


Board of Trustees Meeting		
When	7 December 2022	
Where	Mākara Model School and Teams Meeting	
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa	
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal), Evelyn Perry (Teaching Staff – up to Item 5.2), Denise Hutana (Minutes)	

1. Welcome

Ali welcomed everyone to the meeting.

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 meeting agenda.

2.3 Confirmation of Minutes 9 November 2022

The Board agreed that the minutes of the meeting held on 9 November 2022 are a true and accurate record. There were no matters arising from the Minutes.

2.4 Action Points

Progress on the Action Points is recorded in the Action Points table.

2.5 Decisions made at this meeting

The Board made the following decisions at this meeting.

Number	Agenda Item	Decision	Mover and Seconder
1	3.1	The Board agreed that the swimming pool would be closed until the end of the summer holidays due to the need for repairs.	Ali Kirkpatrick James Ryan
2	3.3	The Board reaffirmed the Board's Delegation Document.	Ali Kirkpatrick Genieve Morrison

3. Strategic Decisions (Ali)

3.1 Wintering the pool over Summer, due to repairs

The Board noted that the swimming pool had been closed due to vandalism and a leak. Although the water quality was acceptable it would take some time to locate and repair the leak.

Motion: That the Board agree that the swimming pool would be closed until the end of the summer holidays due to the need for repairs (ie vandalism and a leak).

Moved: Ali Kirkpatrick **Seconded:** James Ryan **All agreed**

Action: The Chair to inform the community that the swimming pool will not be open over the summer break due to the need for repairs.

3.2 Reaffirm the Board Code of Conduct

The Board noted the Board's Code of Conduct needs to be updated with the current Chairs signature.

Action: Genieve to send a copy of the Board's Code of Conduct to the Chair for signing and once signed to load to the school website.

3.3 Reaffirm Board Delegation Document

Motion: That the Board reaffirm the Board's Delegation Document.

Moved: Ali Kirkpatrick **Seconded:** Genieve Morrison **All Agreed**

4. Finance and Audit – October/November 2022 Finance Report

The Board considered the Finance and Management Reports and noted:

- At the beginning of the year, a deficit of \$95,000 was forecasted, which had been reduced to \$17,000. The Board congratulated Caro on her efforts in managing the budget and successfully applying for grants and funds from the Ministry.
- That the deficit should be reduced further as the budget does not include additional funding from the Ministry of Education to cover all relief teaching.
- That an explanation on the impact on depreciation of removing items valued less than \$2,000 from the Asset Register.
- The accountant will be invited to the next Board meeting to discuss the budget.

Action: Caro to invite the schools' Accountant to the next Board meeting to discuss the 2022 Finance Report and the 2023 Budget.

5. Monitoring

5.1 NZEI Te Riu Roa (NZEI) negotiations

The Board thanked Evelyn for attending the meeting. Evelyn outlined the progress of the NZEI Te Riu Roa (NZEI) negotiations with the Ministry. The Board noted:

- The NZEI has asked representatives to the negotiations for the new collective agreement for primary teachers with their Board of Trustees. The theme for the negotiation is "Wāwāhi Taha – Time for Tamariki" which focusses on improving staffing levels for primary schools.
- Key negotiation points include: smaller class sizes, more learning support, Principal wellbeing and support for Māori and Pacific to learn in their own language.
- The NZEI has been meeting with the Ministry since the middle of the year. The NZEI has rejected the latest offer as it did not address the majority of the negotiation points put forward and offered a pay increase that did not match the rate of inflation.
- The NZEI acknowledged that a significant investment is required to implement their claim but believe that it will ultimately provide better support for teachers and lead to better educational outcomes.
- An action plan template has been developed and Board members are able to register for regular updates.

- The Ministry is also reviewing a pay equity claim.
- Teachers are likely to strike in the first term 2023.

The Board noted their support for the NZEI claim and asked Evelyn to keep them informed of progress.

Action: Evelyn to send the Chair (for circulation to Board members) the NZEI action plan template and the video highlighting key points for the negotiation.

5.2 Structured Literacy

Andrew and Evelyn summarised the comparison of school wide results based on the benchmark set at the end of Term 1 and the results for the end of Term 3. The Board noted:

- There has been strong improvement across the school for structured literacy (ie spelling rules, vocabulary, hand writing and comprehension).
- Structured literacy can be tailored to individuals to suit their specific needs and level and has identified children who require additional support.
- iDeal learning recognises Mākara Model School as a leader in structured literacy and is intending to sponsor the school as part of an advertising/marketing campaign. Next year, visits to the school will be arranged to show how structured literacy has been introduced to the school.
- The budget includes some additional funding for resources for the junior school as ideally they should each have their own readers.

