Proprietors Meeting Minutes
Monday 17 June 2024 from 7.08 pm to 7.44 pm

Present: Byron Lynds (Presiding Member), Stacey Newlands (Deputy Presiding Member), Ava Szabo (Principal), Rod Webster, Lillian Pak, Tara Israelson (staff representative on behalf of Anna McLean, via Zoom), Juliette George (staff representative), Drew Mayhem (arrived 7:20 pm), Hayley Luan (minutes)

Apologies: Toby Champion, Jenny Jellicoe, Anna McLean (staff representative)

Declaration of Interests

Byron is a member of the Trust.

Acceptance of Previous Minutes

Hayley noted that the Council parent representative election nominations should be received 7 days before the AGM as per the current school Constitution.

Motion: The minutes of the last Proprietors' meeting held on Monday 20th May, 2024 were accepted as a true and accurate record, with the above amendment.

Moved by Lillian; Seconded by Ava; All in favour motion carried

Matters Arising

There were no matters arising.

Property Committee Updates

The last Property Committee meeting was held on Wednesday 22nd May after the previous Board meeting. The staff car park concreting has been completed with rubber stops installed on one side of the car park. Further rubber stops will be installed on the other side of the car park to prevent cars going down the bank into the neighbour's yard/fence.

Ava noted that the Primary bathroom refurbishment is scheduled for the summer holidays during December 2024 and January 2025. The final design has been completed and the architect will apply for a building consent for the project on behalf of the school.

The Primary playground design is at the final stage and the Property Committee will report back to the Council once the landscaping architect has confirmed the fencing position. Two quotes have been received for the Primary fencing and a final decision will be made at the next Property Committee meeting in August. The new Primary fencing installation costs will be covered by the remaining EPMP funding and the P1 grant. There has been no further progress on the High School staff car park.

The Board prioritised the potential projects last year and a new two-storey admin block was deemed as not being a top priority for the Board. Stacey noted that this was mainly due to scaling i.e. small projects are easier and cheaper to complete, so they were more of top priority to be completed first compared to bigger projects. Ava noted that the prioritisation also depends on whether the projects will benefit the students directly. Those projects that will benefit the students directly have been labelled as top priority. Stacey noted the ranking was also due to dependencies as well as some projects needing to occur after other projects have been completed.

The next project after the Primary playground upgrade is completed will require further discussions.

School Constitution

Stacey updated the Board on the current status of the school Constitution. The lawyer whom the sub-committee approached has responded with clear answers to their questions and this feedback will be reflected in the school draft Constitution. Lillian noted the lawyer has confirmed most of the queries that the sub-committee was unsure about including voting by proxy and a membership fee. The updated draft Constitution and a covering letter will be presented to the Board at the next meeting for a second endorsement. The draft Constitution will then be presented at the 2025 AGM as previously discussed.

Council AGM

Hayley updated the Council regarding the Council parent representative election. 2 nominations have been received and both nominations are for Preschool parents. As per the current school Constitution, no further nominations will be taken from the floor at the AGM.

Hayley noted that one of the nominations is for a parent who works for the Ministry of Education. It was noted that it is the nominee's responsibility to find out whether there is a conflict of interest as they are an employee at MoE and a parent representative on a school Board. Byron noted that people in particular positions in the MoE are banned from joining a school Board. Hayley will contact the nominee and find out further information about a potential conflict of interest.

The Presiding member report and Principal's report will be combined into one report for this AGM and going forward. The new school website will be unveiled at this AGM also. Byron will report as the Council Treasurer as he still holds the Treasurer's position at present. Byron noted that the Council is required to have a Treasurer, however it is not compulsory for the Board of Trustees to have a Treasurer.

Council Financials

Hayley noted that the Council budget is tracking well. The remaining EPMP funding of $23,439.79 plus GST has been received. The total EPMP funding of $175,812 that the school is entitled to has been granted and three EPMP funded projects have been completed. The remaining funding will be used to cover part of the Primary fencing cost. The next lot of ECE grants will be granted on 1 July which will be a boost to the Preschool cash flow.

