Mākara Model School

Board of Trustees Meeting Minutes

Date: 26 November 2025, 5:30-7pm

Location: Mākara Model School & Google Meet

Trustees	Joe Coyle (Chair), James Ryan, Briar Carter , Carys Tidy, Jennifer Wittig
Attendees	James Appleton (Principal), Andrew Graham (Deputy Principal)

1. Welcome

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

2. Administration

2.1 Apologies: No apologies offered.

2.2 Declaration of Interests: Principal James Appleton to resend the interests register to all board members to ensure all declarations are up to date.

2.3 Confirmation of Previous Minutes: The Board agreed the minutes for the previous meeting (03 September 2025) were a true and accurate record.

2.4 Matters Arising: The Board discussed formalizing a system to assign a scribe or utilize AI transcription assistance for preparing concise meeting notes, with responsibility being shared on a turn by turn basis.

3. Monitoring

3.1 Principal's Report

- • Strategic Plan Feedback: Community consultation results condensed into three strategic goals. James to develop measurements and timelines.
- • Attendance Management: Plan being finalized to address term-time holidays. Messaging regarding sickness and attendance to be communicated to parents.
- • Enrolment Drive: Motion discussed to allow enrolment ballots once per term for 2026.

3.2 Health & Safety and Property

- • Property: Ongoing work on tree maintenance and grant seeking for removal.
- • Signage/Logo: Implementation of new logo and values signage over summer.
- • Pool: Coordination with new admin staff (Kiri) for pool management transition.

4. Finances

4.1 Finance Report and Draft Budget

- • 2026 Budget: Draft presented with a projected $25,000 deficit.
- • Sustainability: Strategies discussed to maintain enrollment/staffing to manage deficit.

Decision: Board to review refined draft budget for formal approval at next meeting.

5. Strategic Decisions

- • Te Tiriti o Waitangi: Reassurance letter to be sent to community regarding commitment to cultural programs and Māori language teaching.
- • School Bus: Approved a fair random ballot system for the 8 spare seats for 2026.
- • Health Curriculum: Statutory biennial consultation planned for December (online survey and hui).

6. Policy Review

- • Current Reviews: Board to review bullying, harassment, and behavior management via School Docs.
- • Website: James addressing broken links.
- • Complaints: Process clarified; teachers are first point of contact.

7. Any Other Business

- • 2026 Schedule: Term 1 meeting dates to be reviewed for availability.

The meeting closed at 7:00 pm.

Next Meeting: To be confirmed (Term 1, 2026).

Minutes Approved: _____ Joe Coyle (Chair)

Date: _____