Makara Model School Board of Trustees

Board Meeting Minutes

Date: Tuesday, August 4, 2026
Location: Makara Model School
Attendees: Full Board

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1. Welcome and Karakia

- The meeting commenced with a welcome and karakia.

2. Administration

- Confirmation of Previous Minutes: The board confirmed the minutes from the previous meeting, noting that suggested changes had been incorporated and committee references removed. A final signed copy was made available.
- Code of Conduct Update: The board discussed the existing code of conduct, finding it more suitable for new teachers than for board members. A motion was passed to circulate a new, more appropriate template based on online resources. Board members will review it and suggest changes before signing at the next meeting.
- NZSBA Training: The board agreed to invite the New Zealand School Trustees Association (NZSBA) for a training session. The primary topic will be "Governance," with a focus on understanding the practices of successful boards and the role of governance in funding. Other questions will be added to the session as extracurricular topics.
- Delegations Update: The draft delegations document was reviewed. It was determined that only the dates and the updated school logo needed to be changed. The updated draft will be circulated for review before the next meeting.

- Reflections on the Year to Date: The board agreed to hold a separate session to reflect on the year's progress and identify areas for improvement. Placeholders will be sent out for a Tuesday towards the end of the term, following the next board meeting.

3. Monitoring

- Principal's Report: The Principal's report was presented, with the following key items discussed:
    - Bus Incidents:
        - *Flood Incident (June 26):* A comprehensive review of the incident where a school bus drove into a flooded road on Takarau Gorge Road and became stuck. The driver proceeded into the flood despite previous communications not to. Students were safely transported home by community members. The bus company apologized, and new draft procedures have been created. These include enhanced communication protocols (contacting the operations center and the driver), providing the company with multiple staff contact numbers, and assigning bus wardens among older students with phones. Additional training for rural drivers has been promised along with a hazard map of the sections of the road most likely to experience flooding.
        - *First Aid Incident (July 21):* An incident where two students collided heads, resulting in a cut. The bus driver did not administer first aid. The bus company has since reiterated to the driver that providing first aid is their responsibility.
    - Bus Behavior: The board discussed ongoing behavioral issues on the bus, partly attributed to its increased popularity among out-of-zone students. The board noted it is an ongoing issue and discussed options, including potentially having a parent or staff member randomly ride the bus to monitor behavior.
    - South Mākara Bus Route: The route is currently operating under a private arrangement with the bus company at a cost of $80 per day to the school. An official review by the Ministry of Education is underway to determine if the route will be officially reinstated and funded.
    - Review of Asset Thresholds: Following a recommendation from Education Services, the board approved a motion to increase the school's asset threshold from $250 to $800. This change reduces the administrative

workload for the accounting service while ensuring major combined purchases (like bulk IT equipment) are still tracked.
- Swimming Pool Resurfacing: The board approved a resolution allowing the school to apply for grants from New Zealand Community Trust, Four Winds Foundation, and Pub Charity Ltd. to fund the pool resurfacing project. The project quotes are around $40,000-$45,000, and the strategy is to apply for multiple $10,000 grants. If funding is not secured in time for summer, the pool will be maintained in its current state through manual cleaning and water blasting.

4. Finance

- Finance Report Update: The June 2026 financial report was reviewed, showing a year-to-date surplus of $17,908. It was noted that this is due to the timing of board-funded staffing expenses, which will kick in for the remainder of the year.
- Grounds Budget: A query regarding an overspend in the grounds maintenance budget was addressed. The expenditure relates to stream clearing work that was funded by a specific grant; the income and expenditure are logged in separate lines, which occasionally causes line-item variances.

5. Strategic Decisions

- School Enrollments and Forecast: The board discussed current enrollment challenges. For the first time, larger schools in Karori (such as Karori Normal) are accepting out-of-zone students, which may impact Mākara's typical intake pipeline.
- The school is actively engaging with early childhood centers. A recent successful visit from Wilton Childspace was highlighted, with the intent to continue marketing the school's unique rural/outdoor environment to prospective parents.

6. General

- Policy Review: The board reviewed the process for updating policies with School Docs, agreeing that emailing changes directly is far more efficient than the previous commenting system. Members were asked to review upcoming policies

(School Community Engagement, Inclusive School Culture, Student Attendance, Concerns and Complaints) before the next meeting.
- School Uniforms: The new school shirts were discussed and commended for their design.
- Complaints Register: No new complaints were recorded or discussed.

7. Any Other Business

- No major additional items were raised for the next agenda beyond the scheduled NZSBA booking.

8. In-Committee

- The public portion of the meeting was closed, and the board moved into the in-committee session.