Proprietors Meeting Minutes
Wednesday 20th May 2026 from 8.59 pm to 9.00 pm and 9.14 pm to 9.52 pm

Present: Anna McLean (Acting Deputy Principal), Tara Israelson, (Maryann Robertson, Sadie Taylor (Student Representative), Sarah Sue, Rhiannon Jarvis, Lucy Bayliss (Staff Representative), Stacey Newlands (Presiding Member), Jo Dyer (minutes)

Online: Juliette George (Staff Representative), Rod Webster (Deputy Presiding Member), Allie Ganapathy (7:02pm), Jenny Jellicoe (7:20pm)

Apologies: Ava Szabo (Principal)

Sarah Sue was formally welcomed in joining the Council as a Casual Vacancy due to Byron's resignation.

In-committee Meeting

In-committee Meeting from 9.00 pm to 9.14 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.

Tara Israelson was also excluded from the in-committee meeting due to a conflict of interest and left at 9.00 pm.

The meeting reopened at 9.14 pm.

Declaration of Interests

Sarah Sue is a member of the Trust.

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

Acceptance of Previous Minutes

Rhiannon reiterated that she has officially joined the Property Committee and will be a member in a professional capacity and there will be no conflict of interest.

Motion: The minutes of the last Board of Trustees' meeting held on Wednesday 18th March 2026 were accepted as a true and accurate record.

Moved by Lucy / Seconded by Maryann / Carried unanimously with no abstentions or nays.

Property Committee Updates

The first hui of the year was held last week.
The school has engaged a new contractor to provide the 10-year Maintenance Plan – Kura Consulting. We previously used Ashby Property Services.
The 5-year Capital Development Plan was also looked at and updated. There are some items that have been completed, some items are in progress and some items still remain on the list.
The Property Committee will meet with the High School kaiako to brainstorm their suggestions/ wants/ needs and gather some feedback for next projects. The next project on the list for the High School is the fale/gym area, so it will be good to meet with kaiako to see if this is still appropriate.
The Primary School deck and field area is almost fully completed.
Rhiannon questioned if the retaining wall near where the drainage has done at High School behind the buildings has been completed? It was noted that she will bring this item to the next Property Committee hui.
PTA have had conversations with Anna and advised that they have a member on the PTA who will be dealing with local funding and grants and they would like to know what projects are coming up to see if they can provide assistance. It was noted that many of the Property Committee projects are quite large in scale and usually funded by the P1 money. Suggestion to see if there are smaller / wants needs for classrooms e.g. Curtains for deck on library?

Council Financials

Currently the financial reports are being outsourced to Schooled whist Hayley is away on maternity leave. It was noted that there are no major concerns on variations.

Sarah Sue noted that it would be helpful to have access to the other financial reports in her role as Treasurer as they are currently being outsourced at present. The annual Council financials will be presented at the AGM to be held on Wednesday 24th June 2026.

Questions

There were no questions.

Motion: That the March / April Board financials are accepted.

Moved by Tara; Seconded by Rhiannon; All in favour motion carried.

Request for Funding

Anna noted that in the budgets for 2026, there was a misunderstanding relating to the funding for a Wellbeing Co-ordinator and this funding allocation was missed – there was funding available in 2025, however it was not carried through for 2026. The position is a part time role with set hours for 4 days a week and we are currently advertising and will be interviewing in the near future. Anna would like to request the amount from the Trust to be able to fund this position for the remainder of 2026 (Term 3 and Term 4).
It was agreed by Council members that this role is quite crucial, however further specific financial information is required.
Sarah Sue requested, as a member of the Trust, that there must be full transparency when budgets are being completed and that the Trust is included if funds need to be taken from this account.
The Council is in agreement in principal for now, however would like Anna to come back to the next hui with further specific salary information.

Questions

There were no questions.

Updating Delegations / Subcommittees

Any changes for delegations and subcommittees was made and they will be available in final form on the agenda of the next hui.

Administration

Correspondence

The correspondence was noted.

Other Business

Council AGM - The AGM date was previously set, however no correspondence has been sent out to the community and as per the Constitution, there has to be 4 weeks' notice given to the community to advertise the AGM date. In light of this, the new AGM date will be Wednesday 24th June 2026 to be held from 7pm – 8.30pm in Tōtara classroom. Jo will ensure that communications are sent out to the community on Monday. Jenny's position is coming up for election on the Council at the AGM. Jenny advised she is happy to stand for the position again. As there is a position vacant, there will need to be a returning officer appointed – this will be Jo Dyer (Board Secretary). Along with communications to the community, Jo will also send out the necessary nomination forms.

Motion: That the new date be set for the AGM, Wednesday 24th June and that Jo Dyer be appointed as Returning Officer for the Council elections at the AGM.

Moved by Maryann; Seconded by Lucy; All in favour motion carried.

Agenda items for the next meeting

- Property Committee Update
- Funding Request (further information to be presented)
- Philosophy – hui starting at 6.45pm reminder (Freedom of Responsibility and Outdoor Environment)

The meeting closed at 9.52 pm

Closing Karakia

Te whakaeatanga e, te whakaeatanga e
Tēnei te kaupapa ka ea, tēnei te wānanga ka ea
Te mauri o te kaupapa ka whakamoea, Te mauri o te wānanga ka whakamoea
koa ki runga, koa ki raro
Haumi e, Hui e, Tāiki e

It is completed, it is done, we have achieved our purpose, completed our forum, let the purpose of our gathering rest for now, let the vitality of our discussions replenish, we depart with fulfilled hearts & minds, bonded in our common goal & unity
Written by Scotty Morrison

The next Proprietors' meeting is scheduled for Wednesday 17th June 2026 in the Tāwari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 17/6/26

Action	Personnel	Due
Anna to provide Council members with further specific salary information relating to the Wellbeing Coordinator role	Anna	At the next meeting, Wednesday 17th June
Jo to send communications to the school community regarding the date of the AGM	Jo Dyer	Monday 25th May 2026

2026 Council/BOT Meetings

7.00pm at Wā Ora Montessori School – Tāwari Classroom

January – No meeting

Wednesday 18 February 2026 (Week 3, Term 1)

Wednesday 18 March 2026 (Week 7, Term 1)

April – No meeting

Wednesday 20 May 2026 (Week 5, Term 2)

Wednesday 17 June 2026 (Week 9, Term 2)

July-No meeting

Wednesday 19 August 2026 (Week 5, Term 3)

Wednesday 16 September 2026 (Week 9, Term 3)

Wednesday 21 October 2026 (Week 2, Term 4)

Wednesday 18 November 2026 (Week 6, Term 4)