


Board of Trustees Meeting		
When	22 March 2023	
Where	Mākara Model School	
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa	
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (Minutes)	

1. Welcome

Ali welcomed everyone to the meeting and opened the meeting 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 15 February 2023

The Board agreed that the minutes of the meeting held on 15 February 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

See the Action Points table.

2.6 Decisions made at this meeting

The Board made the following decisions at this meeting.

Number	Agenda Item	Decision	Moved/Seconded
1	3.2	The Board of Trustees approved the 2023 Budget for Mākara Model School.	Ali Kirkpatrick James Ryan
2	5.2	The Board agreed that Mākara Model School: <ul style="list-style-type: none">● should take up to 5 more out of zone students in 2023● publish the decision on the website● close the ballot if necessary.	James Ryan Ali Kirkpatrick
3	5.2	The Board agreed to apply for \$4,000 from the Mazda Grant for the building of the garden and junior nature playground.	Ali Kirkpatrick Genieve Morrison
4	8.1	The Board agreed that the three-day camp for Kārearea class should be held in 2023, on the proviso that they receive the relevant paper work when available.	James Ryan Rachel Kasa

3. Finance and Audit

3.1 February Finance report

The Board discussed the February Finance Report and noted that the spike in expenditure on the blinds and screens was funded.

3.2 2023 Budget

The Board noted that the draft Budget had not changed since the last meeting where it had been extensively discussed.

Decision: That the Board of Trustees approve the 2023 Budget for Mākara Model School.

Moved Ali Kirkpatrick

Seconded: James Ryan **All Agreed**

4. Strategic Decisions

The Board noted that the strategy and charter for the school had been aligned to the National Education and Learning Priorities (NELP) and approved by the Chair for publication on the website.

5. Monitoring (Caro)

5.1 Health & Safety

The Board noted that no major injuries had occurred, however there is an outbreak of chicken pox at the school.

5.2 Principals Report

The Board thanked Caro for the report and noted:

Policies

The online module on “Physical Restraint Guidelines” has been completed by all staff who are permitted to physically restrain students (except one who is currently completing it).

School roll

- The school roll currently sits at 78 and is expected to rise to the mid-80’s by the end of the year. Ideally, the maximum roll should be around 85.
- Caro has recently turned away out of zone students (some requests have been local school transfers which schools are not encouraging).
- To the knowledge of the Board no ballot has been published for the year.
- New entrants attract funding for additional teachers (0.1 teacher for each new entrant enrolled) to help them integrate into the school.
- Nine Year 8s will leave at the end of 2023.
- Ideally enrolments should: (1) ensure that there is maximum occupancy in each class and (2) take a 5 to 10-year view that is aligned with the community and school needs.
- Only in zone students attract property funding.
- The Board agreed that opening up five more places to out of zone students would not negatively impact on the children’s learning.

Decision: That the Board of Trustees agree that Mākara Model School:

- **should take up to 5 more out of zone students in 2023**
- **publish the decision on the website**
- **close the ballot if necessary.**

Moved James Ryan

Seconded: Ali Kirkpatrick

All Agreed

Property

The Board noted:

- The blinds have been installed. Left over funds will be used to provide window coverings/curtains for two windows in Piwakawaka that could not be fitted with blinds.
- Solar energy – this will be revisited at the next meeting.
- The school pool requires maintenance after the recent earthquake (refixing the repaired leak and a new crack) which is planned for over winter. The Board noted that the school had received complaints from the community about the pool closure over the summer holidays. The closure was to allow for maintenance so that the students could have swimming lessons during Term 1.
- The Board noted that Caro is asking for quotes to fit a door in the administration area to provide privacy for the staff room, office area and medical room.

Staffing

The Board noted:

- The job descriptions for the (1) Gardener and (2) General Maintenance, Caretaker and Teacher Aide will be finalised shortly and will provide clarity between the two roles.
- Caro is part of small school rural learning group for Principals. The school will host the meeting next term.

Curriculum

- The Board congratulated the school on the successful Triathlon.
- The School continues to work with Capital Kiwi to prepare for the release of the next batch of kiwi. This will coincide with a hangi, powhiri and portrait unveiling.
- An initial spend of \$300 is required for “Garden to Table” with the annual fee being \$90 for each subsequent year. The costs include access to the online library.
- The technology centre will not be ready until 2024 (work on the kitchen and bathrooms will begin on 6 June 2023, six months late).
- Teachers are now using Hero and printed reports from Hero will be used during the parent teacher interviews on 27/28 March. Hero will be launched next term with an evening for parents and guardians.
- The delivery of 80 native plants is expected shortly. Students will assist in planting.

Action: Genieve to replace the outdated “curriculum plan” in School Docs with the Schools charter.

Funding Applications

Decision: That the Board agrees to apply for \$4,000 from the Mazda Grant for the building of the garden and junior nature playground.

Moved Ali Kirkpatrick Seconded: Genieve Morrison All Agreed

5.3 Principal Assurances

The Board noted that the assurances for Term 1, 2023 were discussed and given in the meeting held on 15 February 2023.

6. Standing Items

All policies needing review in Term 1 2023 have been reviewed. The Board noted:

- The suggestion to re-word “vulnerable children” to “children who might be vulnerable”.
- Kiri is the Records Officer and is responsible for archiving and the secure disposal of student information once children leave the school. Only anonymous data is kept to enable data comparisons of trends over time.

Action: Caro to ensure that Kiri (Records Officer) is up to date with the rules relating to the policy relating to security of student information (including secure disposal and archiving).

- That all Board of Trustees are asked to opt in to the Creator Commons Policy which encourages schools to share intellectual property.

Action: Caro to review the Creator Commons Policy.

Action: Caro to add into the Dress Code Policy for students the requirement to wear hats, and optional school clothing.

6.1 Complaints register

No complaints have been received.

7. Fund raising

The Board noted:

- That 41 people attended “Sing along Sunday”. 185 raffle tickets were sold, which meant the raffle was undersold given the value of the prizes.
- It is a challenge to recruit volunteers to help with fund raising activities as the school community is small.
- The quiz night is booked for 10 June at the Karori Bridge Club. The hireage is \$250, for a maximum of 80 people. The club does not have an alcohol licence for a Saturday night.
- The market day for Kārearea will include a jumble sale.
- Fund raising should be linked to a specific improvement/goal. A fund-raising activity temperature gauge could be available to show funds raised each term and what was purchased.
- The Board will attend the Hero evening to discuss fund raising activities and goals.

8. Other Business

8.1 School Camp for Kārearea

The Board were asked to agree that Kārearea could attend a three-day camp at the end of the year. Without, their approval, bookings cannot be made.

Decision: The Board agreed that the three-day camp for Kārearea class should be held, on the proviso that they receive the relevant paper work when available.

Moved: James Ryan

Seconded: Rachel Kasa

All Agreed

9. Administration

9.1 Identify Agenda Items for Next Meeting

- Solar power
- School camp.

10. Any in-committee items

The Board had no in-committee items to discuss.

11. Meeting closed

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

Chair

Date

Ali Kirkpatrick

