Proprietors Meeting Minutes
Monday 20 October 2025 from 8:45 pm to 9:09 pm

Present: Byron Lynds (Presiding Member), Stacey Newlands (Deputy Presiding Member), Ava Szabo (Principal), Juliette George (Staff Representative), Rod Webster, Rhiannon Jarvis, Sadie Taylor (Student Representative), Jenny Jellicoe, Maryann Robertson, Lucy Bayliss (staff representative), Tara Israelson, Hayley Luan (minutes)

Apologies: Allie Ganapathy

Declaration of Interests

Byron is a member of the Trust.

Rhiannon has a conflict of interest for property maintenance projects regarding plumbing and drainage.

Acceptance of Previous Minutes

Stacey noted that under the Te Akapūmau-protecting and advancing Te Tiriti education section, the first sentence of the 6th paragraph should read "Byron noted that this should be taken into account when developing the strategic plan."

Motion: The minutes of the last Proprietors' meeting held on Monday 15th September 2025 were accepted as a true and accurate record with the above correction.

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

Council Co-option

The Council has a vacancy to co-opt another member. Anna McLean who was the previous Preschool DP and a Council staff representative held a lot of foundation knowledge about Montessori. With Lucy joining the Preschool as the Centre Manager and starting her Montessori training in 2026, there is a need for the Council to co-opt someone with solid Montessori knowledge to assist the Council to maintain the school's Special Character. Tara, the lead teacher in Nikau class, meets these requirements and is willing to be co-opted to the Council. She will be co-opted on the Council for the following 3 years as a full Council/Board member.

Motion: That the Council move to co-opt Tara Israelson on the Council for 3 years.

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

Property Committee Updates

There is no Property Committee update as no meeting was held since the last Council meeting. The architect has finalised the design for the 6-9 deck and verandah and the final design will be sent out to two contractors for quotes. It is scheduled to be completed over the December/January summer holidays. The Primary sports field will have drainage installed and be reseeded over the summer as well. A temporary fence will be installed around the High School sports field to prevent access after the extra soil gets moved to the Primary sports field.

Financial Update

Hayley presented the October financial updates.

We are waiting for the ECE grant to be received in November. At present, the Preschool cash flow forecast looks quite positive. The current forecasted end of year bank balance is about $270k. The final 2025 Council audit will be booked for February 2026 and AFS (Accounting for Schools) will liaise with the auditors to finalise the 2025 audit.

The YTD Trust donations collection income is more than last year due to the timing of the donation requests being sent. The donations were sent out earlier this year than last year. Byron noted that the Trust donations we received were requested to cover the insurance premium in January 2025 and the Council to pay the Trust back by 10 instalments. Hayley noted the insurance premium repayment expenditure was missed in this year's budget and Hayley will add it for the 2026 budget. The Trust will reimburse the Council for the actual spending on the Montessori teachers training and the Montessori materials in December. Byron questioned if that means we will have a big variance of the surplus/deficit on the P&L report? Hayley noted that it depends on the November ECE funding income and how much expenditure is spent for the remainder of the year. Hayley will update the Council at the November meeting.

Motion: That the Council accept the October financial update.

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

Proposed Board Meeting Dates for 2026

Hayley presented the proposed Board meeting dates for 2026. Ava noted that the meetings in September (Week 9 Term 3) and October (Week 1 Term 4) are very close to each other. It may not be possible for Ava to provide any updates to the Board in between this short period of time. Ava will find out what documents need to be presented to the Board in October.

End of Year Board Dinner

The Board end of year dinner will be at Sabaidee Pah Khao Lao Restaurant in Petone at 7 pm on 2nd December.

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

The meeting closed at 9.09 pm

The next Proprietors' meeting is scheduled for Monday 17th November 2025 in the Tāwari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 17/11/25

Action	Personnel	Due
Ava to find out what documents need to be presented to the Board at the October 2026 meeting.	Ava	By the next meeting in November
Hayley to send out a calendar invite to all Board members and book a table for the end of year Board dinner	Hayley	Before 2nd December 2025

2025 Council/BOT Meetings

7.00pm at Wā Ora Montessori School – Tāwari Classroom

January – No meeting
Monday 17 February 2025 (Week 3, Term 1)
Monday 17 March 2025 (Week 7, Term 1)
April – No meeting
Monday 19 May 2025 (Week 4, Term 2)
Monday 16 June 2025 (Week 8, Term 2)
July-No meeting
Monday 18 August 2025 (Week 6, Term 3)
Monday 15 September 2025 (Week 10, Term 3)
Monday 20 October 2025 (Week 3, Term 4)
Monday 17 November 2025 (Week 7, Term 4)