The Trust donations are looking good. The collection rate is about 80% at present, which is higher than the same period in 2023. The negotiations with NZEI regarding variations of the current Preschool Teachers' Collective Agreement are still ongoing.

Motion: That the June Council financial report be accepted.

Moved by Lillian; Seconded by Byron; All in favour motion carried

Gender Diversity Inclusion

Ava presented the current gender diversity inclusion document which was compiled in 2021. The document was reviewed and agreed to by all High School students at that time.

APIS has sent through correspondence including a 16-page document regarding gender diversity to all Proprietors across New Zealand. It was noted that there is some adversity in this space, mostly from religious schools as they are reluctant to make changes due to their religion. It was suggested by Byron that the Board should take the document as a guide to see whether the current wording of the Wa Ora gender diversity document could be improved. Ava noted many schools have customised their gender diversity documents to fit with their own environment and culture. Anahera asked whether the document covers the whole school? Ava noted the current gender diversity document is inclusive and talks about what and how the school can do to assist a student when they decide to change their gender or pronoun i.e. How the school reports it if a student decides to change their gender; How whanau and students can get further support outside school etc. Stacey questioned if there are any gaps in the document? Ava noted that she will have a deeper look into the document and see if there are any gaps. It was noted that Renee, the school Well-being Guide, has been working hard to help students with their mental health. It is important for the school to provide this extra support for students who are going through any changes.

Drew noted that the school gender diversity document was last consulted on back in 2021. Now with the general document from APIS, the school should review the document for any updates. Lillian noted that it is a good chance to raise awareness, change attitudes and talk with someone about "how I feel". Drew noted it would be worth inviting an external expert to facilitate and review the school gender diversity document. It would be good if whanau and students are to be consulted also as it is the parents' education as well. The external expert could be involved in assisting to educate staff regarding how to start a conversation with students about gender diversity if required. Ava noted that it is important to make the school a safe place for everyone and it is also important to involve the right person to review the document. It would be good to hold a parent evening to discuss the related topics.

Byron asked whether it is school management responsibilities or the Board of Trustees responsibility? Anahera noted that the Board does not have to be involved directly. It would be good if the school management team takes charge of the document review and then presents it back to the Board. Ava will involve the High School students in Term 3 to begin reviewing the school gender diversity document and then present it back to the Board with any updates. Ava also noted that the new sexuality curriculum is under further review and discussions by the government so there is a possibility that gender will be removed going forward. It was noted that one of ERO's teams is conducting research on gender and any further updates will be shared with the Board.

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

Agenda Items Next Meeting

- Draft Constitution
- Anna Sabbatical Report

The meeting closed at 7:44 pm

The next Proprietors' meeting is scheduled for Monday 19th August 2024 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 19 August 2024

Action	Personnel	Due
A sub-committee to form for attendance dues	Byron	After the Council AGM
Hayley to contact one of the Council nominees regarding conflict of interest	Hayley	Before the next meeting on 17th June
Ava to get the High School students to review the diversity and gender document in Term 3 and hold a parent evening regarding the related topics	Ava	Before the diversity and gender document is being reviewed

2024 Council/BOT Meetings

7.00pm at Wā Ora Montessori School – Tawari Classroom

January – No meeting
Monday 19th February 2024 (Week 4, Term 1)
Monday 18th March 2024 (Week 8, Term 1)
April – PD Session - TBC
Monday 20th May 2024 (Week 4, Term 2)
Monday 17th June 2024 (Week 8, Term 2)
July – PD Session – TBC
Monday 19th August 2024 (Week 5, Term 3)
Monday 16th September 2024 (Week 9, Term 3)
Monday 21st October 2024 (Week 2, Term 4)
Monday 18th November 2024 (Week 6, Term 4)