Proprietors Meeting Minutes
Monday 17 November 2025 from 8:15 pm to 8:45 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, Allie Ganapathy, Hayley Luan (minutes)

The Council welcomed Allie in attending her first Board/Council meeting. The Board/Council members introduced themselves around the table.

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

Motion: The minutes of the last Proprietors' meeting held on Monday 20th October 2025 were accepted as a true and accurate record.

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

Property Committee Updates

Byron noted the veranda and deck for the 6-9 classes will be built over the summer holidays and the architectural work for that project has been completed. The quote for the drainage work on the Primary grass field has been approved by the property committee and will take place over the summer break as well. It was noted that outdoor drop-down curtains will be installed on the new veranda when it is installed.

Council 2026 Draft Budget

Hayley presented the 2026 Council draft budget.

The Council will have a big deficit in 2026 due to the major maintenance jobs planned for 2026. Around $674k will be spent from the P1 grant account on the deck and verandah, Primary re-roofing, High School drainage repair, basketball court and turf, Primary and High School grass field upgrade. We have been saving up the P1 grant for quite a few years so there is enough money to cover all the upcoming property maintenance projects in 2026.

The ECE grant was budgeted based on 97 children. The Preschool currently has 95 children. The funding hourly rate is the same in 2026 as in 2025. The grant is based on Preschool children booking hours. For any children who are away for more than 3 weeks or are on the frequent absence list, the ECE funding deduction will apply. The Preschool will follow up with those cases.

The Trust donations of $40k will be requested to cover Tanya, Lucy and Robyn's Montessori training. A Trust donation of $117,384 will be requested to cover the insurance premium and the Council will pay the Trust back in 10 instalments. Two quotes have been received for the 2026 insurance. One is from Gallagher who quoted for $118k, the other quote from Marsh for $112k for the same coverage. The insurance covers material damage, business interruption, liability and contents and school vans. The BoT liability and contents insurance is covered by the MoE risk management scheme. Hayley noted that the school current insurance broker is doing an alright job in general but can be hard to reach sometimes. Marsh has been with us for quite a few years before 2025. The only reason that the school went to Gallagher for 2025 was that Gallagher promised to do full reinstatement before Marsh sent through their confirmation. Kerry the insurance broker for Marsh is easy to reach, and he knows the school very well from all the years that he was working with us. The Council decided to appoint Marsh as the insurance broker for 2026.

The Preschool teachers' pay increase and back pay are budgeted based on an estimate.

The Preschool will have enough money to install heat pumps in all 5 classrooms in 2026. The money comes from the decreased amount of 2026 insurance premium and the savings on staffing. The Preschool kitchen and the internal non-contact office will have a fresh air system installed at the same time. There is an option to apply for a competitive funding for low carbon emissions from the Hutt City Council. However, there is no guarantee for us to receive the grant and there is a lot of paperwork to be done to prove the drop of carbon emissions by replacing the gas heaters with air-conditioning. The grant cannot be applied retrospectively so the Preschool has to wait for another year for the air conditioners. Lucy noted that the gas heaters are not ideal in a Preschool

environment as they generally heat the space immediately around them which gets very hot for the children and they also take away classroom teaching areas.

Hayley noted that this is only a draft budget and the final 2026 budget will be presented at the February 2026 Council meeting for the Council to approve.

Motion: That the Council approves the air-conditioning installation in the Preschool

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

Council November Financial Report

Hayley presented the November financial report.

Tara noted that the Trust donation collection rate has gone down to 80%. Hayley is concerned about the attendance dues. The Board is highly reliant on Trust donations to fund support staff, Teacher Aides and 2 extra teachers at the High School. It was budgeted for the Board to request a Trust donation of $500k in 2026, which is not viable. If the school moves on charging attendance dues, the Trust donation collection will drop further down which may not be enough to fund the Area School staffing. It was noted that attendance dues can only be used for property works and insurance premium. Ava noted we cannot keep asking for more Trust donations and the current 8 Teacher Aides are an asset to the school.

There will be a bad debt of $8k of the Preschool fees. Ava noted that there are a couple of families with Bay Corp but the school has not received any money back. All new families are charged a bond of $500 when their first child enrols in the Preschool. The bond will then be refunded when the last child of the family has transitioned to the Primary at the age of 6. The bond has not increased for more than 10 years. Rhiannon asked whether it is the first time there is a bad debt for the Preschool? Hayley noted it is the first time for the Preschool to have bad debt. In the past, the Preschool could always collect the outstanding fees even if the money was collected 2-3 years after the child left the Preschool. Byron noted that a better description of the importance of paying the Preschool fees should be shared with the whānau of the Preschool.

Motion: That the Council accept the November financial update.

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

Proposed Board Meeting Dates for 2026

Ava proposed to move the meeting date in October to 27th October and the meeting date in November to 23rd November 2026. Due to members' availability, the Board/Council meetings in 2026 will be held on the 3rd Wednesday of each month. The Board noted that no Principal's report is required for the October 2026 meeting as it will be too close to the September Board meeting.

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

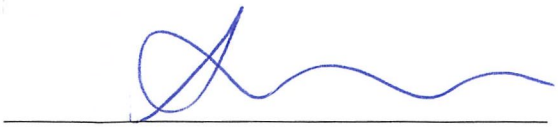
Agenda items for the next meeting

- Approval of the 2026 final budget

The meeting closed at 8:45 pm

The next Proprietors' meeting is scheduled for Wednesday 18th February 2026 in the Tāwari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School



Date 18/2/26

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)