Mākara Model School

Board of Trustees Meeting

30 July 2025, 5.30 pm

Where	Mākara Model School & Google Meet
Trustees	Joe Coyle (Chair), James Ryan, Genevieve Morrison, Rachel Kasa, Briar Simpson
Attendees	James Appleton (Principal), Andrew Graham (Deputy Principal) Lori (guest), fundraising committee Jennifer Wittig (guest) Aimee Wiley (guest)

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1 Welcome

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

2 Administration

2.1 Apologies - One apology was noted

2.2 Declaration of Interests - The Board had no interests to declare that were relevant to the agenda.

2.3 Confirmation of Minutes 30 June 2025

The Board agreed the minutes for the previous meeting were a true and accurate record.

- **Moved:** Genevieve Morrison
- **Seconded:** James Ryan
- **Carried**

2.4. Matters Arising from Previous Meeting

- **Board Elections Update:** Joe Coyle confirmed the timeline is set and a returning officer is in place.
- **Emergency Preparedness & Supplies:** James Appleton confirmed the emergency supplies have been audited and shared the emergency procedures plan. A list for individual student earthquake food kits will be circulated to parents.
- **10-Year Property Plan:** The board formally minuted its approval of the 10-Year Property Plan.

- **Moved:** Joe Coyle
- **Seconded:** James Ryan
- **Carried**

- **School Driver Vetting:** James Appleton confirmed the vetting for all parent drivers for the upcoming camp is complete

Thank You Gift for Denise: Decision to purchase of a thank-you gift for a volunteer, Denise who has taken minutes for several years.

3. Monitoring

3.1 Principals Report

The Board thanked James Appleton for his report. Of note were the following items:

- **Roll:** New enrolments for 2026 are light, James will seek to promote the school to the wider Karori community.
- **Staffing:** An update was provided on the professional development focus
- **Student Achievement:** The board noted the positive trends in student achievement data.

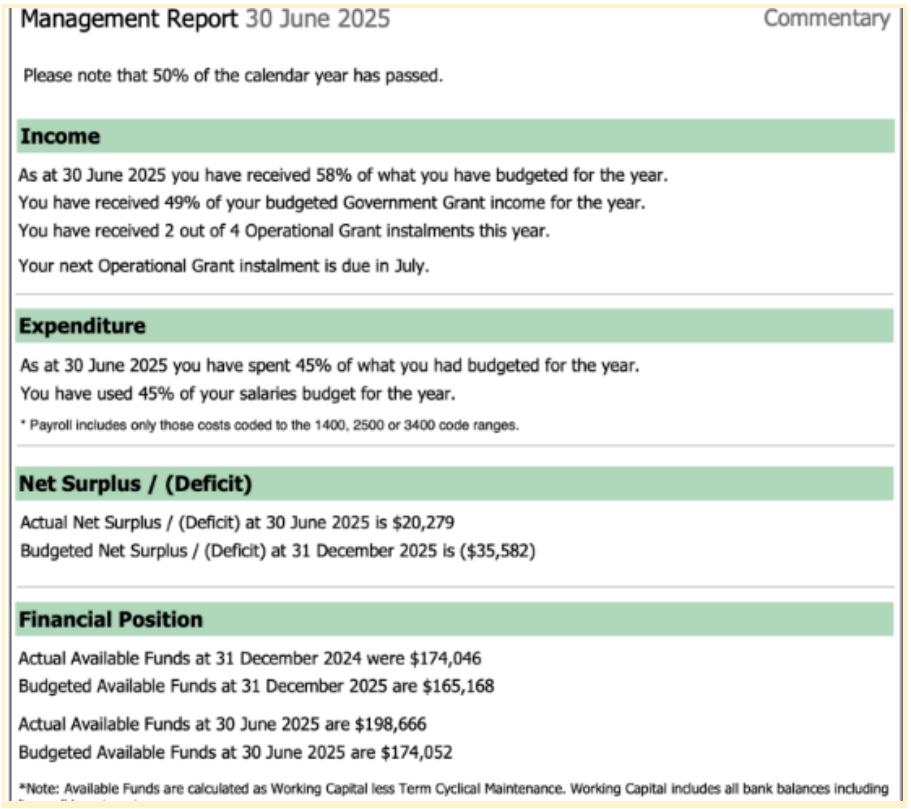
Health & Safety: No major incidents were reported.

4 Finances

4.1 Finance Report

James Appleton presented the finance report. The school's financial position is tracking to budget.

A variance was noted in the property maintenance budget due to a plumbing repair.??



Management Report 30 June 2025 Commentary

Please note that 50% of the calendar year has passed.

Income

As at 30 June 2025 you have received 58% of what you have budgeted for the year.
You have received 49% of your budgeted Government Grant income for the year.
You have received 2 out of 4 Operational Grant instalments this year.

Your next Operational Grant instalment is due in July.

Expenditure

As at 30 June 2025 you have spent 45% of what you had budgeted for the year.
You have used 45% of your salaries budget for the year.

* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.

Net Surplus / (Deficit)

Actual Net Surplus / (Deficit) at 30 June 2025 is $20,279
Budgeted Net Surplus / (Deficit) at 31 December 2025 is ($35,582)

Financial Position

Actual Available Funds at 31 December 2024 were $174,046
Budgeted Available Funds at 31 December 2025 are $165,168

Actual Available Funds at 30 June 2025 are $198,666
Budgeted Available Funds at 30 June 2025 are $174,052

*Note: Available Funds are calculated as Working Capital less Term Cyclical Maintenance. Working Capital includes all bank balances including

5. Strategic decisions

Fundraising Lori from the Fundraising Committee joined the meeting at approximately 6pm. The workload on the fundraising committee was highlighted, as well as the usage of the money to help run school. It was recommended to better coordinate and communicate with the school community about how much and where the funds raised are used. A background email will be added to the reading list for the next board meeting to discuss further.

- The upcoming Quiz Night is scheduled for Saturday, 14th September - a lot of effort has been made to obtain prizes for raffles.
- Fundraising strategies were discussed with a view to ensuring a fair workload for all parental volunteers involved, that future projects were not onerous on families and to identify items / equipment that would be suitable for fundraising efforts

5.2 Community Events

Pet Day: The board agreed that Pet Day will occur later in the year as a lighter event, or next year in order to not overwork the fundraising committee.

Actions and Follow-ups

- Conduct a budget mid-year review to incorporate new grants and adjust expenditure.

6. Policy Review

6.1 Term Two Policy Review Genevieve Morrison noted the review of the Child Protection, Abuse Recognition and Reporting, and Safety Checking policies is to be confirmed at the next board meeting. The policies were briefly discussed, generally being seen as fit for purpose.

6.2 Complaints Register The board noted there have been no complaints lodged.

7. Any other business

None

7.1. Community Engagement and Events

Actions and Follow-ups

1. **Enrolments**. It was noted that the projected school role may be insufficient to cover current staffing levels next year. A concerted effort must be made to maintain numbers above 76 to ensure this does not happen involving promotion of the schools. Promotion of the school's academic performance was recommended as well as investigating the school bus being able to take children from Karori again. An action plan will be drafted to address this.
2. Circulate the prescriptive list for individual student earthquake kits to parents.
3. Board members to assist with promoting the Quiz Night.
4. James Appleton and Rachel Kasa to consider timings for Pet Day and report back to the board.
5. Organise the presentation of the thank-you gift to Denise.

The meeting closed at 6:50 PM.

Next Meeting: To be confirmed.

Minutes Approved:

_____ Joe Coyle (Chair)

Date: _____