Mākara Model School

Board of Trustees Meeting Minutes

Date: 24 March 2026, 5:30 PM – 7:00 PM **Location:** Mākara Model School & Google Meet

Trustees: Joseph Coyle (Chair), James Ryan, Briar Carter, Carys Tidy, Jennifer Wittig (Deputy Chair) **Attendees:** James Appleton (Principal), Andrew Graham (Deputy Principal) **Apologies:** None

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1. Welcome

The Chair, Joseph Coyle, opened the meeting at 5:30 PM and welcomed all present. Andrew Graham led the Board in an opening Karakia.

2. Administration

2.1 Apologies No apologies were received. It was noted that all members were in attendance.

2.2 Declaration of Interests Carys noted a potential conflict of interest regarding the fundraising committee's high-stakes raffle proposal.

2.3 Confirmation of Previous Minutes The minutes for the previous meeting were not yet available on the Board drive due to a technical oversight. James Ryan confirmed the accuracy of the previous minutes to the best of his recollection.

> **Motion:** That the minutes of the previous meeting be accepted as a true and accurate record, contingent on their upload to the drive for formal filing. **Moved:** Joseph Coyle / **Seconded:** James Ryan / **Carried**

2.4 Matters Arising

- **Board Email Access:** The Chair confirmed that the Board email address is now fully operational and accessible to all members.
- **OIA Request:** A one-page response regarding school policies was sent to the requester. No follow-up has been received, and the matter is considered closed.

2.5 Succession Planning James Ryan informed the Board of a potential conflict of interest arising from his partner joining the school staff in Term 2. He expressed a willingness to resign in the short term to maintain governance integrity but offered to remain until a replacement is found. The Board discussed seeking advice from the New Zealand School Boards' Association (NZSBA) to determine if the conflict can be managed without resignation.

> **Action:** James Ryan and Joseph Coyle to contact NZSBA for advice; Joseph Coyle to identify potential replacement candidates as a contingency.

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3. Monitoring

3.1 Principal's Report The Principal presented the March 2026 report, highlighting enrollment growth and new staffing appointments (Amy Hickling and Jenae Ryan).

- **Solar Proposal (SUPA):** The Board deliberated on the proposal to install solar panels via a 10-year lease model. Discussion focused on the "too good to be true" nature of the financial reimbursement and the technical longevity of the hardware.
    - **Action:** James Appleton to contact SUPA with board queries, specifically Data Sheets for the hardware and details of more potential references (specifically kura who have been with the programme for a few years)
- **Student Counselor Program:** A proposal from Welltech to host a trainee counselor on-site was reviewed. The Board supported the initiative provided that parental consent is mandatory and the school maintains selection rights. All voted in favour.
    - **Action:** Principal to finalize the arrangement with Welltech.

3.2 Health & Safety and Property The Board reviewed the Hazard and Maintenance Register.

- **Rabbit Holes:** A hazard was noted on the field. The current Firearms Policy prohibits pest control involving firearms.
- **Action:** Joseph Coyle to amend the Firearms Policy to allow authorized pest control operators to use firearms after hours.

> **Motion:** That the Board approves the modification of the Firearms Policy to permit authorized after-hours pest control. **Moved:** Joseph Coyle / **Seconded:** James Ryan / **Carried.** All voted in favour.

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4. Finance and Fundraising

4.1 Grant Application The Board reviewed a recommendation for a grant application to Pub Charity Limited.

> **Motion:** That the Board approves the application to Pub Charity Limited for $1,187 for the purchase of a portable speaker and microphones for community events.
> **Moved:** Joseph Coyle / **Seconded:** Jennifer Wittig / **Carried** All voted in favour.

4.2 High-Stakes Raffle Proposal The fundraising committee proposed a "Robbie Williams" raffle with a $5,000 upfront cost and a $14,000 target. The Board expressed concern regarding legal compliance with Class 3 gambling licenses and the status of the "Galabid" platform.

- **Action:** Joseph and Carys to gather intelligence on legal requirements and sales feasibility.

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5. Strategic Decisions

5.1 Enrollments and Forecast The school roll is currently 66, with a forecast of 77 by the end of 2026. The Principal is actively engaging with local Early Childhood Centers (ECCs) to manage this growth.

5.2 Biennial Camps and EOTC To manage staff workload and rising costs, the Board discussed and agreed to move to a biennial camp schedule, alternating between an Education Outside the Classroom (EOTC) week and a camp. Both will be held in Term 1.

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6. Standing Items

6.1 Policy Review (SchoolDocs) The Board conducted a preliminary review of the following policies:

- **Alcohol, Drugs and Harmful Substances:** Needs updating to permit responsible alcohol use at social/fundraising events.
- **Sun Protection:** Recommendation to update to SPF 50 and specify light sun hats.
- **Digital Technology:** Requires updates to address Artificial Intelligence (AI) and modern online safety frameworks.

  Action: Carys Tidy to update **Alcohol, Drugs and Harmful Substances** policy 7 James Appleton to take **Sun Protection, & Digital Technology** policies to staff meeting to discuss & update proceedures.

6.2 Complaints Register No complaints have been lodged.

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7. Any Other Business

7.1 Teacher Wellness In light of current sector pressures, Joseph Coyle proposed a proactive review of teacher wellness policies to ensure the Board is providing adequate support.

- **Action:** Joseph Coyle to lead the review of wellness policies.

Meeting Closed: 7:00 PM **Next Meeting:** Term 2, Date TBC.

Action Item	Responsible	Deadline
Upload February meeting minutes to Board drive	Joseph Coyle	ASAP
Seek NZSBA advice regarding Board member/staff partner conflict	James Ryan / Joe Coyle	Next Meeting
Contact SUPA regarding regarding Board's queries	James Appleton	Next Meeting
Obtain technical data sheets and AI definition from SUPA	James Appleton	Next Meeting

Progress trainee counselor contract with Welltech	James Appleton	Next Meeting
Research Class 3 license and Galabid status for raffle	Carys Tidy	Next Meeting
Draft amendment to Firearms Policy for pest control	Joseph Coyle	Next Meeting
Create a "local overnight" plan for 2026 Year 8 students	James Appleton	Next Meeting
Update reviewed policies (Sun, Digital, Alcohol) on SchoolDocs	Carys Tidy (with guidance post staff meeting)	Next Meeting
Lead proactive review of Teacher Wellness policies	Joseph Coyle	Next Meeting