Meetings attended by the principal,

- 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



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- 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 presented to the board..
- School Trustees – Christchurch 10th -13th July (Full board attending)
- CAE Melbourne – October 3rd - 5th

Next meeting: Tuesday 25th November 2025 at 9.30am.

Presiding Member
Signature

Principal
Signature

Date

25 / 11 / 25