

Colwill School Massey Board of Trustees Minutes

Date: March 24th 2026

Time: 9:30am

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	DONE

1.1 Confirmation of Minutes – February 2026

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 20-3 -26 = 236

Leavers at end of 2025 = 52

Leavers since the start of 2026 = 2

New Enrolments: 2026 = 33 new enrolments to date

1: Curriculum, Assessment, Maori Community Consultation.

Nothing new to report.

Board of Trustees Minutes

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

Strategic / Annual Plan Draft: We need to approve this at this meeting.

Approved - Unanimous

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 AP are also reviewing all of our privacy related policies as we are about to have our newly installed CCTV system go live.

Our confirmed ERO report is now available online. ERO will be carrying out their check in before the end of this term.

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

Nothing new to report.

4: Finance & Property

Refer attached exec summary.

Please find attached a Balance Sheet Budget and Cashflow for 2025. - Unfortunately this is usually sent out along with the 2025 Budget or shortly after completion of the 2024 Annual Accounts. This was when Clare left Schooled and I started, so it has fallen in between the gap.

Apologies for this, the auditors normally request this so can you please table this at you next Board Meeting (24th Feb) for signing. Once signed, I will send a copy to the auditors and explain how this was missed earlier in the year.

Below is the Schooled standard Email that usually accompanies this document. We would appreciate it if this could be tabled, signed and returned.

Note: The purpose of the Budgeted Balance Sheet / Cashflow is to determine, based on the 2024 Annual Accounts and 2025 Budget, where the school's Statement of Financial Position is likely to finish the year.

Please find attached your Month Financial Reports for Feb.2026. - Although the result is only 2 months into the year, it shows a **Net Deficit** to date of **(\$48,834)** v the 2026 Budget target of **(\$128,060)** meaning you are currently **\$79,226** ahead of the full year target. - This result differs very slightly to the version sent on Monday 16th Mar.2026 (below), due to a new Lease.

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Along with the Financial Report, you will find a new Executive Summary Report that replaces the previous Commentary Report. This ensures Schooled has consistency across our Monthly reporting and using a standardised format allows us future opportunities for improvement. The content is similar to previous report, however should you require any assistance we would be pleased to help.

The comments included in my previous Email are still valid, however the **Working Capital position** has been revised to **\$122,944**.

If you have any questions, please advise.

Kind Regards
Dean

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Kind Regards
Dean

Property Updates:

Colwill School Massey
Property Report
January/February 2026

Resign cyclical maintenance.

5YA projects:

Hall project – 3 x heatpumps 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.

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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.

Security cameras are being installed presently.

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. **Awaiting programming.**

Linemarking – 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. **We had Dry Scan in to take reading but the wall coverings prevented this. We have engaged Forensics who have been in and we are awaiting their report and results from the samples collected.**

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. **New quote submitted.**

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

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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. **Argest came to do WOF for the lift and found a few issues which they are following up.**

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 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.

Alarms and Security – our technician has present us with a contract and an offer to change to a different monitoring company. This also comes with the opportunity to change security patrols. Rob and Jackie are meeting to see what can be offered to the school.

5: Health and Safety

Refer property report – Space 2

International Student Report:

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

Sick Bay Log: 2025

(18-2-26) to (20-3-26)

44 sick or accidents & 54 were for administering parent approved medications.

- Report giving number of suspensions, standdowns and physical restraints for 2026.

2 x stand-downs to date

No suspensions to date

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No physical restraints

6: Legislation:

Nothing new to report

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

Approved- Unanimous

8: Analysis of Variance

As above

General Matters

- We need to decide who wants to attend the NZSBA Conference this year Auckland based so that we can register.

Addendum:

Meetings I am 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
- 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

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Conferences:

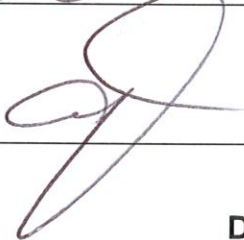
- Friday March 13th NZPF MOOT Wellington.
- APPA Conference Taupo – 10th – 13th June.
- NZSB - School Trustees Conference– Auckland July 17th – 19th
- ICP Auckland – 15th – 18th September

Next meeting: 28th April 2026.

