Mākara Model School
Board of Trustees Meeting
26 March 2025 at 5.30 pm

Where	Mākara Model School and Zoom
Trustees	Genieve Morrison, James Ryan, Joe Coyle (Chair) and Rachael Kasa
Attendees	James Appleton (Principal) and Andrew Graham (Deputy Principal)

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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 19 February 2025

The Board agreed the minutes for the meeting on 19 February 2025 were a true an accurate record with one amendment: Joe chaired the meeting not Ali.

2.4 Matters arising from the Minutes

The following matters were discussed.

Education Review Office evaluation

- The Education Review Office (ERO) will visit the school in June.
- James A is preparing a set of responses to their questions and this will be available for the Board to review at their May meeting (prior it being sent to the ERO).

Parent survey summary

- About 80% of whānau responded to the survey.
- Feedback was positive and results will feed into the new strategic plan for 2026.

- A Survey could be conducted annually.

2.5 Actions

The Board discussed the open actions (see Action table).

2.6 Decision Register

The Board made no decisions at the meeting.

3. Monitoring

3.1 Principals Report

The Board thanked James A for his report and noted:

School Roll
- One new student is enrolled for 2025. Ten Year 8 students will be leaving at the end of 2025, and it is expected that at least 12 new students (siblings of current students) will enrol in 2026.
- James A will discuss with the Ministry the impact on staffing levels should the roll remain around the mid 70's for the year and report back to the Board.
- In the past the school roll has been capped at 90. At the end of Term 2, the Board will discuss the forecasted roll and consider if out of zone students will be accepted.

Principal Assurances
Term 1 Assurances were discussed at the February Board meeting.

3.3 School Camp
The Board noted:
- Last year the school camp was attended by Year 4 to 8 students. Some whānau responding to the Survey commented on the cost of students attending for four years.
- This year, the school camp will be held n October for Years 5 to 8, with the intention of making it for Years 6 to 8 in 2026.
- Alternatively, camps could be held every second year, but with the senior class being Years 6 to 8, some students would have one camp while others two.
- An alternative for the younger ones, is to have a camp at the school.

4 Board Elections

The Board noted:
- The Board election will be held on 8 September 2025.
- This will be advertised in the School newsletter (this is considered a public notice). The number of new members required needs to be stated.
- Once notified, the returning officer will complete the required processes.
- A form will be available from the School should people wish to apply.
- Should a Board member step down mid-term, a bi-election can be held.
- New members can be co-opted at any time.

5 Principals Report

The Board noted:

- Some whānau mentioned after school care in Karori requires the children to be picked up from school early (around 2.30). Currently, the School is not considering offering after school care.
- Registers for health and safety, hazards, incidents and maintenance have been implemented. A summary from the registers (including issues and concerns) will be available for the Board to discuss at each of their meetings.
- A parent has volunteered to organise a working bee to fix the small maintenance needs identified around the school.
- The School has signed up for EAP services – this will be funded from the staff wellbeing budget line.
- 2025 is the last year of the three-year strategic plan. James A is organising a Māori hui (which will be held annually) to discuss the promotion of Māori language and culture. The School currently has 17 Māori students.
- James A is looking at redesigning the School logo (with the community and students) and reducing the number of values.
- There was 90% attendance at parent interviews. Teachers will contact those not attending to make another time.
- The School still has a problem with rats and James A is seeking advice on how best to trap them.
- The Kāhui has organised training for new leaders, and two teachers are attending this as part of their personal development.

Finances

4.1 Finance Report

The Board thanked James A for the Financial Management Report for 31 March 2025 and noted that the unexpected expenditure on the new lawnmower and television will not impact on the total level of expenditure.

Management Report 28 February 2025 — Commentary

Please note that 17% of the calendar year has passed.

Income

As at 28 February 2025 you have received 19% of what you have budgeted for the year.
You have received 16% of your budgeted Government Grant income for the year.
You have received 1 out of 4 Operational Grant instalments this year.

Your next Operational Grant instalment is due in April.

Expenditure

As at 28 February 2025 you have spent 12% of what you had budgeted for the year.
You have used 10% 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 28 February 2025 is $13,692
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 $170,926

Actual Available Funds at 28 February 2025 are $184,121
Budgeted Available Funds at 28 February 2025 are $180,858

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

4.2 Grants and Fundraising

The Board noted that fundraising will be necessary should an obstacle course playground be progressed.

5 Strategic Decisions

5.1 Conflict of interest policy

The Board noted:

- A Conflict of Interest Policy needs to be developed, together with a Register that will help the Board to manage and identify any conflicts.
- No Board members currently have identified any conflicts.

5.2 Policy Review

The Board noted:

Health and Safety Policy

- James A is the Board's delegated Health and Safety Representative which involves setting goals for each staff member.
- The Incident Register will record all reported accidents.
- The Health and Safety Manager will hold four Health and Safety meetings a year in which, amongst other things, changes to legislation will be discussed with staff.
- The Office Manager and Principal are the members of the Health and Safety Committee.
- Health and safety is part of all staff's personal development and should be linked to strategic plans, goals and includes cultural safety.
- The School does not have a Health and Safety guide (eg summary of standard legislation). Once developed, this should be available to all contractors for signing before they begin working on School grounds (or alternatively an electronic system could be used).

Action: James A to check with the School's Ministry Advisor to see if a Health and Safety guide is available.

6 Standing Items

No complaints have been received since the last Board meeting.

7. Other business

The Board noted it was Ali's last meeting, and thanked her on behalf of the school for her service and contribution.

Action: Joe to confirm a date to celebrate Ali's contribution to the Board and the School.

8. In-committee items

The Board had no in-committee items to discuss.

8. Next meeting

The next Board meeting will be on 14 May 2025.

Meeting closed

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

The meeting closed at 6.30 pm.

Chair **Date**