


Board of Trustees Meeting		
When	10 May 2023	
Where	Mākara Model School	
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa	
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal)	

1. **Welcome**

Ali welcomed everyone to the meeting. The meeting was recorded for the purpose of writing the minutes.

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 22 March 2023

The Board agreed that the minutes of the meeting held on 22 March 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 no decisions at the meeting.

3. **Finance and Audit**

3.1 March and April 2023 Finance report

The Board discussed the Finance Reports for March and April 2023 and noted that the Ministry of Education has raised insurance by approximately \$149 per annum.

3.2 Annual Report

The Board noted that the Annual Report is due by the end of May.

4. Strategic Decisions

The Board noted:

- That members of the Mākara Community Board will approach Grant Robertson, MP, Wellington Central to discuss issues relating to out of zone student access to the school bus.
- Positive feedback has been received about starting a breakfast club.
- Property wise the school is only funded for students who are in-zone.

Action: Caro to ask school Whānau for expressions of interest to determine if a breakfast club should be established.

- Afterschool care may be impacted by decisions relating to the bus. Numbers are not consistent and range from between five and twelve each day. The cost of afterschool care is more expensive (on a daily basis), compared to other schools (possibly due to OSCAR funding).

Action: Genieve to review the process for applying for OSCAR funding for discussion at a future board meeting.

5. Monitoring (Caro)

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 quickly addressed.

5.2 Principals Report

The Board thanked Caro for the report and noted:

- The school roll currently sits at 82, with more pre-enrolments expected during the year.
- Fire Wardens have completed their annual checks and Security and Fire continue to do their monthly checks. Procedures will be refreshed with new staff and children this term, prior to scheduled drills.
- Jenny and Caro continue to prepare funding applications. One application for \$10,000 has been successful. The funding for the courts is short by about \$40,000.
- A mathematics facilitator will be engaged towards the end of Term 2 to complete a needs assessment. Once completed, Caro will apply to Ministry for funding to implement a programme in the school.
- Some kitchen equipment for Garden to Table is required. This will be sourced from parents and opportunity shops. It is likely that fresh produce will be available to be sold at the market day in Term 4.
- Blinds are installed and the Bathroom renovation will begin in June.
- Water leaks continue to cause problems: (1) the tank's ballcock valve is broken (2) a broken pipe near the gate (3) storm water drainage. (1) and (2) should be fixed shortly.
- The poles for the Shade Sail are in place, and the Sail should be in place soon.

Action: Caro and Rachel to arrange for tyres to be placed around the Shade Sail poles to improve safety.

- The following upcoming events are planned.

Date	Upcoming Events
16 May	Powhiri for Kiwi
17 May	Parent Information Evening (see Item 7)
24 June	Quiz
Term 3	Production and possibly Hangi
Term 4	Christmas Fair and Market Day

5.3 Principal Assurances

The Board noted the assurances included in the Principals Report (ie Digital Technology and Online Safety, Computer Security and Cybersecurity, Student Attendance, Health Education, Child Protection, Abuse Recognition and Reporting, Evacuation, Emergency kits and Supplies, Expenditure, Monitoring and Auditing School Bus and Risk Management).

The Board asked Caro for assurance that the School camp venue is safe and appropriate for the Kareara class age group. The Principal, gave the assurance and will continue to consider health and safety as planning continues. The Board noted:

- That behaviour and safety are integrally linked.
- Parents will be providing transport to and from the camp.
- The ratio of adults to children needs to be high, and that the schools expectation of parent help will be clearly communicated.

6. **Standing Items**

6.1 Term Policy review

The Physical Restraint policy has been updated to include minimising physical restraint and reducing student distress and unacceptable physical contact. Caro is currently setting up access to a second online module that teachers are required to complete before their registration is updated.

6.2 Complaints register

No complaints have been received.

7. **Other Business**

The Board discussed the topics that could be included in the parent information meeting ie:

- Introducing Board members, explaining their role and the difference between governance and management.
- Hero (including demonstration and instructions).
- The curriculum.
- Fund raising events (including the need for volunteers, and how the money raised will be used), what the Ministry funds and grant applications.
- Water leak and the pool.

8. Administration

8.1 June Board meeting

The next Board meeting will be on Sunday 11 June at 5.30 pm (by zoom).

9. Any in-committee items

The Board had Board only time. Caro and Andrew left the meeting.

10. Meeting closed

The Chair thanked everyone for attending and closed the meeting with a Karakia at 7.45 pm.

Chair

Date

Ali Kirkpatrick