Makara Model School Board of Trustees

Board Meeting Minutes

Date: Tuesday, May 5, 2026
Attendees: Joe Coyle, James Appleton (Principal), Carys Tidy, James Ryan, Jennifer Wittig, Andrew Graham (Deputy Principal - online), Briar Carter

1. Welcome and Karakia

- The meeting commenced at 17:37 NZST with a welcome and karakia

2. Administration

- **Confirmation of Previous Minutes:** The board confirmed the minutes from the previous meeting.
- **Fundraising Proposal:** Carys provided an update on a proposal to join forces with other schools for a raffle fundraiser aiming to offer a $10,000 grocery voucher. It was noted that a registered society status is necessary for a category 3 gambling license. The board reached a general consensus to pursue the collaborative raffle idea with the view that a more formal proposal be prepared, pending further clarification on proportional financial splits. The board noted this as an **action point** to decide at the next meeting.
- **Solar Panel Proposal:** The board evaluated a proposal from Supa for the installation of a 57.6kWh solar battery. The board identified a need to confirm site storage, security, and insurance implications, these questions to be referred back to Supa. The board will need a formal proposal to be provided and further consultation made with the Ministry.
- **Wellness Policy Review:** A review of the staff wellness policy confirmed that current practices, including daily check-ins and fortnightly meetings, effectively support staff well-being. **Action point** - Board chair to update policy to reflect more accurately what is already being done.

3. Monitoring

- **Principal's Report:** James Appleton presented the Principal's Report for May 2026.
- **Cleaning Services Review:** A proposal to review our current cleaning services was agreed.

- **Attendance Reporting:** The Term 1 attendance report showed that over 90% of students attend school more than 80% of the time, and chronic absences are limited.
- **Community and Environmental Projects:** Recent community events, including a kiwi release and eel feeding, were celebrated, and the board noted the conclusion of the current Capital Kiwi release agreement.
- **Health and Safety:** The board determined that current emergency management protocols are sufficient. Ongoing pest control efforts were noted, and plans to purchase more modern trapping equipment were confirmed. Efforts are underway to source a contractor to paint the school pool.
- A copy of the 10 year property plan (10YPP) will be made available for new Board members who have not had a chance to become familiar with it (**Action** - Board Chair).

4. Finance and Audit

- **Financial Report:** The board accepted the April 2026 Financial Governance Report. The reports showed a surplus of $12,558, partly due to the timing of Ministry funding.
- **Professional Development Budgeting:** Surplus funds previously allocated for principal development will be reassigned to support wider staff professional development needs.
- **Audit Report:** The board approved the completion of the 2025 financial year audit.

5. Strategic Decisions

- **School Enrollments and Forecast:** The school reported 10 new enrollments, bringing the projected end-of-year roll to 72 students.

6. Standing Items

- **Term Two Policy Review:** Policies slated for upcoming review include the Daily School Bus, Swimming Pool, Education Outside the Classroom (EOTC), EOTC Governance Roles, and EOTC Risk Assessment.