Mākara Model School

Board of Trustees Meeting

03 September 2025, 5.30 pm

Where	Mākara Model School & Google Meet
Trustees	Joe Coyle (Chair), James Ryan, Genevieve Morrison, Rachel Kasa, Briar Simpson
Attendees	James Appleton (Principal), Andrew Graham (Deputy Principal) Carys (incoming board member) Jennifer Wittig (ditto)

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1 Welcome

Joe welcomed everyone to the meeting with special mention to the two incoming board members. The meeting opened with a Karakia.

2 Administration

2.1 Apologies - No apologies were noted

2.2 Declaration of Interests - The Board had no interests to declare that were relevant to the agenda.

2.3 Confirmation of Previous Minutes

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

- **Moved:** Joe Coyle
- **Seconded:** Briar Simpson
- **Carried**

2.4. Matters Arising from Previous Meeting

- **Board Elections Update:** Email to be drafted for the newsletter on the election result and the names of the new board members. Admin emails will be sent for the new members to complete, as well as invites to upcoming training events (**action – Chair**)
- **School Bus:** Communications initiated with Mana Coaches in an attempt to get out of zone students from Karori onto the bus (**action – Chair**)

Thank You Gift for Denise: This was received by Denise who passed on her thanks.

3. Monitoring

3.1 Principals Report

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

- **Strategic Planning:** Covered under Section 5.
- **2026 Term Dates:** School year start and end dates set at 9th February and 18th December respectively for 2026.
    - **Moved:** Joe Coyle
    - **Seconded:** James Ryan
    - **Carried**

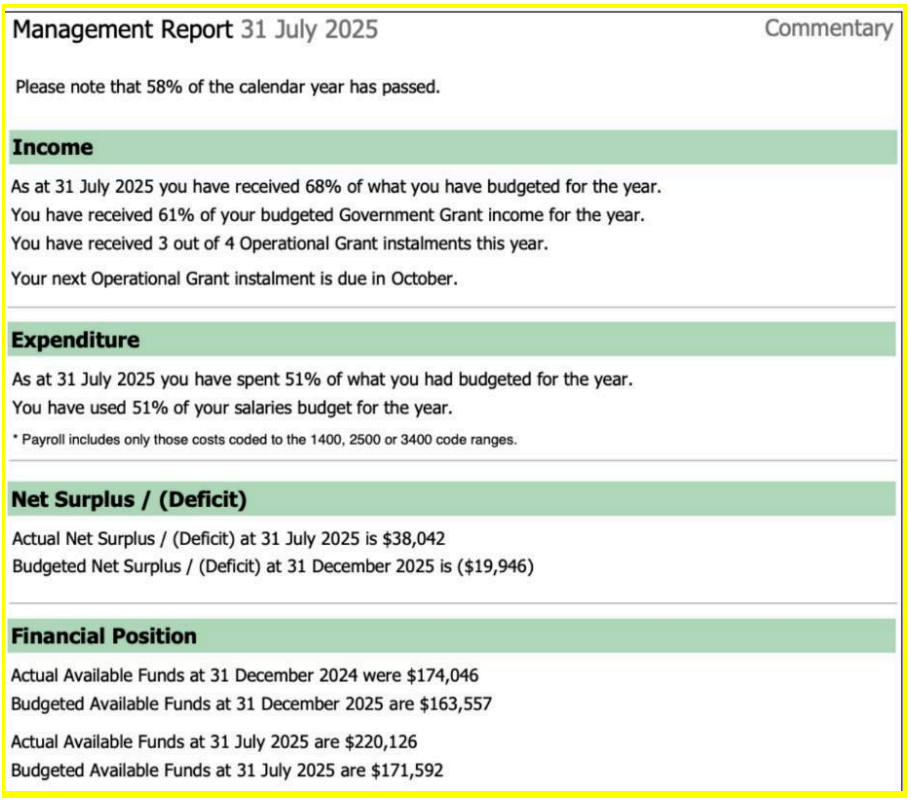
- **Enrolment Drive Update:** James Appleton visited various early learning centres with the goal of boosting numbers (add content/kindercare/planting day on 5th September to help with this). No further enrolments for 2025, 10 for next year.
- **School Website:** Moved to a lower cost option with editing rights, ads for local businesses will now be shown
- **Fundraising Update:** The committee met with James Appleton and agreed we didn't need a "goal" (e.g. new playground) and fundraising would continue as before to help cover ongoing cost of running school. We will continue to use grants when we need specific things for the school.
    - **Quiz Night:** reached critical milestone for ticket sales
    - **Shed fundraising idea:** Board agreed this was a good idea to investigate but needed further clarity. A series of questions would be drafted and sent to the generous parent who proposed the idea.

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. The school is on track to have the funding deficit reduced from 35 to 19k projected, should reduce further. This is not an issue and will reduce further during the year.



Management Report 31 July 2025 Commentary

Please note that 58% of the calendar year has passed.

Income

As at 31 July 2025 you have received 68% of what you have budgeted for the year.
You have received 61% 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 31 July 2025 you have spent 51% of what you had budgeted for the year.
You have used 51% 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 July 2025 is $38,042
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 31 July 2025 are $220,126
Budgeted Available Funds at 31 July 2025 are $171,592

5. Strategic decisions

- A draft was presented at the meeting which the new board will work on before implementation in Q1 2026.

6. Policy Review

6.1 Term Two Policy Review Genevieve Morrison noted the review of the Child Protection, Abuse Recognition and Reporting, and Safety Checking policies. The policies were considered fit for purpose. There were two comments/clarifications:

- Chair asked when it was appropriate for the Board to be made aware of incidents. James Appleton (the nominated Child Protection Officer) noted that the Chair was made aware of each instance.

- Geneive noted that including the link in a school newsletter would satisfy the need to make it available to the community. That is, you could interpret the "community" as the "school community."

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

7. Any other business

None

7.1. Community Engagement and Events

Actions and Follow-ups

1. Sending stuff for new members
2. Chair / select new at next meeting (if required)
3. Minutes - to be formally assigned to a note taker for each meeting

4. Strategic plan to be wired through
5. Pre-hiring criteria for James Appleton – was any of this feedback recorded in documents and can the Chair look to see if it's saved as this should provide some good input for the Strategic Plan from the community

The meeting closed at 6:50 PM.

Next Meeting: To be confirmed.

Minutes Approved:

_____ Joe Coyle (Chair)

Date: _____