


Board of Trustees Meeting		
When	9 August 2023	
Where	Mākara Model School and Zoom	
Trustees	Ali Kirkpatrick (Chair), James Ryan and Rachael Kasa	
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (minutes), Mubina (Ministry of Education Financial Representative)	
Apologies	Genieve Morrison	

1. Welcome

Ali welcomed everyone to the meeting and introduced Mubina - Ministry of Education (Ministry) Financial Representative.

The meeting opened with a Karakia.

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 agenda.

2.3 Confirmation of Minutes 11 June 2023

The Board agreed that the minutes of the meeting held on 11 June 2023 were a true and accurate record and could be published on the school website.

2.4 Matters arising from the Minutes

There were no matters arising from the Minutes.

2.5 Action Points

Refer to the Action Points table.

2.6 Decisions made at this meeting

The Board made the following decisions at the meeting.

Number	Agenda Item	Decision	Moved/Seconded
1	3.1 Financial Report	At the September 2023 Board meeting, a decision will be made on how to best raise funds for the school.	Ali/Rachael

Number	Agenda Item	Decision	Moved/Seconded
2	4.2 Fundraising Activities	An alcohol licence will be applied for the Production so that parents can be offered drinks before the children arrive at the hall.	Ali/James
3	4.3 Board Code of Conduct	The Board agreed with the new Board Code of Conduct and agreed to use it from now on.	All agreed
4	5.2 Principals Report	The Board agreed that the first day of school in 2024 would be Monday 29 January 2024 and the last day Thursday 12 December 2024.	Ali/James

3. Finance and Audit Reports

3.1 31 July 2023 Finance Report

Mubina introduced the July 2023 Finance report. The Board noted that:

- 58% of the school calendar year has passed. 65% of the annual income has been received (including 75% of the operations grants instalment) and 55% of expenditure in the General Budget has been spent (including 63% of the salaries budget).
- The available funds at 31 July 2023 is \$165,994.
- Bulk Funding teacher settlement funding will impact the Board funded teacher line.
- The annual deficit for 2023 is tracking towards \$30,000 (compared to the budgeted deficit of \$40,000). The 2023 deficit would have been less however, the Ministry has required the reliever reimbursement to be included in the 2022 financial accounts.
- Rectifying vandalism and the overspend in water (due to leakages) were significant and unexpected items.

3.2 Ministry's Financial Representative

Mubina provided an overview of the "Analysis 2019 to 2022 with 2023 budget". The Board noted:

- Available funds are \$151,000 (includes reserves, uncommitted funds, bank balances, term deposits less cyclical maintenance) and considered healthy. In the past, the Ministry has used various methods as a guideline to estimate the health of available funds (eg at least 25% of the operations grant, or \$1,000 per student enrolled). In the future, the Ministry will compare the school with similar sized schools (yet to be done).
- Expenditure (2019 average excluding admin increase) is comparable to other schools with similar rolls.
- Net surplus/deficit for 2023 deficit is \$20,415 compared to \$43,699 in 2022. The Ministry noted, and the Board agreed, that continual deficits will not be sustainable over time.

The Board thanked Mubina for attending the meeting.

4. Strategic Decisions

4.1 Drainage

The Board noted:

- Daily metre readings are indicating that the water leaks have been resolved. Caro is working with the Council in the hope of receiving a refund to cover the cost of resolving the leaks.
- The stormwater drain continues to block and pipes need to be redirected. Until resolved, the Astro turf cannot be laid (see 4.2 for issues this presents).

4.2 Fundraising / School Donations

The Board has received feedback from the school community that there is a reluctance to be involved in fund raising activities. The Board discussed the options for raising funds (eg raising school fees, further grant applications, fund raising activities, communicating the financial situation to the community) and agreed to decide on the preferred options at the next Board meeting.

Ali will share a draft letter with the Board – the letter outlines to the community what MoE funds and what the school pays for to help with community clarity around how the school is funded.

The Board noted:

- That expenditure on property improvements will need to be prioritised by the Board at a future meeting.
- Previous grants have not yet been spent (due to the need to resolve drainage issues first). This makes it difficult to apply for additional grants.
- An anonymous and substantial donation has been received towards the junior playground/deck

Action: Caro to provide information for discussion at the next Board meeting on options for raising funds (eg projected income should fees be raised, fundraising projects, grant applications, comparison of fees from other local and similar sized/decile schools).

Action: Caro to discuss fund raising activities for the production with Mākara Hall (eg supply of alcohol).

Action: Caro to investigate if Hero can include information on fees owed.

Decision: At the September Board of Trustees meeting, a decision will be made on how to best raise funds for the school.

Decision: The Board agreed that an alcohol licence would be applied for the Production to offer drinks to parents before the children arrive at the hall.

