

Colwill School Massey

Board of Trustees Minutes

Date: February 24th 2026

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	To approve

1.1 Confirmation of Minutes – November 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
	as at start of 2026 =	Base Roll	= 203

Roll at 17-2 -26 = 225

Leavers at end of 2025 = 52

Leavers since the start of 2026 = 2

New Enrolments: 2026 = 22 new enrolments to date

1: Curriculum, Assessment, Maori Community Consultation.

Nothing new to report.

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

Strategic / Annual Plan Draft: Each board member took away to review / amend and approve at our March meeting.

Policies requiring review schedule for this term attached for your attention: (Term 1's policies are attached for your reference and consideration)

- Alcohol, Drugs, and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety

The principal and assistant principal are reviewing all privacy related policies as the school is about to have our newly installed CCTV system go live.

Our confirmed ERO report is now available online.

BOT Tasks for term 1 2026 has been shared with the board.

Personnel; Appointments, Performance management, Professional Development.

The school has one staff member going on Maternity Leave from week 8 term 1.

The school has one staff member on ACC funded medical leave until March 27th.

The Principals PGC areas of focus for 2026 will be; (1) Health and Safety in Schools, (2) Te Reo School use, (3) AI safe use in schools.

The Board approved the principal's application to become an MOE approved mentor for Beginning School Principals.

4: Finance & Property

Finance:

Our Auditors are starting to work with us from Friday the 20th February.

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November - 2025 Commentary Report Attached.

Please find attached your November 2025 Monthly Financial Reports. - As a November Report wasn't required (due to the Christmas break), I have only provided a very high level overview of the November result.

At the end of **November 2025** you have a **YTD Operating Deficit of (\$105,471)** v **Revised Budget target of (\$122,800)**, meaning that you are currently **\$17,1329** ahead of the Revised Budget target.

Key points for the November Month include:

- **Income is ahead of the full year Revised Budget** despite Operations Grants being below target due to the lower student roll.
(**Student Roll - Term 4 2025 257 v 272 in Term 4 2024**) - *Source: MOE Term 4 Operations Grant*
 - Government Grants are at 94% of the Annual Budget, MOE Other Grants are higher at 121% of target and include the Property Maintenance Grant top-up received in October.
 - Total Income is 96% of the Revised Budget target ahead of the December month's result, so on track to exceed this.
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- **Expenses are tracking to the Revised Budget overall, with the exception of Depreciation. There are no cost of significant note in November.**

- Learning Resource costs are in line with the Revised Budget.
- Administration costs are slightly higher than the Revised Budget.
- Property costs are also slightly below the Revised Budget target.
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- **The Working Capital position at the end of November \$151,964** is down from last month (Oct - \$186,239), with Projected Working Capital position at the end of the year at \$90,028 (Oct - 105,905).
- **Bank Staffing** after PP 2026 19 (Dated 09-Dec-2025) is below the MOE entitlement, valued at \$9,305. We suggest that you endeavour to use this as the MOE will no longer refund entitlement under use as they have in the past.

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

Nga mihi nui

Dean

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Draft December 2025 Report

Further to my Email earlier today, please find attached your Draft Dec.2025 Monthly Report.

This shows a **Net Deficit** for the year of **(\$96,408)** v a Revised Budget target of **(\$122,800)**, meaning you finished the year **\$26,392 ahead** of target. There are a few high level points to note regarding this draft result, namely:

- MOE Healthy Lunches Programme **(\$145,632)**, is offset by the corresponding amount in GL 13165
- The MOE Property Maintenance Grant (PMG) - Top Up **(\$17,799)** was received in October (unbudgeted), however this will be an additional expense in 2026 as the MOE require these funds to be spend by the end of Term 1.
- Comparing 2024 and 2025, the main difference's in expenditure is an increase in Relievers, Board Expenses (due to the NZSBA Conference) and Depreciation costs.

The **Working Capital position** at Year End is **\$170,445**, well below last year (\$292,443). This is mainly due to increased Capital Expenditure. (Shade Sails, Inteactive TV's, Heat Pumps and Leased Assets)

As mentioned, due to the changing nature of the Dec.2026 month and high workload, we are only providing Board's with a Draft Monthly Report.

This report has all known entries processed to date, including Cyclical Maintenance, Year End Staffing Leave Accruals and MOE Entries including the Healthy Lunches Programme and Te Mana Tuhono (N4L) assets.

If you have any questions, please advise.

I know that you will be submitting the Cyclincal Maintenance Schedule for signing.

