Mākara Model School
Board of Trustees Meeting
4 December 2024 at 5.30 pm

Where	Mākara Model School and Zoom
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan, Joe Coyle and Rachael Kasa
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (minutes)

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1 Welcome

Ali 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 30 October 2024

The Board agreed to send any comments on the minutes for the meeting on 30 October 2024 to Ali. The minutes of the meeting will be published on the school website before the end of the school year.

2.4 Matters arising from the Minutes

There were no matters arising from the Minutes.

2.5 Actions

The Board discussed the actions (see Action table).

2.6 Decision Register

The Board made the following decisions at the meeting.

Number	Agenda Item	Decision	Moved/Seconded
1	7	The Board unanimously agreed that Joe Coyle be appointed as Chair of the Mākara Model Board of Trustees for 2025.	Ali/James

3. Monitoring

3.1 Health & Safety

The Board noted that there has been one playground incident on 4 December which required a visit to the medical centre.

3.2 Principals Report

The Board thanked Caro for her report and noted:

School Roll and Staffing

- The school roll currently sits at 92 (once year 8 students leave the roll will drop to 84).
- The role allows the school to comfortably sustain the 4th teacher, plus CRT release.
- The staffing and class lists are set for 2025 and will be shared with whānau on 10 December.
- A 0.1 staffing extra has been approved by the Ministry for structured literacy funding.
- The AOV and Ministry documents are up to date and ready to be submitted in March 2025.

Confirmation of dates for 2025

The school will open on 3 February 2025 and finish on 18 December 2025. Dates have been released to the community.

Curriculum

- Harold the Giraffe is coming to the school on 9 December. All classes will attend a session which focusses on change and resilience.
- Maths resources have been ordered. A joint Mākara and Karori Normal School application is being put forward for maths PLD as 20 staff are required for an application.
- Reports will be sent out on 10 December.

3.3 Principal Assurances

The Principal has provided Term 4 2024 Assurances at the previous Board meeting.

4 Finance Report

The Board thanked Caro for the Financial Report and noted:

Please note that 83% of the calendar year has passed.

Income

As at 31 October 2024 you have received 80% of what you have budgeted for the year.
You have received 82% of your budgeted Government Grant income for the year.
You have received 4 out of 4 Operational Grant instalments this year.
Your next Operational Grant instalment is due in January.

Expenditure

As at 31 October 2024 you have spent 67% of what you had budgeted for the year.
You have used 76% 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 October 2024 is $30,726
Budgeted Net Surplus / (Deficit) at 31 December 2024 is ($15,961)

Financial Position

Actual Available Funds at 31 December 2023 were $179,245
Budgeted Available Funds at 31 December 2024 are $187,134
Actual Available Funds at 31 October 2024 are $214,561
Budgeted Available Funds at 31 October 2024 are $187,147

Financial year to Date

- The Colour run and Market Day raised over $5,000 (to be confirmed).
- 83% of the school year has passed and 67% of the budget has been spent.
- As of 31 October 2025, the school had a surplus of $30,726.
- The budgeted funds for the end of 2024 is $187,154 compared to the actual funds at the end of October of $214, 561 (excluding $15,000 for top field levelling and reseeding and $10,000 recruitment fees).

Action: Caro to confirm that only items valued at $500 or more should be included in the Asset Register.

2025 Draft Budget

- The draft budget will be presented to the Board early next year.
- Currently, the draft budget is estimating a deficit of about $38,243 (includes a conservative estimate of the cost of the 5th teacher for about 2 days a week to cover release and sickness and also $6,000 for professional development and learning for the Principal).
- According to the Ministry's accountant the school is in a healthy position, and can afford additional projects next year should the Board agree.

5. Strategic Decisions

5.1 Mihi Whakatau 2025

- Discussions have begun on the transition for the new Principal.

- A dual powhiri is being planned in Week 2 of Term 1 2025.
- Mākara students will be bussed to Karori Normal School for Caro's powhiri.
- Students from Karori Normal School will travel to Mākara for James's powhiri.

6. Standing Items

Term 4 Policy Review

The following policies have been reviewed in Term Four:
- Finance and Asset Management Policy.
- Managing Income and Expenditure.
- Financial Conflicts of Interest.
- Asset Management and Protection.

6.2 Complaints Register

No complaints have been received this term.

7. Other Business

7. 1 Action items

The actions in the table were updated.

7.2 Identify Agenda Items for Next Meeting

No items were identified for the next meeting.

7.3 Board Chair

Motion: Joe Coyle be appointed as Chair of the Mākara Model Board of Trustees for 2025.

Moved: Ali Fitzpatrick **Seconded:** James Ryan **ALL AGREED**

7. In-committee items

The Board met in-committee.

8. Meeting closed

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

The meeting closed at 6.15 pm.

Chair **Date**