The Board thanked Evelyn for attending the meeting and the staff for their efforts in introducing structured literacy into the curriculum.

5.3 Health & Safety – Any incidents

There were no major incidents to report. The Board noted that the blinds will be installed during the holidays and the school will then be compliant with lock down requirements.

5.4 Principals Report

The Board thanked Caro for her report and noted:

Staffing

- The Ministry has approved the fourth teacher for 2023.

School Roll

- Attendance is high (against the national trend) and the school roll continues to grow. Potentially there will be 30 new enrolments for next year. At the end of 2023, 11 students will be leaving for secondary school.

Buses

Bus use will be reviewed throughout 2023 as the growing school roll (both in zone and out of zone students) continues to put pressure on the bus usage.

Strategic aims

- The first Board meeting in the new year will discuss the schools' strategic aims (<https://www.mms.school.nz/strategic-aims/>).

Assessments

- The benchmark (mid 2022) is now not age based and as a result comparisons with earlier years is not possible.
- Since mid-2022 the greatest progress was seen in maths with reading second and writing third.

- Māori students are achieving at similar levels to non-Māori students.
- The school will continue to focus on the numeracy project, using group-based learning and teaching of problem-solving strategies.
- Historically students have worked on narratives and recounting events but after junior school, students should move into descriptive writing, planning and targeted writing.
- The programme provides tailored learning for all children including those who are exceeding (who will have access to higher levels and online learning).
- To progress the programme staff need ongoing professional development and release time, and additional funding is needed to cover online resources and courses.
- The Board thanked Caro and Andrew for their commitment to the programme, their transparency in sharing results and challenges and for suggesting a way forward.

Cultural Responsiveness

- Kapahaka will continue next year, and a performance group will start up in 2023. Some Year 7 students are learning karanga and powhiri protocol to prepare for our mihi whakatau in 2023.

6. 2023 Budget and Assurances

6.1 2023 Budget

The Board acknowledged Caro's efforts in reducing the budget deficit in 2022 and thanked her for the draft 2023 budget (included in the Principals Report). The Board noted that the:

- Draft budget allowed for a deficit of \$67,000 (excluding any fund raising, or successful grant or Ministry applications).
- The consequences of decisions made needs to be clear and transparent (eg the impact of prioritising expenditure).

Significant items included in the budget are:

- A new part time role that would enable horticulture (garden to plate) to be added to the curriculum. The Board agreed that knowledge of food, nutrition and horticulture should be part of learning and that selling produce and plants could potentially be a money earner for the school.

Action: Caro to develop a detailed proposal (including a draft job description and costings) for a pilot programme that would include adding kai, nutrition, horticulture and climate change for discussion at the first Board meeting in 2023.

- An additional \$25,000 has been added to the personnel budget to provide for part time teacher release. The intention is that a reliever is employed for 3 days per week (of which the Ministry funds 1 day per week).
- The Ministry will cover half of the increase in the administration budget. The accountant has recommended that the Ministry contribution (about half) is not included in the budget as it remains unconfirmed.
- Funding for the furniture upgrade (furniture to suit learning and age groups) and technical centre. Grant applications have been submitted and so far, a grant of \$2,000 has been approved.
- Leasing chrome books.
- Capital expenditure such as the court resurfacing and the completion of the bathrooms (planned completion date end of Term 1).

The Board confirmed the funding for caretaking at the current allocated hours and after school care for next year.

6.2 Principal Assurances

The Board noted that the assurances had been given in the Principals Report discussed at the 9 November 2022 meeting.

7. Standing Items

7.1 Emergency Preparedness

The Board noted that all drills have been practised and referred to Item 5.3 (purchase of blinds for lock downs).

7.2 Term Policy review:

The Board received no feedback from the community on the policies under review and noted the:

- Health, Safety, and Welfare Policy.
- Alcohol/Drugs and Other Harmful Substances – an off licence is required if alcohol is part of any fund-raising activity (eg auction and raffles).

Action: Geneive and Caro to review optional policies in school docs (eg, dogs on property, road patrol, safe drinking water, using privately owned digital devices).

Action: Caro to check if her suggested changes to the policies (eg swimming) have been made.

Action: Caro to review the school bus policy.

7.3 Complaints register

The Board noted that no complaints have been made.

8. Administration (Ali)

8.1 Identify Agenda Items for Next Meeting

The following items will be included in the agenda for the next meeting.

- 2023 Budget.
- 2023 Term dates.
- Board of Trustees meeting schedule.
- Board member portfolios.

Action: Caro to confirm and send term dates to Board members.

9. In-committee items

The Board had no in-committee items to discuss.

10. Meeting closed

The Chair thanked everyone for attending and closed the meeting at 8.30 pm.

Chair

Ali Kirkpatrick

Date

