



**Mākara Model School
Board of Trustees Meeting
7 August 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

- Rachel Kasa (unwell)

2.2 Declaration of Interests

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

2.3 Confirmation of Minutes 19 June 2024

- The minutes of the meeting on 19 June 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 92 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.

- Caro has been appointed as the Co-Lead of the Kahui Ako. This brings an extra 0.2 to our staffing.

Decision: School dates for 2025 will be 3 Feb - 17 December

Curriculum

- Maths [PLD](#) continues
- Tuakana Teina approach with MMS and the colleges continues to be explored
- Teachers sharing learning across Kahui
- Learning Matters has been approved as a provider by the Ministry
- Structured Maths approach resources purchased, and looking at PRIME maths for next year as a supporting resource.
- Student Agency development continues

Senco

- We have received \$1500 for ESOL support
- We have received just over \$5000 for learning support and resources

Grants & Fundraising

- Still awaiting install and delivery: New Bell system - (received \$9k from West Winds)
- Grant received for the Kapa Haka uniforms - \$4,500.
- Grant received for our veggie gardens - \$500
- Applying to Rotary for \$2000 for PRIME maths resources

Reporting

- Parent Teacher Interviews happening this week.
- Andrew presented current data from end of Term 2

Property

- Storage solutions have been installed in the Tech space and the cleaning cupboard.
- Extra shelving has been installed to make it more usable.
- Desks donated to us for Kārearea class. Donating our single desks to Kelburn Normal.
- Top bike track field has been sprayed, and waiting for it to be dry enough for the levelling to commence.

Attendance

- Regular attendance has dropped from 82% in term 1 to 52% in term 2. 30% drop is caused by parents taking tamariki on holidays.

Afterschool care

- will keep running for term 3 and will reevaluate for term 4

Professional Development

Term 3

- Leadership courses for Andrew
- New Entrant development course for Chlynese

- Sensory Training for Evelyn
- Jasmine continues with IYT
- Hope working with intermediate teachers around literacy
- Caro working as co-lead for Kahui
- Andrew and Evelyn presenting at Kahui Wananga week.

3.2 Principal Assurances

- The Principal provided Term 3 2024 assurances.

3.3 Health and Safety

- No incidents to report

3.4 Finance Report

The Board thanked Caro for the Financial Report and noted:

- We currently have a \$13,378 surplus.
- Our projected end of 2024 available funds is \$191,101 at the end of the year, due to our \$10k drop in BG, but we are clawing back as much of this as we can through other avenues. So far we have gained back almost \$14k, hence our projected available funds looking more like \$204, 821.
- Items of significance - None of note
- Otherwise we are still tracking with a reasonable underspend.

Income

As at 30 June 2024 you have received 52% of what you have budgeted for the year.

You have received 51% of your budgeted Government Grant income for the year.

You have received 2 out of 4 Operational Grant instalments this year.

Your next Operational Grant instalment is due in July.

Expenditure

As at 30 June 2024 you have spent 46% of what you had budgeted for the year.

You have used 48% 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 30 June 2024 is \$13,378

Budgeted Net Surplus / (Deficit) at 31 December 2024 is (\$7,199)

Financial Position

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

Budgeted Available Funds at 31 December 2024 are \$195,896

Actual Available Funds at 30 June 2024 are \$181,379

Budgeted Available Funds at 30 June 2024 are \$191,101

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

	Budgeted	Forecast
Available Funds per last year's financial state	179,245	179,245
Projected Surplus / (Deficit)	(7,199)	14,724
Less Other Cash Outgoings	(23,713)	(39,004)
Add back Depreciation	47,563	49,856
Bank staffing overuse (unbudgeted)		*
Future commitments i.e asset replacement/Bitai works		*
Projected closing Available Funds	195,896	204,821

5. Strategic Items

- There were no strategic decisions to make

6. Standing Items

6.1 Term Three Policy review

The Board noted the following policies are to be reviewed for the next board meeting:

Concerns and Complaints Policy
Performance Management
Protected Disclosure

6.2 Complaints Register

- No complaints have been received this term.

7. Administration

7.1 Action items

- The Action table has been updated.

7.2 Agenda Items for Next Meeting

The Board identified the following items for discussion at the next meeting:

- Using AI (otter) for minuting board meetings
- Provide feedback to the Principal, on what they consider should be the priorities for measurement progress towards the Kura Ahurea activities and MMS strategic aims.

7.3 NZSTA workshop was discussed - no one was available to attend

8. In-committee items

- There was no in-committee time

Meeting closed

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

Chair

Date