Mākara Model School

Board of Trustees Meeting

18 June 2025 at 5.30 pm

Where	Mākara Model School & Google Meet
Trustees	Genieve Morrison, James Ryan (online), Briar Simpson, Joe Coyle (Chair) and Rachel Kasa
Attendees	James Appleton (Principal) and Andrew Graham (Deputy Principal) Mubina (guest)

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1 Welcome

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

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 14 May 2025

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

2.4. Financial Overview and Budget Review (with Mubina)

- **Student Rolls and Funding:** The school is funded for 92 students in 2025. There is awareness that a lower roll could result in funding reductions by the Ministry of Education mid-year.
- **Available Funds:** For 2024, available funds stood at approximately $174,000. The budget predicts $165,000 for 2025, reflecting a strong financial position at 82% of the operations grant.
- **Budget Deficit and Grants:** A budget deficit of $35,000 is projected for 2025. The school is actively seeking and receiving grants, including community and Ministry of Education grants. Several grants (e.g., for netball hoops, playground bark) were discussed regarding how income and expenses related to grants should be budgeted for to reflect true financial health.

- **Investment Income:** Is derived from term deposits. Discussion included what other investment options were available (e.g. shares) however this is the only viable option.
- **Expenditure Breakdown:**
    - Expenditure was analyzed by administration, property, and learning resources.
    - Learning resources spending fluctuated due to investment in specific programs (e.g., decodable readers, structured literacy).
    - Borrowings remain well within Ministry recommended thresholds.

2.5 Funding and Fundraising

- Suggestions were made to offer parents multiple fundraising participation options:
    - Opt-in to fundraising activities.
    - Opt-out with direct donation equivalent to expected fundraiser profits.
    - Opt out completely.
- The importance of clear communication that there is **no** expectation for mandatory participation was stressed, to alleviate parental pressure.
- It was recommended to invite a representative from the fundraising committee to discuss fundraising strategy and transparency at the next meeting.
- Recognition was given to Jenny's efforts in securing grants, including recent successes with sports infrastructure funding.
- Discussion on gifts for Jenny, acknowledging her significant contributions.

2.6. Water Theft Incident

- A significant issue was uncovered where the neighbor had illegally tapped into the school's water supply, resulting in thousands of dollars in extra costs over several years.
- The issue was resolved amicably with the neighbor agreeing to pay damages and costs.
- The school has taken steps to monitor water usage to avoid future theft.

2.7 Education Review Office (ERO) Visit

- The recent ERO visit was discussed:
    - Draft report received with mostly positive feedback on teaching and learning quality.
    - Attendance was noted as a continuing challenge, consistent with other similar regional schools.
    - The report includes prescribed categories with standard language, which may understate the high achievements.
    - The board acknowledged the importance of ongoing communication with families regarding attendance.

3. Monitoring

3.1 Principals Report

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

3.2 Camp Health and Safety

- Camp planned for Year 5 to 8, led by staff members Aaron and Andy.
- Major health and safety concern focuses on transportation:
    - Proposal for driver verification including checking licenses, vehicle warrants, and possibly police vetting.
    - Discussion about managing number of cars and ensuring proper supervision.
- Financial support will be offered to families unable to afford camp fees; no student will be excluded due to financial hardship.
- Camp site access protocols and cabin arrangements discussed.

3.3 School Values Refresh

- Work proceeding to simplify existing school values for better understanding by younger students, staff, and community.
- Consultation with the community and students will continue in future terms.

3.4 Emergency Management and Preparedness

- Review of emergency food supplies:
    - Prior practice involves families bringing food annually, with some debate on maintaining onsite emergency supplies. Awaiting Ministry guidance to comply with legal requirements.
- Communication and reunification plans:
    - Currently no practiced reunification drills; plans in development.
    - Emphasis on verifying authorized persons for child pickup during emergencies.
    - Recognizing the rural context with limited communication and transportation options during emergencies.
- Suggestions include more comprehensive procedures and documentation linked to policies for board and community assurance.

3.5. Health and Safety Reports

- No reported injuries since last meeting.
- Accident register privacy concerns raised; Update to sheet to ensure no visibility of the student' on the HSE register.

4 Finances

4.1 Finance Report



Management Report 31 May 2025 Commentary

Please note that 42% of the calendar year has passed.

Income

As at 31 May 2025 you have received 45% of what you have budgeted for the year.
You have received 40% 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 31 May 2025 you have spent 38% of what you had budgeted for the year.
You have used 40% 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 31 May 2025 is $6,198
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 31 May 2025 are $186,183
Budgeted Available Funds at 31 May 2025 are $175,532

5. Strategic decisions

5.1 Board Elections and Composition

- Current board has five members; one additional parent representative (Amy Wiley) is interested and may join.
- Discussion of election procedures outlined:
    - If candidates equal vacancies, the election is uncontested.
    - Extra candidates may lead to election or co-option.
- Proposal to introduce board members via newsletter to the community prior to elections.

Number	Agenda Item	Decision	Moved/Seconded
1		The Board **APPROVED** the insertion of a macron over the a of the school to enact this change	**Moved:** Joe Coyle **Seconded:** Rachel Kasa

Actions and Follow-ups

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

- Invite a fundraising committee representative to the next meeting for a strategy update.
- Develop and present emergency food supply and communication plans at the next board meeting.
- Clarify and communicate camp transportation safety protocols, including possible police vetting for drivers.
- Prepare board member introductions for upcoming newsletter.
- Address accident register privacy issues.
- Continue to monitor water usage to prevent future theft incidents.

6. Policy Review

6.1 Term 2 Policy Review – Communication During an Emergency, Disaster, or Crisis

- Emergency and communication policies reviewed; feedback indicated policies are high-level and lack operational details.
- Action plan to develop school-specific procedures and emergency communication plans, to be reported in future meetings.

7. Any other business

7.1. Community Engagement and Events

- Planning for a term 3 community event involving animal (pet) day and baking.
- Positive community recognition regarding school finance status.

7.2 Note taking

As Denise is no longer able to take notes the Board will share this responsibility. A thank you gift will be organised for Denise for all her years of volunteering for the school.