

Board of Trustees Meeting



When	15 February 2023
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)
Guests	Mubina Merchant
Apologies	Denise Hutana (Minutes)

1. Welcome

Ali opened the meeting with a Karakia and noted that the discussion would be recorded for the minutes.

2. Administration

2.1 Apologies

Denise Hutana (minutes).

2.2 Declaration of Interests

The Board had no interests to declare that were relevant to the agenda.

2.3 Confirmation of Minutes 7 December 2023

The Board agreed that the minutes of the meeting held on 7 December 2022 are 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

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

2.6 Decisions made at this meeting

The Board made the following decisions at this meeting.

Number	Agenda Item	Decision
1	4.1	That the Board Chair sign the application for \$20,000 from Four Winds for the court once email confirmation from all Board members has been received.
2	4.2	The Board agreed that the community would be notified about the following fund raising and community events on the 2023 school calendar.

Number	Agenda Item	Decision	
		Time	Event
		Term 1	Quiz night
		End of Term 2	Kiwi release event and hangi
		Term 3	Production and art night
		Term 4	Kāreara market day Pet day Christmas Fair

3. Finance and Audit

The Board welcomed Mubina to the meeting.

3.1 December Finance report

The Board considered the Finance and Management Report for December 2022 and noted:

- The monthly report can be used as a tracking tool during the year as it provides monthly and year to date income and expenditure.
- Significant expenses in 2022 included: staffing, ICT for classrooms and photocopying.
- The balance sheet (current assets less liabilities) provides an indication of working capital. The bank balance is \$196,000 (includes funds allocated to maintenance).
- Based on the Ministry's guidelines the school should have at least \$83,000 of available funds. The school is in a good financial position as the actual available funds (includes book entry's, depreciation and maintenance) is \$143,000.
- The December report is summarised in Table One.

Table One: 2022 Year-end Actuals compared with Budget	
Item	Percentage of 2022 Budget
Income	125%
Government Grants	133%
Expenditure	110%
Salaries (due to administration pay equity)	118%

3.2 2023 Budget

The Board considered the Finance and Management Report for December 2022 and noted:

- The deficit budget can be afforded because the available funds are healthy. However, over time deficit budgets are not sustainable.
- The budget will be updated to reflect the Ministry of Education non teacher support funding which has not yet been advised.

Table Two: Significant Expenditure requiring Board approval		
Item	Value	Discussion
Highest priorities		
Cover for staff release, beginning teacher day, group release.	\$25,000	The costs are likely to be smaller as the Ministry contribution is still to be finalised.
The Ministry is providing support funding for 10 hours per week that is allocated to specific students. Additional support would be used for specific groups to accelerate learning (12 hours per week).	\$15,000	This expenditure will be reviewed at the end of Term 2, once the Ministry operations grants are finalised.
Lower priorities		
Productive plate (garden to plate) concept.	\$10,000	Ali and Caro are meeting with Productive plate and will update the Board after the meeting.
After school care. This is working well and bringing in some profit. We have one main carer, and will need to expand this to two on certain days if the numbers keep increasing.	?	Profits from 2022 were used to purchase classroom televisions that are also used during after school care.

The Board discussed the significant items of expenditure (see Table 2) and noted:

- The School would have a surplus budget should the significant expenditure not occur.
- The significant expenditure is focussed on developing personnel and additional resources.
- Caro will continue to look at opportunities to access funding, grants, sponsorship to reduce the deficit budget.
- That the financial climate in 2023 is uncertain and the school needs to ensure that commitments can be delivered.
- Agreed that the budget will be signed off the next board meeting.

4. Strategic Decisions

4.1 Resolution for Four Winds Application for Court

Decision: That the Board Chair sign the application for \$20,000 from Four Winds for the court once email confirmation from all Board members has been received.

Action: The Chair to send an email to all Board members asking them to confirm the decision to apply for \$20,000 for the courts from Four Winds.

4.2 Community & Fundraising Events

The Board noted:

- That the community should be notified of intended fund raising or community building activities planned for the year (see Table 3).
- That fund raising activities do not necessarily need to be held at the school.

Action: The Chair to explore the costs of holding fund raising activities at Karori parks.

Decision: The Board agreed that the community would be notified about the following fund raising and community events on the 2023 school calendar.

Table 3: 2023 Fundraising and Community Building Activities (excluding in-house activities eg cup-cake day)		
Time	Event	Fundraising opportunity
Term 1	Quiz night	Yes
End of Term 2	Kiwi release event and hangi	Yes
Term 3	Production and art night	Yes
Term 4	Kareara market day	Yes
	Pet day	No

5. Monitoring (Caro)

5.1 Health & Safety

The Board noted:

- That there was one reported incident in 2023 and that the protocol was followed.
- That there has been a delay in installing the blinds (installation should occur shortly). The blinds are required to be compliant with lock down requirements.

6. Principals Report and Assurances

The Board thanked Caro for the report and noted:

Personnel

- That a job description for the caretaking role is being developed, however, will not be finalised until the budget is set and the meeting with the "Garden to Plate" has been held.
- Staff attended a team building day at Matiu/Somes Island and Raumati in January.

Students

- The school roll currently sits at 76 (fourth teacher currently funded by the Ministry). For every three additional children the Ministry funds 0.1 FTE teacher.
- At the end of the year, the roll is expected to be around 85. 11 Year 8 students will leave in December.
- Attendance continues to be above the national average, but was lower compared with 2021 (due to the covid outbreak and families taking overseas trips after the covid lockdowns).
- Hero is being used internally and will be rolled out to parents with an onboarding evening for parents. An end of year summary report for the students will also be available.

School Environment

- Emergency procedures are in place, and will be revisited as new staff have arrived.
- Discussions about the bathroom renovations is continuing with the Ministry.

Curriculum

- National Administration Guidelines have been replaced by the National Education Goals. The goals are included in the strategic plan and linked to the strategic aims of the school.

Cultural Responsiveness

- Caro has met with Terese McLeod- local Iwi lead, and also with the iwi, Capital Kiwi and Taranaki whānui to begin the planning of the Patron Anahera (Kiwi Queen) for the school.
- The school will be gifted a waiata and whakatauki.
- Kapa Haka continues, with a performance group starting up in 2023. Senior students are being trained in karanga and powhiri protocol to prepare for our mihi whakatau.
- Kura Ahurea involvement has re-commenced.
- Kahui Ako School leaders will also be undergoing leadership development this year.

The Board has received positive feedback from whānau. The Board congratulated Caro and the team in providing an energetic and vibrant learning environment and good structured literacy results.

6.1 Principal Assurances

The Board noted that the assurances had been given in the Principals Report for: risk management, school planning and reporting (strategic plan, annual report, equal employment opportunities and health care.

[Combined Board Assurances and Three-Year Review Schedule \(schooldocs.co.nz\)](https://www.schooldocs.co.nz)

[The principal assured the Board that hazards are continually identified and fixed.](#)

7. Standing Items

7.1 Term Policy review:

The Board agreed to defer the discussion until the next Board meeting.

Action: Caro and Genieve to go through the changes for child protection and student safety and ensure that contact details up to date.

7.2 Complaints register

No complaints have been received.

8. Administration

8.1 Identify Agenda Items for Next Meeting

- Policy Review

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 8.00 pm.

Chair

Ali Kirkpatrick

Date