Proprietors Meeting Minutes
Monday 20 May 2024 from 9.13 pm to 9.34 pm and 9.45 pm to 10.10 pm

Present: Byron Lynds (Presiding Member), Ava Szabo (Principal), Rod Webster (via online), Lillian Pak (via online), Tara Israelson (on behalf of Anna McLean), Toby Champion (student representative), Juliette George (staff representative), Drew Mayhem (via online, left 9.45pm), Hayley Luan (minutes)

Apologies: Stacey Newlands (Deputy Presiding Member), Jenny Jellicoe, Anna McLean (staff representative)

Declaration of Interests

Byron is a member of the Trust.

Acceptance of Previous Minutes

Motion: The minutes of the last Proprietors' meeting held on Monday 18th March, 2024 were accepted as a true and accurate record.

Moved by Anahera; Seconded by Juliette; All in favour motion carried

Matters Arising

There were no matters arising.

Property Committee Updates

The Property Committee has not met since the last Board meeting. The next property committee meeting is scheduled for this Wednesday 22nd May. The Waddington Drive staff car park lines have been drawn. Only one quote has been received for the Primary fencing and it will be presented at the Property Committee meeting on Wednesday. We've retrospectively applied the residual EPMP funding, which will be used to cover part of the fencing cost with the remaining costs to be covered with P1 money.

Ava noted the 6-9 toilet refurbishment plans have been received from the architect. The school building was built back in the 1950s and the toilet was carried through from then. The new toilets will include 5 individual cubicles. The original plans have each stall with its own sink and soap dispenser. This amounts to a big cost and it was also noted that children could potentially make a mess inside each stall. Therefore, it has been decided that an updated plan will be drawn to move the sinks out of each cubicle and into the public space (outside the cubicles). The plans also include a storage room to accommodate a much needed cleaning cupboard and a space to store the coffee machine for school events.

School Policy Review Schedule

At present, the Area School Policy sub-committee is in charge of making and maintaining Area School policies. The sub-committee was set up before we moved online to SchoolDocs. Now that SchoolDocs is paid for maintaining and updating all school policies to be in line with government regulations, schools no longer have the opportunity to change a majority of the policies. Ava recommends dissolving the Area School policy sub-committee.

Anahera questioned how much change is allowed on SchoolDocs before the policies become the school's responsibility? Ava noted that SchoolDocs does not recommend any changes be made by the school as it is their responsibility to keep updating the policies following any new government legislations. All Board members have a generic logon to SchoolDocs and they can view the policies at all times. There are policies uploaded on SchoolDocs that relate to Wā Ora specifically and these are maintained by the school. SchoolDocs is looking at integrating Preschool policies at present so all of our Preschool policies will be maintained by SchoolDocs also when the system is ready.

Tara noted school policies were always brought up at full staff meetings for review. Would we be able to make any changes? Ava noted SchoolDocs has a good generic policy for most of the policies we previously had and their child protection policy is robust and up to date. There are some policies that the school maintains such as anti-bullying policy and all the Montessori related policies etc. It is important to get onto SchoolDocs to review policies. The login details were sent out to the whole school community.

Username – waora

Password - waora

Byron questioned what kind of policies are the staff expected to read? Ava noted that employee complaints policy and health and safety policies are examples that the staff should know. Employment personnel is included in a hand out which is circulated at the beginning of every year.

Anahera questioned if the policy sub-committee is dissolved, who will be in charge of reminding the Board to review policies? Byron noted initially the sub-committee was set up to review the policies as this was the Board's responsibility. The question is whether the Board is happy to rely on SchoolDocs? Drew noted if there becomes a need to review and change existing policies, we could always create the sub-committee again to do this process. Otherwise the Board could rely on SchoolDocs managing all the policies. Byron noted that SchoolDocs are paid to maintain policies as an expertise and the Board can always review a specific policy if it is needed.

Motion: The Council agrees to dissolve the School Policy sub-committee.

Moved by Drew; Seconded by Rod; All in favour motion carried

Preschool Negotiation Update

In-committee Meeting from 9.38pm to 9.45 pm

Motion: That the public be excluded from the following part/s of the proceedings of this meeting namely for agenda items under In-Committee. Minutes are kept in the PEB minute book.

The meeting reopened at 9.45 pm.

Constitution

Lillian has had a few meetings with Stacey Newlands regarding the school Constitution. A lawyer was contacted and is engaged in reviewing the updated Constitution. They will contact the sub-committee this week regarding the items that are to be changed on the Constitution in relation to the voting process and new members.

The Council acknowledged Lillian for her mahi on the school Constitution rewrite over the last 4 years.

The sub-committee is confident that they will receive the reviewed Constitution for the next Board meeting. The Constitution can be taken to the AGM in 2025 but the sooner the better. The Constitution is not due until April 2026 so there is time to have it discussed at the AGM in 2025.

Council AGM

Drew is stepping down from his role on the Council. His position is vacant for the Council election at the AGM to be held in June. If more than one nomination is received before the AGM, a vote will take place at the AGM. If no nominations are received before the AGM, nominations will be called from the floor at the AGM.

It was noted that the Board Secretary and Treasurer can be the same person but the Board Presiding Member cannot be the Treasurer due to segregation of duties.

Council Financials

Hayley presented the Council financials. The Council cash flow depends heavily on the July ECE grant. The Preschool roll looks very good at present and residual EPMP funding of $23k will be received once approved. The Trust donation collection in June looks pretty good. Most of the new families are paying their donations and some parents who have never paid donations have started paying. Acknowledgements to Byron for writing the newsletter article for the school community regarding the importance of the school donations. The living wage will increase to $27.80 on 1 September. As a living wage school, all school staff are paid on or above living wage.

Hayley asked whether the Board is happy to lower the natural disaster excess as suggested by the insurance broker? Byron noted that the school has opted to insure for functional replacement which is already sceptical. It would increase the risk even more by lowering the excess. It would be a preference to go back to fully insured, but it would mean a much higher insurance premium and would lead to the attendance dues conversation becoming more apparent. With functional replacement, the school would not be able to rebuild the whole school as it is now. The good part is that the insurance amount is not based on per building but the whole school buildings. If one building was destroyed, the school would receive the whole insurance package to cover the one building. It would only become an issue if all of the school buildings were burnt to the ground.

The premium may increase again at the end of 2024 and the Council will have to pay the premium by instalments. Byron noted the Council can ask the Trust to pay for the premium as a one-off payment and the Council could pay the money back to the Trust by instalments to save interest and instalment fees.

Byron questioned how many students were budgeted for the ECE grant and what is the actual student number? Hayley noted that the budget was for 94 students and the Preschool now has 95 students. The ECE grant also depends on students' attendance.

Byron noted the current cash flow forecast has $78K for the end of the year which seems quite low. Ava noted the Preschool roll forecast is going to be over 100 and peak at 107 for a short period of time. The Preschool roll cap is 120. Hayley noted the cash flow forecast is conservative and there will be no concern if the July ECE grant is a similar amount as the budget.

Motion: That the May Council financial report be accepted.

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

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

Agenda Items Next Meeting

- Constitution Update

The meeting closed at 10:10 pm

The next Proprietors' meeting is scheduled for Monday 17th June 2024 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 17/6/24

Action	Personnel	Due
A sub-committee to form for attendance dues	Byron	After the Council AGM

Lillian and Stacey to continue consultations with the lawyer and take the draft Constitution document for reviewing. They will ensure to take notes of any discussions for future records.	Lillian, Stacey	Before the next meeting on 17th June
Stacey to complete the Board article for the newsletter in Term 2	Stacey	Scheduled newsletter in Term 2

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)