Mākara Model School

Board of Trustees Meeting Minutes

Date: 24 February 2026, 5:30–7:00pm
Location: Mākara Model School

Trustees	Joe Coyle (Chair), James Ryan, Briar Carter, Carys Tidy, Jennifer Wittig
Attendees	James Appleton (Principal), Andrew Graham (Deputy Principal)
Observers	Two parents attended as observers

1. Welcome

Joe Coyle welcomed everyone to the meeting. The meeting opened with a Karakia. Joe noted this was the first Board meeting of 2026.

2. Administration

2.1 Apologies: No apologies were noted. All trustees were present.

2.2 Confirmation of Previous Minutes: The Board agreed the minutes for the previous meeting (26 November 2025) were a true and accurate record and required no amendments.

2.3 Matters Arising

Presiding Member/Chair Re-election

The Board noted that the presiding member must be re-elected at the first meeting of each year. Joe Coyle was unanimously re-elected as Chair for a further one-year term.

Deputy Chairperson

Jennifer Wittig was nominated as Deputy Chairperson by James Ryan and Joe Coyle. The Board voted unanimously to elect Jennifer Wittig as Deputy Chairperson.

Board Email Account

The Board email account remains inaccessible due to two-factor authentication issues. Recovery emails are not being received, James Appleton will liase with the IT team on a solution.

Official Information Request

The Board received an official information request from an Auckland university regarding school policies, with a response due within 20 working days (due 23 March 2026). The Board noted this appeared to be a standard research-related request sent to schools across New Zealand. Joe and James Appleton will handle the response and update the Board on progress.

3. Monitoring

3.1 Principal's Report

The Board thanked James Appleton for his report. Andrew Graham presented the 2025 Achievement Report. The following items were noted:

Achievement Report

- Andrew Graham presented the end of 2025 Achievement Report to the Board.

Health Curriculum Consultation

- The Principal presented a summary of the Health Curriculum Consultation carried out in December 2025, noting strong community support including for Relationships and Sexuality Education.
- The Board adopted the following resolution:

  The Board notes the results of the 2026 Health Curriculum community consultation and the strong level of support from whānau, including for Relationships and Sexuality Education. The Board resolved to continue the current Health curriculum approach for 2026, including the use of the Navigating the Journey resource, and to maintain clear communication with the school community. The Board will review this position after the new Health curriculum is finalised later this year.

Solar Proposal

- A proposal to install solar panels at school was tabled. Board members are to read the proposal before the next Board meeting.

Alarm System

- The current alarm system is old and prone to false activations. Two quotes were presented: sensor upgrade only ($1,680) and full system upgrade ($7,897).

Decision: The Board approved the upgrading of the alarm system sensors at a cost of $1,680, as recommended by the Principal with the understanding if further work was committed to, this sensor upgrade would be incorporated.

Stream Project Update

- A progress report from Debbie Bidlake was tabled covering the riparian restoration project (Stage 1: October 2025 – March 2026). Key achievements include removal of garden waste, blackberry clearance along the riverbank, weed control, and removal of trees.

Finance

- The December 2025 and January 2026 Financial Governance Reports were presented. The school ended 2025 with a $41,868 surplus and available funds of $234,092.
- As at 31 January 2026, the school has a surplus of $3,626 and available funds of $242,811. The 2026 budget projects a deficit of $25,843.

Grants and Fundraising

- A grant has been received for new school shirts with the updated logo, expected before end of term.
- An application has been submitted for new heat pumps and insulation for the old school building.
- The Principal met with the fundraising committee on 17 February to plan the year of events.

Strategic Goals

The Principal's report outlined progress across the three strategic goals:

- **Learning – Our Students are Thriving:** Significant professional development underway including Maths No Problem PLD, Ministry-run mathematics PD, and staff-only day. SENCO meetings held with Ministry Learning Support and new RTLB liaison. Te Ao Māori work led by Jasmine, including Kura Ahurea programme and Kapa Haka planning.
- **Wellbeing – Our Kura is Safe and Inclusive:** New school values finalised (Ako/Learning, Whanaungatanga/Relationships, Kaitiakitanga/Guardianship). New PB4L acknowledgement system being introduced aligned to values. Attendance Management Plan now published on school website.
- **Culture – We Celebrate Our People:** Connections with local iwi continue through Kura Ahurea and Leadership Wānanga. Stream restoration working bee held 22 February. Meet the Teacher afternoon and Mihi Whakatau held. Two whānau hui planned for this term.

School Roll and Staffing

- Current school roll: 66, with 10 further enrolments expected for 2026.
- Sara O'Grady started in the office on 9 February; Sarah Chung started as a Teacher Aide on 16 February.

- Chlynése has resigned to take a position at Karori Normal School. Recruitment for a replacement has commenced.

Health and Safety

- Two new hazards have been identified since the last meeting and recorded on the Hazard and Maintenance Register.
- No major accidents recorded since the last meeting.

Board Assurances – Term 1

The Principal provided written assurances covering: School Planning and Reporting, Learning Support, Health Education, Safety Management System, Healthcare, and Digital Technology and Online Safety.

3.2 School Bus Update

- The school bus is running at near capacity on the Karori route, sometimes requiring two runs. All families who currently require the bus are accommodated.
- The Board noted that in-zone families will always receive priority. A communication standard will be established requiring families to notify the school of any changes to bus travel days.
- A reminder message will be sent at end of term to confirm bus usage for the following term.

4. Finances

4.1 Finance Report

The finance reports for December 2025 and January 2026 were received and noted. Key figures were discussed under the Principal's Report (section 3.1 above).

5. Strategic Decisions

- **Health Curriculum Resolution:** Adopted as per section 3.1 above.
- **Alarm Sensor Upgrade:** Approved at a cost of $1,680 as per section 3.1 above.
- **Fundraising Opportunity:** Joe reported on a potential fundraising opportunity involving a motorbike trail ride event at Terawhiti Station. Joe will follow up with the relevant contacts.

6. Policy Review

No specific policy reviews were conducted at this meeting.

7. Any Other Business

- No other business was raised.

8. In-Committee Items

The Board moved In Committee to discuss confidential matters. Non-Board members departed for this portion of the meeting.

The meeting closed at 7:00 pm.

Next Meeting: To be confirmed.

Minutes Approved: _____ **Joe Coyle (Chair)**

Date: _____