Presiding Member
Signature



Principal
Signature



Date

28/4/26



Executive Summary

Colwill School

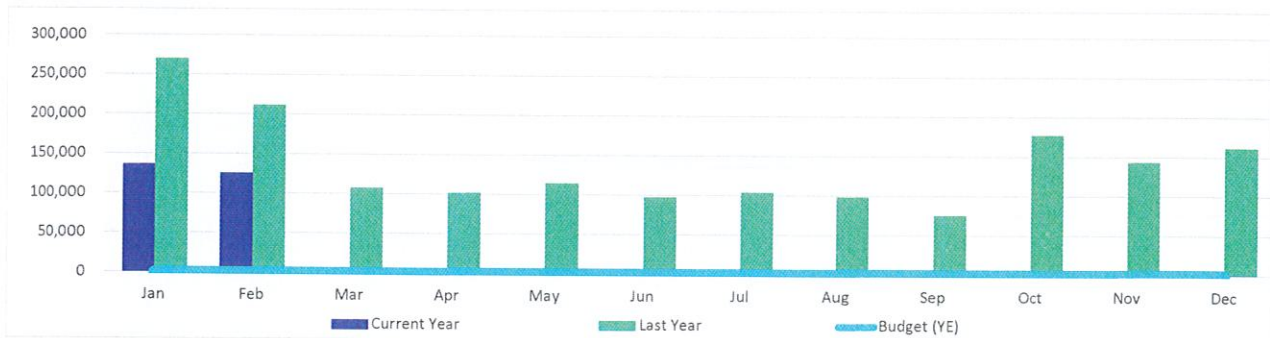
For the month ended 28 February 2026 to be read in conjunction with the financial reports

17%

BALANCE SHEET

	<u>Current Mth</u>	<u>Budget</u>	<u>Prior Year</u>
		TBC	Dec-25
Public Equity	784,804		833,638
Current Assets	421,107		437,952
Less: Current Liabilities	298,162		275,598
Working Capital	122,944	0	162,353
Fixed Assets & School Projects	723,471		736,900
Less: Non-Current Liabilities	61,612		65,616
Total Net Assets	784,804	0	833,637

Working Capital



Working Capital is Current Assets (bank, term deposits and receivables mainly) less Current Liabilities (mainly payables).

Your Working Capital balance decreased by \$13,836 from last month.

Movement from Previous year

Working Capital Dec 2025	\$162,353
Operating Surplus (Deficit) recorded	(\$48,834) <i>Feb YTD</i>
Fixed Asset purchases	\$4,235 <i>Refer Fixed Asset Purchases</i>
Non cash movements	\$23,228 <i>Cyclical Maintenance & Depreciation adjustments</i>
Lease adjustments	(\$7,069) <i>Lease repayments made in Current Month</i>
Working Capital current month	<u>\$133,913</u>

Your Available* Working Capital

Available Working Capital Last Month	\$162,353
2026 Operating Budget	(\$128,060)
2026 Asset Budget	(\$10,000)
2026 Lease Payments	(\$29,750)
Non-Cash Movements	\$115,000
Cyclical Maintenance Reserve	(\$40,415)
Available Working Capital Projection 31 Dec 2026	<u>\$69,129</u>



Capital Expenditure



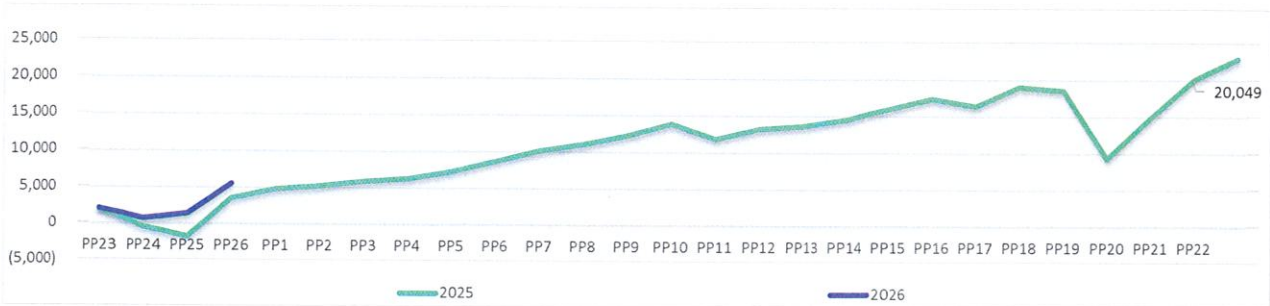
	YTD Exp	Budget	% budget used
Buildings & Property	-	-	-
Furniture & Equipment	4,235	5,000	85%
ICT Equipment	-	5,000	0%
Leased Assets	3,065	-	-
Library Books	-	-	-
Total	7,300	10,000	
	\$ 5,765	over budget	

