


Board of Trustees Meeting		
When	25 October 2023	
Where	Mākara Model School	
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa	
Attendees	Caro Wills (Principal) Andrew Graham (Teacher Rep)	

1. **Welcome**

Ali welcomed everyone to the meeting with a Karakia.

2. **Administration**

2.1 Apologies

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 2023

The Board agreed that the minutes of the meeting held on 6 September 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.

3. **Finance Reports**

3.1 October 2023 Finance report

- The September 2023 Finance Report should be available by the end of the week.

4. **Strategic Decisions**

4.1 Court Update

- Fundraising - we had to return \$10 000 that we had received for the Court as we had to wait so long for funding.

- We have raised \$28 000 from MoE / \$15 000 from NZCT / \$20 000 from Meridian. This is a total of \$63 000 towards the court expense. This leaves between \$10K and \$15K more to commit to the project.
- The project will need to be started soon or we risk losing the MoE funds and potentially others
- The Board agrees to pay the extra finances required to cover the cost of the court.

● Decision: The Board agreed that the school will commit up to \$15000 to the court project. - Moved by Ali Kirkpatrick / Seconded by Andrew Graham

4.2 Mid Term Elections

- NZSTA has confirmed that the board is in a position to co-opt board members as we only have 4 parents representatives.
- To co-opt the board will need to fill out an eligibility form that will need to be lodged and approved before we can begin the process.

4.3 Fundraising / School Donations

- The Mākara Model School Board resolved that a request be made to the Four Winds Foundation for the amount of \$10,000 to replace the concrete netball court.

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 currently sits at 90 tamariki with stable attendance (apart from illnesses) and will start 2024 with 83 / 84 tamariki.
- These role numbers mean that in 2024 the 4th teacher and CRT teacher is covered by MoE funding.
- Teachers will be changing to different class levels in 2024.
- Renovation still on track to finish mid January.
- School fee increase discussed at the last board meeting was not in line with other schools around Wellington. The increase will be updated and sent out to the community between November 13th and 17th.

**Decision: The Board agreed that school fees will be raised in 2024 and then again in 2025. This will take the school fees to the following:
2024 - 1 Child \$190 / 2 Children \$290 / 3+ Children \$310
2025 - 1 Child \$240 / 2 Children \$360 / 3+ Children \$400**

5.3 Principal Assurances

The Board noted that the Term 4 Assurances have been given.

6. Standing Items

6.1 Term Policy review

There were no major changes required

6.2 Complaints register

No complaints have been received.

7. Administration

7.1 Next Board meeting

The final board meeting will be 6th December 2023

8. Any in-committee items

The Board did not discuss any in-committee items.

9. Meeting closed

The Chair thanked everyone for attending and closed the meeting with a Karakia at 7.05 pm.

Chair

Date

Ali Kirkpatrick