Proprietors Meeting Minutes
Wednesday 17th June 2026 from 7.20 pm to 7.21 pm and 8.05 pm to 8.56 pm

Present: Anna McLean (Acting Principal); Rhiannon Jarvis; Sadie Taylor (Student Representative), Lucy Bayliss (staff representative), Sarah Sue, Juliette George (staff representative), Tara Israelson (left 7.57pm), Maryann Robertson, Stacey Newlands (Presiding Member), Jenny Jellicoe, Jo Dyer (minutes)

Online: Rod Webster (Deputy Presiding Member), Allie Ganapathy (joined 8.13pm, left 8.35pm due to internet issues)

Apologies: Ava Szabo (Principal)

In-committee Meeting

In-committee Meeting from 7.21 pm to 8.05 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 7.21 pm and returned at 8.05pm.

The meeting reopened at 8.05 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

Motion: The minutes of the last Board of Trustees' meeting held on Wednesday 20th May 2026 were accepted as a true and accurate record.

Moved by Juliette / Seconded by Sarah / Carried unanimously with no abstentions or nays.

Property Committee Updates

Tanya joined the recent hui to provide recommendations from the High School staff to add to the Capital Development Plan. She is wanting to be included in future hui to provide a voice for the High School staff.
Shane explained to Tanya the role of the Property Committee and its responsibilities. Some of the recommendations that were made by Tanya were operational and would not be the responsibility of the Property Committee. It was also noted that once the Primary playground has been completed, there can be further consultation with High School staff in relation to the next projects.
Stacey questioned what are the next steps for the Primary playground? It has been noted that the current playground requires upgrading. There has already been consultation with Primary staff and draft designs have been made. The work to be done will be completed in stages and will be dependent on budgets.
Sarah questioned if there is still a retaining wall to be built at the High School? It was noted that there will be something built to provide access to the new field, however this may not be as high a priority anymore.
Stacey noted she will include a property update in her AGM report.

Council Financials

The Council Annual reports will be presented at the upcoming AGM. Anna noted that she has not received the Annual Report from the accountants at this stage. These same reports need to be submitted to the MoE by the end of June. The accountants are aware of the deadline and we are moving towards receiving it by this time.
Sarah questioned what would the Council want from her moving forward (what responsibilities does the Council want her to take on) e.g. Does the Council have any questions in relation to the reports? How is Preschool funding being used?
Tara noted that she would appreciate a separate hui outside of the Council hui to enable her and other members to understand the reports.
It was noted that if members have any questions in the meantime to please send their questions to Sarah
Rhiannon questioned if there was anything in general to be alarmed about?

It was noted that once Hayley returns, the reports will be more detailed, however this may not be until Term 1 2027.
Stacey reminded members that everyone has a responsibility to ensure they understand things are running smoothly, however she also noted that this has been difficult with Sarah coming on board whilst Hayley has been away on maternity leave.
Lucy suggested she may be able to assist with any questions in relation to Preschool funding.
It was suggested that Sarah should have further conversations with Lucy, Anna and Schooled.
Stacey questioned when the Budget for 2027 is completed? It was suggested that this may need to be brought forward to approve a Draft Budget at the October hui and have it approved at the November hui as the February hui is usually too late.

Questions

There were no questions.

Motion: That the May Council financials are accepted.

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

Request for Funding

It was formally noted that the Trustees have approved the request for funding that was made at the previous hui.
Sarah noted that this request raised questions around the Trust and what is the best practice process for making future requests.
There is a need for there to be a more robust process and it was noted that this process has not been updated since 1993.
Trustee members need to be involved when decisions about the budget are being drafted.
Council members will need to make requests and these will need to be decided if they are to be included in the draft budgets.
Sarah noted that Trustee members will be meeting next week to discuss the process going forward and Sarah will provide an update at next hui.
Sarah provided a brief understanding of the responsibilities of the Trust in that when a request is made, the Trust approves they have the funds available, then Council approves that the funds can be used for that specific purpose.

Motion: That the appropriate funds are to be given by the Trust to the Council to use for the salary of the Wellbeing Coordinator when appointed.

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

Administration

Correspondence

The correspondence was noted.

Other Business

AGM Update - reminder that this has been set for Wednesday next week, 24th June. If you will be attending, please advise Jo.
Tara, Stacey and Sadie will be in attendance. It seems that at this stage we will have enough for a quorum.
Nominations for the vacant position will close on Monday 22nd June and Jenny Jellicoes is the only nomination at this stage.

Agenda items for the next meeting

- Process for requesting funding from the Trust

The meeting closed at 8.56 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 19th August 2026 in the Tāwari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 19/8/26

Action	Personnel	Due
Stacey to include a property update in her AGM report	Stacey	At the AGM hui, Wednesday 24th June
Sarah to have further conversations with Anna, Lucy and Schooled in relation to the financial reports	Sarah, Lucy, Anna, Schooled	Before the next hui, Wednesday 19th August
Sarah to update Council on the process for requesting funding from the Trust.	Sarah	At the next hui, Wednesday 19th August

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)