Mākara Model School

Board of Trustees Meeting

22 October 2025, 5.30 pm

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

2 Administration

2.1 Apologies - No apologies were noted

2.2 Confirmation of Previous Minutes

The Board agreed the minutes for the previous meeting were a true and accurate record. *There was a comment about updating something by James R - I have scrawled #25 by this.*

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

2.4. Matters Arising

- **Prepare a draft Attendance Management Plan** for the next meeting for Q1 2026. The Principal, James Appleton, will locate a draft of earlier version that can be updated (**action for next meeting**)
- **Communications:** Set up a WhatsApp group for the newly elected Board to enable quicker communications (**action – Chair**)
- **Presiding Member/Chair:** A new Chair is required to be voted on by the Board at the beginning of each election cycle. The Board unanimously agreed to reinstate **Joe Coyle**. James Ryan was reinstated as the Deputy Chair which was also agreed unanimously.
- End of Year Celebration/Thank you: A date would be circulated for a celebration dinner/event at the conclusion of Term 4 to thank the two prior board members and welcome the new members (**action - Chair**).

3. Monitoring

3.1 Principals Report

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

Strategic Planning

- The current strategic plan and values were reviewed, with intentions to revisit vision and mission statements in the next meeting.

- Community feedback from a recent survey highlighted key priorities were learning, wellbeing, environmental leadership, community engagement, and the importance of retaining a four-class structure.

- The board recognizes the need to balance government-mandated curriculum priorities with maintaining arts and other subjects not covered in the required curriculum focus

2026 Staffing & Budget

- The school's roll is predicted to be 78 next year according to the MoE forecasts, affecting staffing allowances but not to the extent that we need to reduce staff levels. The Principal explained the operational grant system, noting the school's budget deficit and reserves being used to maintain the four-class structure. The school currently has 72 learners from Year 0 to 8.

- Donations were discussed, with a recommendation not to increase donation levels this year in light of financial pressures experienced by the community and wider region.

- After school care is successful and covering costs. If staff can be found it may be expanded to five days from the current three days at present.

- Fundraising efforts were successful, notably raising $4,600 from the recent quiz night, surpassing budget expectations.

- Plans to hire two teacher aides supporting students with additional learning needs are underway, with costs to be included in the upcoming budget

School Enrolment and Bus Services

- The school plans to re-advertise for out-of-zone enrolments this term using Facebook rather than newspapers to attract more students.

- A detailed discussion covered the eligibility and capacity issues related to the school bus service, including out-of-zone riders and the complexity of determining priorities for limited available seats.

- The board considered options such as rotating bus seat allocation and will contact the surveyed families' needs for more effective scheduling and allocation (**Action Point/James A/James R**).

School Facilities & Assets

- The asset register was reviewed with updates made for depreciation and value, discussion identified the school playground is council-owned but school-funded for maintenance.
- The pool is in the process of being filled and should be operational next week.

School Values Refresh

- The school is reducing its values from six to three to simplify understanding for students. Values will be translated and unpacked differently according to class and age group.
- Funding of $4,000 from the Ministry will be used to update signage, with a new school logo to be unveiled early next year.

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 staff member has requested term one leave for an extended trip; the principal will teach two days a week during this period. The school is short by 0.36 FTE and will request board funding to cover the shortfall amounting to approximately $24,000 for the next year.

Management Report 30 September 2025 — Commentary

Please note that 75% of the calendar year has passed.

Income

As at 30 September 2025 you have received 87% of what you have budgeted for the year.
You have received 79% of your budgeted Government Grant income for the year.
You have received 3 out of 4 Operational Grant instalments this year.

Your next Operational Grant instalment is due in October.

Expenditure

As at 30 September 2025 you have spent 70% of what you had budgeted for the year.
You have used 68% 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 September 2025 is $32,907
Budgeted Net Surplus / (Deficit) at 31 December 2025 is ($19,946)

Financial Position

Actual Available Funds at 31 December 2024 were $174,046
Budgeted Available Funds at 31 December 2025 are $163,557

Actual Available Funds at 30 September 2025 are $230,404
Budgeted Available Funds at 30 September 2025 are $168,378

*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 1426 is over used by 0.08 or ($295).
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.

Disclaimer
This commentary is to be read in conjunction with, not instead of, your full management report.

5. Strategic decisions

- This section was covered under 3.1.

6. Policy Review

6.1 Term Two Policy Review Joe and James explained how to access the policies on School Docs for the new Board members. The policies below will be reviewed at the next meeting:

Bullying and Harassment **(board)**
Behavior Management **(board)**
Minimising Physical Restraint **(board)**

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

7. Any other business

- The board discussed weather concerns for the following day's operations and the communication protocol for potential school closure.
- Issues around toilet facilities, including solutions for unisex bathrooms were briefly addressed.

8 In-Committee Items: None. Explained to new members the procedure for these.

The meeting closed at 7:00 PM.

Minutes Approved:

_____ Joe Coyle (Chair)

Date: _____

Draft Notes from the AI (to be removed later)

- Prepare and present a draft Attendance Management Plan for the next meeting.
- Coordinate with the accountant and prepare the 2026 school budget including $24,000 funding request for staff shortfall and expanded teacher aide hours (~$36,000).
- Advertise out-of-zone enrolment in term again; create a Facebook ad with the help of daughter.
- Conduct a survey or phone contact with parents of bus-eligible and non-eligible students to assess demand and preferences for bus seating allocation; prepare options for board decision before the next meeting.
- Investigate potential collaboration with senior schools and the Ministry regarding student bus transport issues.
- Organize another open morning for prospective families on 28th November and arrange qualified volunteers if numbers increase.
- Review donation levels for potential increase next year in light of financial conditions.
- Follow up on fundraising updates and grant application statuses.
- Coordinate values refresh implementation, including final selection of three values and preparation for new signage.
- Advertise and recruit staff for after-school care with a focus on university students having their own car.
- Review school asset register; identify any questions for clarification at the next meeting.
- Follow up on Chromebook grant applications and explore sourcing secondhand Chromebooks through contacts.
- Monitor and ensure timely distribution of all meeting documents ideally by the Friday or Monday before meetings.
- Manage SchoolDocs review process; ensure board members review designated policies before next meeting.

- Develop and distribute communication regarding meeting agendas and encourage agenda item submissions ahead of time.
- Maintain communication with bus company and Ministry on eligibility policies, report back any updates.
- Ensure appropriate decision-making and communication protocols for adverse weather school closure.