



Mākara Model School

Board of Trustees Meeting

30 October 2024 at 5.30 pm

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

1 Welcome

Ali welcomed everyone to the meeting and introduced Joe Coyle (co-opted member of the Board of Trustees).

The meeting opened 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 11 September 2024

The draft minutes of the meeting on 11 September 2024 have been emailed to trustees. Once confirmed as a true and accurate record the Board will publish them on the school website.

2.4 Matters arising from the Minutes

There were no matters arising from the Minutes.

2.5 Actions

The Board discussed the actions (see Action table).

2.6 Decision Register

The Board made no decisions at this meeting.

3. **Monitoring**

3.1 Health & Safety

The Board noted:

- Two staff have completed first aid refreshers and all staff are now certified.
- There has been one playground incident (broken wrist), parents were informed and the student was taken to Accident and Emergency Department.

3.2 Principals Report

The Board thanked Caro for her report and noted:

Kāhui Ako

- Caro is currently co-leading Kāhui.
- The Board of Trustees met over breakfast with the Kura Ahurea and the Kāhui.

School Roll and staffing

- The school roll currently sits at 92. At the end of 2025 eight year 8's will be leaving. There are two known new enrolments so the school roll is expected to be 84 at the end of the year. This allows the school to sustain the 4th teacher and the CRT release.
- Two teachers have resigned (effective from end of Term 4). The recruitment process is completed and two new appointments for Kārearea and Pīwakawaka have been made for 2025.
- In order to keep classroom sizes small, there will be a split of year levels over all classrooms in 2025. Classroom placements have been carefully considered and will be released at the end of the year together with the reports. At the end of the year, children will have an opportunity to go into their new classroom and meet their teachers.

Curriculum

- The Kāhui agency team have interviewed a sample of Year 6 to get a wellbeing temperature gauge across the schools.
- The Governments curriculum changes include:
 - Some concepts being taught earlier.
 - Additional maths resources will be provided to schools.
 - Assessments are looking different, however PATs and Easttle are being used which staff are familiar with.
 - The refreshed curriculum breaks down the progressions very explicitly, which should be a good support for teachers.
 - The Ministry is currently putting together the 'how we are to teach' component of the curriculum.

Attendance

- The government considers that an average of 95% attendance is required.
- School attendance in Term 1 was 84%, Term 2 50% and Term 3 - 31%
- All absences have been accounted for and permissions were received.
- Attendance are expected to improve in Term 4 with warmer weather, less illness, and holidays kept for the summer holidays.

Sustainability and Environment

- 13 local principals are visiting the school to discuss sustainability initiatives, the environment and the kiwi release.

3.3 Principal Assurances

The Principal provided Term 4 2024 Assurances for:

- School Year, Terms, and Holidays - the school has been open for the statutory number of half-days and hours per day in the current year and the Board of Trustees have been Informed of the dates for the next year.
- Managing Income and Expenditure - the school has complied with section 155 of the Education and Training Act, and appropriate provisions of the Crown Entities Act 2004 relating to borrowing.
- School Donations and Student Activity Payments - the school has not opted into the school donations scheme as we are unable to access this due to our equity index number.
- Gifts - all financial gifts can be properly accounted for and the nature of gifts given is reasonable.
- School Swimming Pool and the Daily School Bus assurances are on schooldocs.

4 Finance Report

The Board thanked Caro for the Financial Report and noted:

- The budgeted surplus sits at \$27,482 (compared with a previous budgeted surplus of \$19,431).
- The budgeted available funds at the end of 2024 was \$187,154 while the actual funds at the end of September is \$207,052. Once the top field levelling and recruitment fees has been paid it is likely the surplus will be approximately \$7,000.
- The \$6,000 budgeted allocation for Principal's wellbeing has not been spent.
- The application for grant funding from Meridian has been paused, as applications can only be made every two years.

Please note that 75% of the calendar year has passed.

Income

As at 30 September 2024 you have received 71% of what you have budgeted for the year.

You have received 72% 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 30 September 2024 you have spent 59% of what you had budgeted for the year.

You have used 67% 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 September 2024 is \$27,482

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 30 September 2024 are \$207,292

Budgeted Available Funds at 30 September 2024 are \$187,154

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

5. Strategic Decisions

5.1 Recruitment of Principal

- Applications for the Principal closes on 7 November 2024.
- Shortlisting is planned for 8 November with interviews on 17 November.
- If the vacancy is not filled the Board will look at appointing a caretaker or acting Principal for Term One.

6. Standing Items

6.1 Term Four Policy review

The following policies will be reviewed at the next Board meeting:

- Finance and Asset Management Policy.
- Managing Income and Expenditure.
- Financial Conflicts of Interest.
- Asset Management and Protection.

5.2 Complaints Register

No complaints have been received this term.

6. Other Business

6.1 Agenda Items for Next Meeting

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

- Term 4 Policy Reviews (Finance and Asset Management Policy, Managing Income and Expenditure, Financial Conflicts of Interest and Asset Management and Protection).
- Welcome for the new Principal.

7. In-committee items

The Board had no items to discuss in-committee.

8. Meeting closed

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

The meeting closed at 7.15 pm.

Chair

Date