Mākara Model School

Board of Trustees Meeting

14 May 2025 at 5.30 pm

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

The meeting was recorded for minute taking purposes.

1 Welcome

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

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 26 March 2025

The minutes of the meeting on 26 March 2025 were confirmed as a true and accurate record and the Board agreed to publish them on the school website.

2.4 Matters Arising

The Board made the following decisions at the meeting:

Education Review Office - ERO are visiting the school on 3 to 5 June 2025. They would like to meet with Board members on Wednesday 4 June at 2pm.

Fund Raising - The fund-raising committee is organising one fund-raising event each term (i.e. Term One movie night, Term Two selling chocolates, Term Three Quiz and Term Four wine). In addition, calendar or card art will be available for sale and a fun run (including a koha sausage sizzle) will be held.

2.5 Actions

The Board discussed the actions (see Action table for updates).

2.6 Decision Register

The Board made the following decisions at this meeting.

Number	Agenda Item	Decision
1	3.2	The Board **APPROVED** that in accordance with the School Records - Retention and Disposal Schedule and the Public Records act 2005, the following 2014-17 documents will be disposed of: • Enrolment Forms. • Attendance Records. • Individual Staff personnel files. • Payroll, salaries and allowances records. • Leave Records. • Safety checks and vetting. • Routine accounting records. • Routine budgeting and financial reporting. • Insurance policies. • Routine audit and audit administration. • Equipment leases (photocopiers and laptops). • Five Year Property Plan. • Assets Paperwork.
2	3.2	**The Board** **NOTED** the community must be given six-weeks' notice of an out of zone enrolment ballot. **AGREED** to run a ballot for out of zone enrolments for 10 places.
3	3.2	The Board: **APPROVED** the Financial Statements and Letter of Representation. **REQUESTED** Joe and James to sign the documents.
3	3.3	The Board **NOTED** that with the departure of Ali from the Board there was a gap that needed to be filled and unanimously **AGREED** that Briar Simpson join as a Board member of the Mākara Model Board of Trustees for 2025. The motion was raised by Joe and seconded by Rachel.

3. Monitoring

3.1 Health & Safety

The Board noted:

- The Hazard and Maintenance check conducted on Monday 12 May 2025 did not identify any new major hazards.

- Defective electrical issue in the pool building: An electrician has been booked to visit the site on May 19th and conduct the necessary repairs
- The minor leak noted in the roof of the main school building is being covered under warranty and will repaired
- The 2025 Hazard and Maintenance Register and Accident Register.
- The Fire Evacuation Scheme recently submitted to Fire and Emergency New Zealand.

3.2 Principals Report

The Board thanked James for his report and noted that documents from 2017 should be the cut-off point for disposal being >7 years.

School Roll and staffing

- The current school roll is 76 and this is likely to reduce by four by the end of Term Two and a further nine by the end of the year. No new enrolments are expected for 2025, although six new students are tentatively enrolled for 2026.
- This leaves the roll at the beginning of 2026 at 63 – this number would reduce the number of classes from four to three.
- Should the Board wish to maintain four classes, one option is to run a ballot for out-of-zone enrolments.

The Board:
NOTED the community must be given six-weeks notice of an out of zone enrolment ballot.
AGREED to run a ballot for out of zone enrolments.

After-School Care

- The After School Care programme will begin shortly (three days a week).
- Current numbers indicate the programme should break even.

Audit

The Board noted the:

- Final set of 2024 financial statements.
- Letter of representation.
- Audit Completion Report.

The Board:

APPROVED the Financial Statements and Letter of Representation
REQUESTED Joe and James to sign the documents.

4. Strategic

4.1 Principal Assurances

The Principal provided Term 2 2025 Assurances at the meeting for:

- Safety Checking and Police Vetting
- Teacher Registration and Certification
- Performance Management
- Appointment Procedure, Staff Conduct and Professional Development
- Equal Employment Opportunities
- Child Protection and Abuse Recognition and Reporting

- Curriculum and Student Achievement Policy
- Cellphones and Other Personal Digital Devices

4.2 Finance Report

The Board thanked James for the Financial Report and noted as of 30 April 2025 the school is in surplus ($3,309) and the projected end of 2025 deficit is $35,582.

Management Report 30 April 2025 — Commentary

Please note that 33% of the calendar year has passed.

Income

As at 30 April 2025 you have received 38% of what you have budgeted for the year.
You have received 32% 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 April 2025 you have spent 32% of what you had budgeted for the year.
You have used 35% 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 April 2025 is $3,309
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 30 April 2025 are $179,414
Budgeted Available Funds at 30 April 2025 are $178,932

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

Banking Staffing

Banking Staffing as at SUE Report Number 0326 is under used by 1.96 or $7,237.
Schools manage their staffing entitlement to best meet the teaching and learning needs of their school. Over usage of staffing entitlement must be budgeted for and under usage used before the gazetted date in pay period 26 to meet the teaching and learning needs of your school.

4.3 Elections update

Joe gave a brief update on the elections process. Contact details are being updated for voting and a community notice circulated that the elections are upcoming. The election is scheduled for 8th September 2025.

4.4 Code of Conduct document (status)

This has been finalised and needs to be uploaded to the school website

5. Standing Items

5.1 Term Two Policy review

The Board noted the 2025-27 Policy Review Schedule and that the following policies are under reviewed in Term Two:

- Planning and Preparing for Emergencies.
- Disasters, and Crises (Board).
- Communication During an Emergency.
- Disaster, or Crisis (Board).
- School Closure (Board).
- Emergency Management.
- Disaster Management.
- Crisis Management.

After initial review of the "Planning and Preparing for Emergencies" policy, the Board has requested the principal for details on the amount of emergency supplies the school has and how many days this would cover, if required.

5.2 Complaints' Register
No complaints have been received this term.

6. Other Business

6.1 Action items
The Action table has been updated.
Joe to meet with Briar, give an introduction and sign the required forms to (completed 23 May)

6.2 Ministry's Financial Advisor
Mubina has been invited to attend the next Board meeting to discuss the school's finances.

6.3 Agenda Items for Next Meeting
The Board identified the following items for discussion at the next meeting:

7. In-committee items
No in-committee items.

8. Meeting closed
The Chair thanked everyone for attending.
Chair **Date**