Projects

Project	Project Budget	School Funding	MOE Income	Spent to Date	Balance
0	-	-	-	-	-
4,5,10: Roof & Gutter Replacement	37,919	-	34,127	20,026	14,101
Site Drainage	20,306	-	20,306	17,497	2,809
Incident 35821 - Re Key Project	14,990	-	13,491	12,200	1,291
CCTV Installation	18,016	-	16,215	-	16,215
Blk 2: Toilet Refurb Rm 18 & 19 + Resou	19,307	-	19,307	13,692	5,615
Blk 2: Window Replacement - Rm 18 & :	13,216	-	-	51,302	(51,302)
Blk 5: Hall Refurbishment & Heating Rep	116,732	-	105,059	89,459	15,600
Windows Separation	19,150	-	19,150	27,070	(7,920)
	<u>259,637</u>	<u>-</u>	<u>227,655</u>	<u>231,246</u>	<u>(3,591)</u>

Banking Staffing (Overuse)/Underuse

(From Banking Staffing Report 03 Mar 26)



Staffing Used to Date	51.19	
Entitlement year to date	50.09	
Adjustment	(2.64)	
Underuse	<u>1.54</u>	= \$ 1,809

This is an increase of \$4,125 from last month.

Each month the graph above will record the Banking Staffing position, positive is an "Underuse" figure.

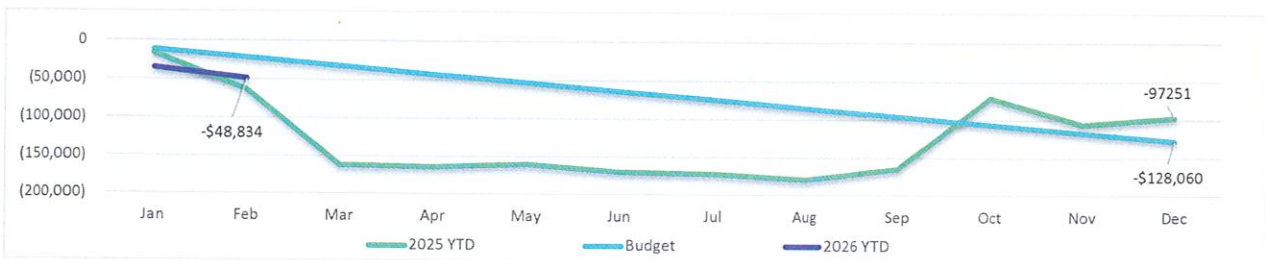


INCOME AND EXPENSES

<u>Operational Position</u>	<u>Actual</u>	<u>Budget</u>	<u>0%</u>
Income			
School Income	143,366	965,741	15%
Income Position	143,366	965,741	15%
Expenditure			
Learning Resources	70,350	415,888	17%
Administration	34,763	256,260	14%
Property	66,359	321,653	21%
Depreciation	20,728	100,000	21%
Total Expenditure	192,200	1,093,801	18%
Total Surplus (Deficit)	(48,834)	(128,060)	

Refer to the Income Statement Summary in the Financial Report for more detail

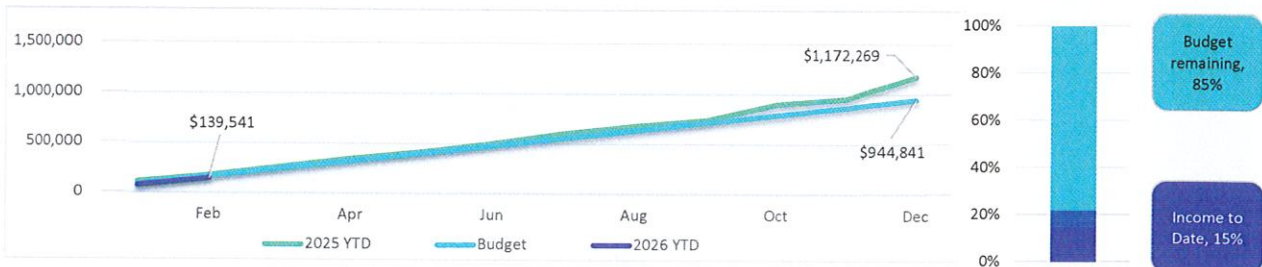
Net Surplus / (Deficit)



February ended with a deficit of \$14,158, increasing the year to date deficit to \$48,834. This is \$79,226 under the annual budget. The second month of the year has passed and we would expect income and expenses to be around 17% of budget.

Income:

Income - Government Funding



Income this month was \$9,770 under the average monthly budget. It is now slightly under budget to date.