4.3 Review the new Board Code of Conduct

Decision: The Board agreed with the new Code of Conduct for the Board, and agreed to use it from now on.

5. Monitoring

5.1 Health & Safety

The Board noted that there are no health and safety incidents to report. The Hazard Register is

a standing item at staff meetings and hazards are addressed appropriately.

5.2 Principals Report

The Board thanked Caro for her report and noted:

Principal Assurances

The Board noted the assurances for the school ie:

- A risk management and safety assessment for the swimming pool compound has been completed.
- An internal audit of health and safety compliance and practices has been conducted.
- All procedures relating to search, surrender, and retention have been followed.
- There has been no need for physical restraint this term and staff authorised to apply restraint have received appropriate training and support.
- The school complies with the correct procedure and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.

Attendance

The Board noted:

- Attendance is monitored and continues to remain stable. Across New Zealand, schools are experiencing high rates of explained but unjustified absence (eg travel is at an all-time high).
- The school roll currently sits at 84 (likely to be 85 by the end of the term). No students have been enrolled on ballot.

The Board discussed the dates for the school to start and finish in 2024.

Decision: The Board agreed that school would start on Monday 29 January 2024 and end on Thursday 12 December 2024.

Staffing

The Board noted that while a teacher aide is taking extended leave, Caro's daughter will be working as a teacher aide.

6. Strategic Aims

6.1 Learning Opportunities

The Principal discussed some recent learning opportunities for the School eg:

- The Parent Information evening will be rescheduled for later in the year.
- Principals from local schools visited and were interested in structured literacy and the sustainability focus (eg kiwi release space).
- The cultural festival was held last week, with the whole school participating in the Kapa haka group.

The Board thanked Caro and staff for providing the opportunity for the children to be involved in the Kapa haka experience.

The Board acknowledged and thanked Geneive and Caro for their efforts in completing grant applications.

6.2 Property

The Board noted:

- The school is now in the process of allocating the successful bid for the bathroom renovation. The renovation should be completed by Term 1 2024.
- The pipe/drainage site has been replanted with Council donated plants to try and absorb the excess water.

6.3 Professional Development

The Board noted:

- The Kahui Ako moderation of structured literacy and writing assessments was successful.
- Julie Roberts has run two Maths sessions with the staff. Caro has started the application for Ministry funded PLD to enable Julie to continue working with staff for the rest of the year and into 2024 (this is not guaranteed).

6.4 Wellbeing

The Board noted:

- Values Reveal production is on track.
- The Matariki Event was a success.
- The “History of Mākara” evening was postponed (due to illness).
- The quiz night has been postponed.
- Planning is beginning for the Term 4 Christmas Fair and Market Day.

6.5 Curriculum

Andrew presented the Term Two *Assessment Report for Overall Teacher Judgements (OTJs)* including the progress from Term 2 2022 to the same period in 2023 for all students.

The Board noted the following results for the Strategic Aim 2: At Mākara Model School each student achieves their best in all areas of the curriculum.

Target: Reading, Writing and Maths target - 85% at or exceeding expectation

% at or above expectation	Mid 2022 OTJ	End 2022 OTJ	Mid 2023 OTJ
Reading	70%	85%	80%
Writing	62%	72%	67%
Maths	74%	88%	80%

Progress/Acceleration Results:

Reading, Writing and Maths target- 90% making expected or accelerated progress

% Progress Results	Mid 2022 OTJ	End 2022 OTJ	Mid 2023 OTJ
Reading	80%	82%	84%
Writing	60%	62%	77%
Maths	75%	81%	76%

The Board noted:

- The aim is to lift all student achievement and to be making accelerated progress with more students.
- Teachers are developing interventions for the students who are not making expected progress.
- The success needs to be communicated to the school community (eg a mid-year summary from the Board showing the assessment results).
- The report includes the next steps to improve results.

Action: Caro to look at whether whole school data on the progress with “Strategic Aim 2: At Mākara Model School each student achieves their best in all areas of the curriculum” can be presented through Hero.

The Board thanked Andrew for the report.

7. Standing Items

7.1 Term Policy review

The Board agreed to look at the following at the next Board meeting (Curriculum and Student Achievement, Inclusive Education, Māori Educational Success, Learning Support, Learning Support Coordination, Identify Learning Support, Gifted Learners and Combined Board Assurances and Three-Year Review Schedule (schooldocs.co.nz).

7.2 Complaints register

No complaints have been received.

8. Administration

8.1 Next Board meeting and agenda items

The next Board meeting will be on 6 September 2023.

9. Any in-committee items

The Board discussed one in-committee item.

10. Meeting closed

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

Chair

Date

Ali Kirkpatrick