



**Mākara Model School
Board of Trustees Meeting
11 September 2024 at 5.30 pm**

Where Mākara Model School and Zoom
Trustees Ali Kirkpatrick (Chair), James Ryan, Genieve Morrison and Rachael Kasa
Attendees Caro Wills (Principal), Andrew Graham (Deputy Principal)

The meeting was recorded for minute taking purposes.

1 Welcome

Ali welcomed everyone to the meeting. The meeting opened 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 7 August 2024

- The minutes of the meeting on 7 August 2024 were confirmed as a true and accurate record and the Board agreed to publish them on the school website.

2.4 Matters arising from the Minutes

- There were no matters arising from the Minutes.

3. Monitoring

3.1 Health & Safety

- The Board noted there were no health and safety incidents to report.

3.2 Principals Report

The Board thanked Caro for her report and noted:

School Roll and staffing

- Our school roll currently sits at 87. Anticipating 91 by the end of the year. We then have 11 year 8's leaving - which will drop us to 80. This allows us to sustain our 4th teacher.

- 2025 Term dates (There will also be some curriculum days mandated - yet to be informed by Ministry.)

Term	Start Date	End Date	Public Holidays/Teacher Only Days
Term 1	Monday 3 February	Friday 11 April	Thursday 6 February - Waitangi Day Friday 7 February - TOD Friday 28 March - Kāhui Ako Teacher Only Day
Term 2	Monday 28 April	Friday 27 June	Monday 2 June - King's Birthday Friday 20 June - Matariki
Term 3	Monday 14 July	Friday 19 September	Friday 29 August - Teacher Only Day
Term 4	Monday 6 October	Thursday 18 December	Monday 27 October - Labour Day

Curriculum

- Caro with Erica Stanford (Minister of Education) at an education conference and the current Government is definitely pushing through with their current agenda and curriculum changes.
- Most significant changes are some concepts being taught earlier, and maths resources which will be provided to schools. The school is set up well to handle this and changes will not be too disruptive.
- Assessments are looking a little different, but are still using PATs and Easttle, which our staff are familiar with. Our SL assessments are suitable for what the Ministry are requiring.
- The Ministry of Education are currently putting together the 'how we are to teach' component of the curriculum - so we will watch this space until it is released.

Senco

- Caro has applied for extra staffing for structured literacy development for 2025.
- Looking at Kahui Ako wide counselling support options at present - to see what we can feasibly (and sustainably) make work.

Grants & Fundraising

- Recent applications have been declined, but will keep applying for project funding.

Reporting

- Parent Teacher Interviews had excellent engagement.
- Parent information evening about the Zones of Regulation - decent turn out.
- Camp parent information evening coming up.
- Showing learning within Kura Ahurea and The Arts at the Cultural festival.

Property

- Bathroom project awaiting some minor fixes, and then will be signed off.
- Looking at deck/playground quotes at the moment to create outdoor learning spaces for pīwakawaka and junior classes - as well as a space for older children as a wellbeing garden for lunchtime hangouts.

Afterschool care

- Currently after school care will continue for Term 4 and will be reevaluated for Term 1 2025

3.2 Principal Assurances

- The Principal provided Term 3 2024 assurances.

3.3 Health and Safety

- No incidents to report

4. Finance Report

The Board thanked Caro for the Financial Report and noted:

- We currently have a \$19,431 surplus.
- Our projected end of 2024 available funds is \$194,431 at the end of the year.
- Items of significance - None of note

Tracking with a reasonable underspend.

August 2024 report in Summary:

	Budgeted	Forecast
Available Funds per last year's financial statements	179,245	179,245
Projected Surplus / (Deficit)	(15,961)	33,212
Less Other Cash Outgoings	(23,713)	(39,261)
Add back Depreciation	47,563	49,856
Bank staffing overuse (unbudgeted)		*
Future commitments i.e asset replacement/Board funded capital works		*
Projected closing Available Funds	187,134	223,052

Management Report 31 August 2024

Commentary

Please note that 67% of the calendar year has passed.

Income

As at 31 August 2024 you have received 63% of what you have budgeted for the year.

You have received 64% of your budgeted Government Grant income for the year.

You have received 3 out of 4 Operational Grant instalments this year.

Your next Operational Grant instalment is due in October.

Expenditure

As at 31 August 2024 you have spent 54% of what you had budgeted for the year.

You have used 60% of your salaries budget for the year.

* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.

Net Surplus / (Deficit)

Actual Net Surplus / (Deficit) at 31 August 2024 is \$19,431

Budgeted Net Surplus / (Deficit) at 31 December 2024 is (\$15,961)

Financial Position

Actual Available Funds at 31 December 2023 were \$179,245

Budgeted Available Funds at 31 December 2024 are \$187,134

Actual Available Funds at 31 August 2024 are \$195,215

Budgeted Available Funds at 31 August 2024 are \$187,161

*Note: Available Funds are calculated as Working Capital less Term Cyclical Maintenance. Working Capital includes all bank balances including 'tagged' investments.

5. Strategic Items

5.1 The Board discussed:

- whether specific measurement frameworks should be monitored by the Board or whether the current reporting frameworks were enough.

- Current Strategic aims were created after community consultation at the end of 2023 and are the overarching frameworks that are used for reporting to the Ministry and Board. Underneath that there lies indicators and objectives and measures that are also reported on.
- Currently there are no specific measurements that the Board has requested reporting on.
- Caro will continue to report on current measure to the board in the Principal Report and is happy to refine as required.

5.2

- Joseph Coyle has accepted the invitation to be co-opted onto the Board for the beginning of Term 4 2024.

Decision: The Boards passes a resolution that Joseph Coyle will join the board from Term 4 2024 and his Board term will align with the current Board election timeframes and will end in September 2025 when the next School elections are held.

6. Standing Items

6.1 Term Three Policy review

The Board noted the following policies are to be reviewed:

Concerns and Complaints Policy
Performance Management
Protected Disclosure

- Genieve feedback wording changes to School Docs.

6.2 Complaints Register

- No complaints have been received this term.

7. Administration

7.1 Action items

- Ali to finalise JDs for staff
- Genieve to clean up Governance doc and upload to School Docs

7.2

- Caro to enquire about any other agencies are using AI.
- Guidance on AI, has been released by the Public Service Commissioner - James to provide documents.

8. In-committee items

- The Board went in-committee

Meeting closed

The Chair thanked everyone for attending and Genieve closed the meeting with a Karakia.

Chair

Date