Proprietors Meeting Minutes
Monday 19 February 2024 from 9.13 pm to 9.56 pm

Present: Ava Szabo (Principal); Anna McLean (staff representative); Jenny Jellicoe; Drew Mayhem (via Zoom); Lillian Pak; Byron Lynds (Presiding Member); Toby Champion (student representative); Rod Webster; Juliette George (staff representative); Stacey Newlands; Hayley Luan (minutes).

Apologies: Anahera Brown

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 20th November 2023 were accepted as a true and accurate record.

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

Matters Arising

There were no matters arising.

Property Committee Updates

Byron presented the Property Committee updates. The High School windows replacement, 6-9 classroom kitchen upgrade, High School bollards installation and 90% of the playgroup refurbishment have been completed over the 2023 summer holidays.

Ava and Byron met with Rebecca, a landscape architect from Earthworks, to discuss the plans for the Primary playground. The design has been taken to staff and students for feedback. Rebecca is making final changes and will send through a final version once completed. It is uncertain how the playground upgrade will be phased - it is a big project with everything being replaced except for the basketball court. A new perimeter fence will also be installed as part of the playground upgrade which will be covered by Policy One money and the remaining EPMP funding. It was suggested that the 6-9 decking and perimeter fencing be the first stage of the upgrade and this may take place at the end of 2024.

Policy One funding will also be used to cover the 6-9 toilets upgrade. Ava had a meeting with a designer and the 6-9 boys' and girls' toilets will be converted to individual uni-sex cubicles. There will also be two extra storage spaces - one for storing cleaning products and the other to store a coffee machine for school events at Waddington Drive. The current design has 4 stalls and a wheelchair accessible toilet. The final design will be brought to the Property Committee meeting for discussions. The next step is to contact a quantity surveyor for costs. Ava noted there are individual toilet stalls for the rest of the school (except for 6-9s). Anna questioned whether there will be a shower in the wheelchair accessible toilet? Ava noted the High School, the Preschool and the House (staffroom) all have a shower in their disability accessible toilets. She will find out from the Ministry of Education whether it is compulsory to have a shower in a disability toilet. Stacey asked if the Primary playground upgrade is the only big project coming up? Byron noted the Primary playground upgrade will use up a majority of the Policy One money.

2024 Council Budget

Hayley presented the 2024 budget.

The Preschool budget is based on 95 children and there are now 96 children enrolled in the Preschool. It was budgeted for the Trust to donate $187K for the Playgroup upgrade, Montessori materials and teachers' Montessori training. The insurance premium has increased by 40% to $187K. The major maintenance expenditure is for the Playgroup refurbishment and the windows replacement in the laundry room.

All three EPMP projects are completed and Hayley will lodge the necessary forms to claim for the remaining 10% funding. Once the completion forms are approved, Hayley will be able to apply for the remaining EPMP funding of $23K plus GST to cover part of the Primary fencing upgrade. Byron suggested putting a deposit down to secure the fencing project using the EPMP funding.

The P1 money has been used to cover the following projects: High school windows replacement, new main office doors, the 6-9 classroom kitchen upgrade. The funding will also be used to cover the staff car park concreting, the High School blackberries removal and internal painting of the drama room and music room. The rose memorial garden will also be moved from the back of the carpark to the house garden.

Three term deposits from the Policy One funding have matured with $4,500 interest income flowing into the Council account. The last term deposit will mature in September 2024 with about $21K interest income. The Preschool teachers' pay negotiation will affect the cash flow forecast. The current cash flow forecast sees a closing bank balance of $96K by the end of 2024. If the Preschool teachers receive a pay increase in April 2024 (as per the Area School teachers' settlement), an extra amount of $21K would be taken out from the current forecasted closing balance. The fixed term unit has increased from $4,000 to $4,500 and is included in the current budget. Byron noted if attendance dues were approved, they would cover the school's new property expenditure and the increasing insurance premium.

Motion: That the 2024 Council Budgets be accepted.

Moved by Byron; Seconded by Stacey; All in favour motion carried.

Preschool Negotiation Update

Drew presented on behalf of the Preschool negotiation sub-committee.

NZEI sent through their requests to the sub-committee on behalf of the Preschool union members. They requested a pay increase as pay parity with the Area School teachers settlement along with a lump sum payment. The sub-committee has agreed in principle that they do not want to break the link between the Preschool and the Area School and would like to treat everyone fairly. It is a matter of how to reach an agreement, when to fulfil the agreement, the financial impacts on the bottom line and the school viability. The sub-committee will report back to the Proprietors at the March meeting with different options and costing scenarios. Once the sub-committee receives the Board endorsement, they will continue the negotiation with NZEI.

Anna noted that the Preschool teachers received a pay increase back in December 2023 for full parity with the kindergarten teachers' settlement. There will always be a period of time one of the two parties will be out of step with the collective agreement settled in the same year. The NZEI requested lump sum pay has to be reviewed carefully. The sub-committee will have a further discussion with Anna before the March meeting.

Board Delegations and Sub-committee

Byron noted the delegations and sub-committee members need to be updated as some of the Board/Council members have stepped down.

Byron has stepped down from the Community Engagement and Wā Ora Constitution sub-committees. Rod volunteered to take his place for the Constitution and Community Engagement sub-committee.

Stacey has joined the Property Committee as Ike has stepped down and she will attend the meetings via zoom.

Jenny Jellicoe joined the Preschool Policies and Procedures sub-committee.

Juliette joined the Succession Planning sub-committee.

Toby joined the Non-preference Criteria sub-committee.

As Byron is now the Presiding Member, the Board will have to find a new Treasurer. This person will be a current Board member or a co-opted member from the community. Ava will see if Whānau Hui would like to replace Ike as a co-opted representative on the Board. She will also find out how many members the Board is allowed to co-opt in total and will forward the information to Lillian.

Other Business

Drew asked for further information regarding the hot water beach 18km hike that students were subject to whilst on Odyssey and what went wrong, as it seems a bit much for an 18km hike with a backpack. Ava had been in contact with the provider before the Odyssey began and information they said they were going to provide they did not provide before the event. Ava was only informed of the situation by Hilary after the event had already occurred. Ava has spoken with the provider and will discuss further with them. It was clarified that this is not governance, but rather a parent asking for further information. Ava noted it was a poor decision made at the beginning of the event and she is happy to come back to the Board with further information once she has investigated fully. She will include a brief report in her health and safety section in her Principal's report for the March meeting.

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

Agenda Items Next Meeting

- Constitution Update
- Attendance dues together with Integration Agreement.

The meeting closed at 9.56 pm

The next Proprietors' meeting is scheduled for Monday 18th March 2024 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 20/5/24

Action	Personnel	Due
Ava to provide a brief report regarding the Odyssey hot water beach 18km hike in the health and safety section of her March Principal Report	Ava	Before the next meeting on 18 March
Ava to talk with Whānau Hui to see if they would like to put forward a representative on the Board	Ava	Before the next meeting on 18 March
Ava to confirm how many people can be co-opted onto the Board and send information to Lillian	Ava	Before the next meeting on 18 March
Byron to ask Anahera if she would like to take on the Board Treasurer role	Byron	Before the next meeting on 18th March
After having further discussions with Anna, the Preschool Teachers Collective Agreement Negotiation sub-committee will begin the negotiation process with NZEI	Sub-committee	Before the Collective Agreement is due to be updated

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)