Proprietors Meeting Minutes
Monday 16 September 2024 from 8.11 pm to 8.29 pm

Present: Byron Lynds (Presiding Member), Stacey Newlands (Deputy Presiding Member), Ava Szabo (Principal), Rod Webster, Anahera Brown (via Zoom), Jenny Jellicoe (via Zoom), Lillian Pak, Juliette George (staff representative), Anna McLean (staff representative), Hayley Luan (minutes)

Apologies: Toby Champion (student 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 19th August 2024 were accepted as a true and accurate record.

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

Matters Arising

There were no matters arising.

Property Committee Updates

The Property Committee met last Wednesday. Byron has approached an architect regarding the design of the 6-9 deck and veranda, however he has not received a response yet. Another architect will be approached for the project.

The Primary fence replacement will take place from 16th December 2024 and will be completed by the end of January 2025.

The final design has been received for 6-9 toilets and the project will take place over the summer holidays in December 2024 and January 2025.

The surveying for the new High School car park has been completed. There will be 16 parking spaces which will free up the space behind the High School (current parking area) for additional sports courts. It was noted that the drainage problem along the shared fence line with the neighbours will be fixed at the same time.

The High School's designation code with Hutt City Council is currently specified as industrial and it is hoped that in the near future this will be reclassified to school designation. Once the District Plan is updated, building consent applications for further property projects will go through a different procedure and will be relatively easier and simpler. It is uncertain whether the new designation code will have an impact on the school rates.

The Primary playground upgrade has been pushed out with continued consultation. Phil has joined the property committee and Stacey has resigned. The Board thanked Stacey for her hard work whilst she was on the Property Committee.

Constitution Updates

It was noted that the draft constitution is deferred to the next meeting agenda. The plan is to have the Board endorse the draft constitution so it becomes a proposed constitution and have it presented at the 2025 AGM for approval.

The school strategic plan has been deferred by 12 months and the consultation process and discussions regarding attendance dues will be deferred also. Stacey noted that any discussions regarding the attendance dues is not contingent on the Constitution changes and approval.

Preschool Collective Agreement Negotiation

Byron noted that George is the new union representative for the Preschool collective agreement negotiation. The sub-committee will be meeting with him on 26th September.

Council Financials

Hayley presented the financial updates.

The Council cash flow is still tight and is expected to be $78k by the end of 2024 based on a conservative forecast. More Trust donations will be received by the Council to cover extra spending on Playgroup refurbishments and Montessori training/materials. Commercial kitchen equipment will be purchased for the Preschool kitchen and further refurbishment/upgrades will take place in January 2025.

The Trust will cover the insurance for 2025 and the Council is to pay the Trust back on a monthly basis with no interest or fees. The Trust donation collection looks good and is more than the previous 2 years. Hayley will be meeting with Gallagher insurance tomorrow to discuss the possibility of getting a lower premium for 2025.

The downpipes and roofing in the Preschool may need to be replaced in 2025 or 2026.

Motion: That the September 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

- Draft Constitution
- Board group photo
- Preschool CA sub-committee update

The meeting closed at 8.29 pm

The next Proprietors' meeting is scheduled for Monday 21st October 2024 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Stacey Nealands
Deputy Presiding Member

Date 21/10/24

Action	Personnel	Due
Hayley to break down the donations payment into age groups	Hayley	Before the next meeting on 21st October

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)