Kind Regards
Dean

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Property Updates:

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Property Report

January/February 2026

- The board approved and signed the updated Cyclical Maintenance doc at this meeting. (Unanimous)

5YA projects:

Hall project – 3 x heat-pumps installed, replaced the aged lights, replaced pin boards, new back door installed, window winders serviced.

Painting inside and exterior.

Awaiting quote on storage for musical instruments on stage.

Wifi is still ongoing – Alan Tegg

Sound system will work when wifi is sorted.

A1 and A2 – leaking windows replaced. Wall was found to be rotten. Asbestos found and was delt with.

Toilet block refurbished with new toilets and vinyl to follow.

Admin block and Hub exterior painted.

General:

Cracked and broken footpath replaced in Colwill Road entrance, also part of driveway.

New aircon installed in mezzanine floor – MOE Funded Special Project.

Air con in server room has failed twice . Firstly on last day of school – Clarkson said it was turned off outside – it is in a locked enclosure. Second time in February – it has a gas issue and a lot of work to be done. This could potentially become a costly exercise if the server equipment overheats. There needs to be an alarm installed when the temperature reaches a certain height. This room is not often used so could be days before an issue is noticed. These air con's are serviced every three months according to warranties.

Irrigation installed in main garden area to keep trees and plants alive. Two Kauri trees died from kauri dieback. Replaced with Pohutukawa and Puriri Trees.

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Security cameras are being installed presently. (This install will trigger a range of policy requirements that comply with the Privacy Act and Cameras)

Phone system to be updated to provide more accurate and safer calling to classrooms and other spaces – health and safety especially during a lockdown.

Self-closing windows were supposed to be re-programmed to open separately on each side of building – however this is still in progress.

Line-marking – top carpark has been remarked. Further discussion on how to remedy the coloured crossing.

Ride on mower, weedeater and blower were serviced over holidays.

Wet and Forget applied around the school. We will monitor the breezeway as it is very hard to keep clean, we may need to revisit a new solution to this.

There is a continual damp smell in Space 2 and the teachers office. The space has been checked for leaks and the air con has been checked. Carpets professionally cleaned. Will need to do a moisture check as staff are using a dehumidifier. Ministry of Education have been notified.

Internal door in Hub is being replaced – in progress.

Aircon has been installed in Room 16 – Health and Safety.

Awaiting our gate contractor to organise job for pool fencing – we have to work within the money that we have been granted.

Playground has been re-barked – this needs to be kept topped up – health and safety . Approx every two years.

The lift – The voice told us that an undetected phone was present and to inform the operator immediately.

We have had serviceman out and we are still waiting for it to be completely fixed as it still says this and we have lost the voice which say's going up and going down. Still in progress.

Whole school gardens were weeded during last week of holidays.

The POOL:

Before Christmas the pool suffered a catastrophic event where the water level dropped to a dangerous level which in turn stopped the chemicals going in which turned the pool green. The pump was very close to burning out.

Electricians and Plumbers worked with Rob to get the pool safe – Swim Mart and Waterco have been involved but it has been so full on old equipment, plugs that had corroded. The Solar heating

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has not worked for sometime unbeknown to us. Everyone is blaming everyone else and it is taking a long time to get it working.

The autofill has not been working – to fill pool when needed and stop when full. Nobody wants to do job as it's too hard.

5: Health and Safety

International Student Report:

We have 40 short term International Students coming for 2 weeks. From 27th July until 7th August.

Sick Bay Log: 2025 (30-1-26) to (17-2-25)

64 sick or accidents & 76 were for administering parent approved medications.

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

No stand-downs to date

No suspensions to date

No physical restraints

6: Legislation:

The board elected Lutila Kalolo as the presiding member for the 2026 School Year – (Unanimous)

The board elected Sean Breeze as the deputy presiding member for the 2026 School Year – (Unanimous)

The board has decide unanimously to reduce the required number fo 5 parent elect board members to 4. The principal will find our ftom NZSBA how ro action this decision and report back to the board.

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The Board formally minutes its intention to support all Treaty related activity from an historical, legislative and curriculum perspective. (Unanimous)

7: Strat Plan, Annual Plan / Charter. To be confirmed before being sent to the MOE for 2026

8: Analysis of Variance

As above

General Matters

- No matters arising

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
- 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 13th NZPF MOOT Wellington.
- APPA Conference Taupo – 10th – 13th June.

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- NZSB - School Trustees Conference– Auckland July 17th – 19th
- ICP Auckland – 15th – 18th September

Next meeting: 24th March 2026.

Presiding Member
Signature



Principal
Signature



Date

24/3/26