Mākara Model School
Board of Trustees Meeting
28 February 2024

Where	Mākara Model School and Zoom (5.30 pm to 6.50 pm)
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal) and Denise Hutana (Minutes)

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1. Welcome

Ali welcomed everyone to the meeting. The meeting opened with a Karakia.

The Board noted that as this is the first Board meeting for 2024, they are required to elect a Chair.

Decision: That the Board reinstate Ali Kirkpatrick as Chair of the Board of Trustees for Mākara Model School.

Moved: James Ryan **Seconded:** Rachael Kasa **Approved**

2. Administration

2.1 Apologies

There were no apologies.

2.2 Declaration of Interests

The Board had no interests to declare that were relevant to the agenda.

2.3 Confirmation of Minutes 6 December 2023

The Chair will email the minutes of the meeting (6 December 2023) to members to review.

2.4 Matters arising from the Minutes

There were no matters arising from the Minutes.

2.5 Action Points

Refer to the Action Points table.

2.6 Decisions made at this meeting

The Board made the following decisions at the meeting.

Number	Agenda Item	Decision	Moved/Seconded
1	1	That the Board reinstate Ali Kirkpatrick as Chair of the Board of Trustees for Mākara Model School.	James Ryan/Rachael Kasa
2	3	The Board approves the draft 2024 Budget (once the $10,000 for fund raising activities is added), noting that any potential increase in fees is not included.	Ali Kirkpatrick/James Ryan

3. Finance and Audit Reports

3.1 Finance reports

The Board noted that at 2023 year-end the school reported a surplus of $37,147. The 2023 projected end of year available funds was $126, 312 compared with the actual end of year of $185,550.

The Board congratulated Caro on her financial management.

3.2 2024 Draft Budget

- The draft budget for 2024 is set at a deficit of $7,300 and has been approved by the Ministry of Education. The draft budget:
  - Includes a 50% reduction in the income from after school care compared to 2023 due to less children attending. Regardless, after school care is still considered viable and provides a valuable service for parents.
  - Reflects the rising costs of administration, cleaning, insurance, swimming pool maintenance and utilities (eg water and electricity).
  - The reduction in the caretaker's salary (ie the move to flexible working arrangements on an "as need basis").
  - Does not include any potential increase in fees.
- The school is now insured with the Ministry of Education scheme that provides content and building cover at a significantly lower cost (based on a set fee depending on the size of the school). However, the Piwakawaka classroom which is owned by the school and continues to be insured with Gallagher.

Action: Caro to add into the 2024 draft budget an estimated income from fundraising activities (one major event per term) of $10,000.

The Board thanked Caro for the draft 2024 budget.

Decision: The Board approves the draft 2024 Budget (once the $10,000 for fund raising activities is added), noting that any potential increase in fees is not included.

Moved: Ali Kirkpatrick **Seconded:** James Ryan **Approved**

4. **Strategic Plan**

The Board discussed the document "Mākara Strategic Plan" and noted that the plan includes:

- Three predominant goals (each having three strategic initiatives and actions required to meet the goals):
  - Strengthen culturally sustainable practices.
  - Every student achieves their best in all areas of the curriculum.
  - Growing connections, values and wellbeing.
- A measurement framework that outlines outcomes, baseline, end point measures and success outcomes.

The Board noted that the performance measurements should be succinct and achievable.

Action: Board members to provide feedback on the draft Strategic Plan (particularly around outputs, outcomes and performance measurements).

5. Monitoring

5.1 Health & Safety

The Board noted that there were no health and safety incidents to report.

5.2 Principals Report

The Board thanked Caro for her report and noted:

- The current school roll stands at 84 (with approval up to 94).
- The release teacher is funded for 0.6 FTE.
- Parent teacher meetings are scheduled for Week 9.
- Maths professional development and learning continues, with classroom-based coaching and a further session planned in Week 7 on content specific progressions.
- The toilet block is completed and Tui class has been refurnished.
- The Ministry has approved the funding for more storage in the cloak bay and the data room.
- Garden beds and an obstacle course will be made from left over building materials from the toilet construction and the mountain biking park. The Council is donating 100 plants.
- The Kāhui are developing a self-review framework "Te Kāhui Ako o Te Tari Pūreke Whanganui-a-Tara: CSP Self-Review Framework" that will provide a process to facilitate the delivering of their school's strategic plan and governance.

Action: Caro to send out the digital version of "Te Kāhui Ako o Te Tari Pūreke Whanganui-a-Tara: CSP Self-Review Framework" to Board members.

5.3 Principal Assurances

The Board noted the Principals' assurances for the school for Term One 2024 recorded in the Principals Report (summarised below)

Strategic Plan

Due date	Reporting requirements
1 March 2024	Strategic plan submitted to the Ministry of Education
31 March 2024	Annual implementation plan for the current school year will be published.
31 March 2024	Annual financial statements will be sent to the school auditor
31 May 2024	Annual report (including audited financial statements) is submitted to the Ministry of Education and published.
As soon as practicable	Annual report published on the school website.

Learning Support - teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.

Health Education – the school community provided feedback in 2023, and this has been adopted into the health curriculum.

Safety Management System and Worker Engagement, Participation, and Representation - the school safety management system aligns with board duties under the Health and Safety at Work Act 2015 and workers have had the opportunity to participate in improving workplace health and safety.

Healthcare - the policies and procedures relating to first aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.

Digital Technology and Online Safety - Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly.

The Board noted:

- from Term 2, 2024 cell phones will be banned. Caro has reviewed and will adopt the cell phone policy on school docs.
- The concrete court has a code of compliance (concrete designed not to slip and is specific for outside use). At all stages the Ministry has been involved (eg approval, quote, product selection, drainage, supplier).

6. Standing Items

6.1 Term One Policy review – this will be discussed at the next meeting.

6.2 Te Tiriti o Waitangi

6.3 Board Responsibility

6.4 Documentation and self review policy

6.5 Complaints register

No complaints have been received.

6.6 Term Policy review

The Board agreed to look at the following at the next Board meeting.

7. Administration

7.1 Next Board meeting and agenda items

The next Board meeting on 3 April 2024 will include the following topics:

- Policies, minutes from December 6 meeting.
- Good governance – Geneive will lead a discussion on good governance.
- "Te Kāhui Ako o Te Tari Pūreke Whanganui-a-Tara: CSP Self-Review Framework"

8. Any in-committee items

No in-committee items were discussed.

9. Meeting closed

The Chair thanked everyone for attending and closed the meeting with a Karakia at 6.50 pm.

Chair **Date**

Ali Kirkpatrick