Income - Locally Raised Funds

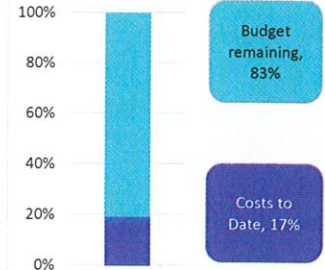
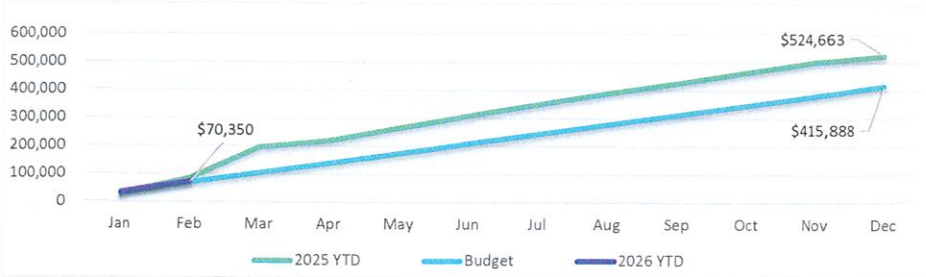


The YTD result in Locally Raised Funds is always dependent upon the collection of income and the payment of the associated expenditure.

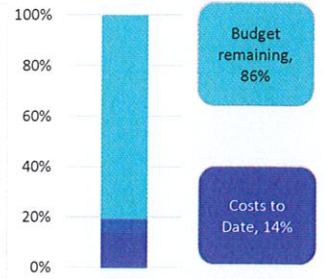
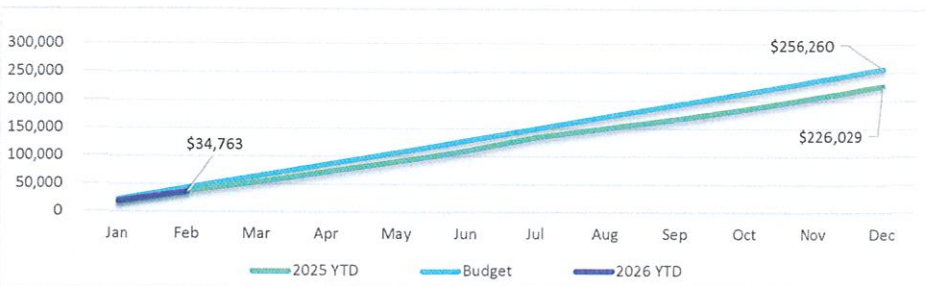


Expenditure:

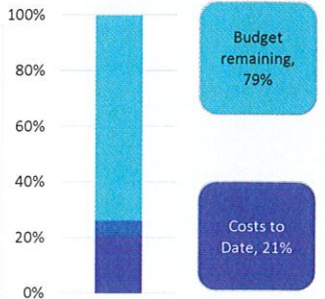
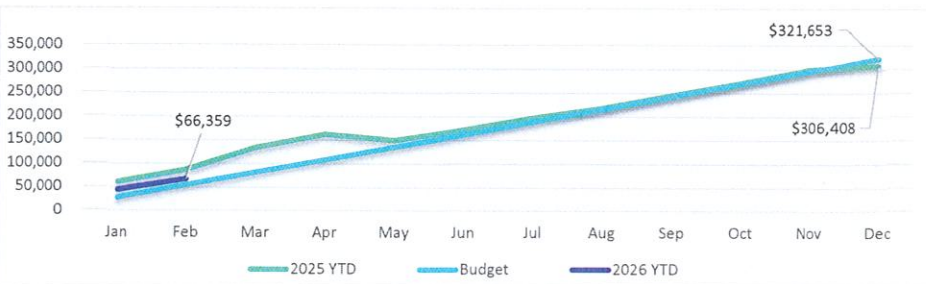
Learning Resources Expenses



Administration Expenses



Property Maintenance Expenses





Page	GL Code	Account	Actual	Budget	Month	Comments
Expenses						
Learning Resources						
8	65045	Subscriptions	\$9,142	\$3,120	293%	
	65007	Salaries - Ancillary Staff Tchr Aides	\$37,398	\$118,125	32%	
	65037	Salaries - Learning Support	\$5,118	\$23,897	21%	
	68335	Prof. Development Courses	\$3,536	\$15,000	24%	
Property Expenses						
12	71079	Pool Services	\$5,033	\$5,000	101%	
	71077	Pool - Chemicals & Repairs	\$4,554	\$6,000	76%	
	72050	Water	\$3,751	\$10,000	38%	
	75040	Micor Cap Work	\$12,510	\$30,000	42%	

General Comment

The draft 2025 Annual Financial Statements are currently being prepared. This is required to be lodged with the school's Auditors no later than 31 March 2026.

Please note that responsibility for ensuring the Annual Financial Statements is lodged with the Auditors remains with the Board.