Proprietors Meeting Minutes
Monday 18 March 2024 from 7.04 pm to 7.14 pm and 8.39 pm to 8.47 pm

Present: Toby Champion (student representative) (left @ 9.30pm), Stacey Newlands (Deputy Presiding Member), Rod Webster, Lillian Pak, Jenny Jellicoe, Anna McLean (staff representative), Byron Lynds (Presiding Member), Ava Szabo (Principal), Juliette George (staff representative), Anahera Brown (via online), Jo Dyer (minutes)

Apologies: Drew Mayhem, Hayley Luan

The meeting was opened with a karakia.

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 19th February, 2024 were accepted as a true and accurate record.

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

Matters Arising

There were no matters arising.

Property Committee Updates

The next Property Committee meeting is scheduled for Wednesday the 3rd of April.

A floor plan for the 6 to 9 class bathrooms has been agreed upon and work will begin during the Term 3 school holidays. This should be completed within the two week break. Unfortunately the urinal needed to be fixed for health and safety reasons.

There are no further updates on the playground upgrade at this time. A second quote for the fencing work has been obtained. There is some APIS funding that needs to be used before August, so hopefully the fencing can be done during the July school holidays so we are able to use the funding monies.

There were no further questions for the property committee.

Attendance Dues Discussion / Preschool Negotiation Update

In-committee Meeting from 7.14 pm to 8.39 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.

The meeting reopened at 8.39 pm.

Constitution and Integration Agreement

It was noted that the subcommittee is meeting this week. They are seeking confirmation that they can approach a lawyer as they have a draft document, but recommend it is checked by a lawyer for compliance with the Incorporated Societies Act, and to ensure it meets the needs of our school and Board. The committee recommends that the focus is on the Incorporated Society as that is the entity that is requiring the constitution document, and that any wider discussion about the other entities is out of scope. It was noted that it would be great to give the community further information at the upcoming AGM and to say that a draft document is with the lawyers. The subcommittee noted that it could be possible to present the draft constitution at the upcoming AGM, however the Board

would like to ensure they can have a look at it first. It was agreed that a smaller group of the subcommittee will send the constitution to a lawyer for review and take the constitution forward. The subcommittee will consider engaging Morrison Kent, however Ava will check with Kevin from APIS to see if there is anyone else they would recommend and let the subcommittee know. The Board would like to ensure that the sub committee is asking the right questions of the lawyer so time is utilised properly.

Lillian And Stacey will continue with the consultation with the lawyer and will ensure to take notes of the discussion for records.

Council AGM Date Confirmation

Discussion had regarding the best date to hold the Council AGM to fit in with current community events and the accounts audited and ready to present. The date suggested was Tuesday the 18th of June after the Board meeting on Monday the 17th of June. Items for the AGM agenda will include:

- the Strategic Plan,
- Donations.

The AGM will begin at 7pm and finish by 8.30pm.

Motion: That the date for the Council AGM be set for Tuesday 18th June from 7pm - 8.30pm and will be held at Wa Ora Montessori School, 278 Waddington Drive, Naenae, Lower Hutt in Totara classroom.

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

Council Financials

Cash is very low (around $4K in February 2024).. The Policy 1 money is targeted funds so we are unable to use this amount to increase the cash deficit. There was an ECE grant on the first of March for $3K, however funds were nearly zero before this deposit. There is the possibility to draw from the Trust account if necessary, however it is better if this doesn't have to be done as it is only donations that are in the Trust account - the Preschool fees are deposited into the Council account.

There were no further questions on the council financials.

Motion that the council financials for the month of March are accepted moved Stacey second Byron.

Motion: That the March Council financial report be accepted.

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

Administration

Correspondence

Byron recently completed a newsletter article explaining donations and wanted to know if anyone had any thoughts or ideas for other items for future newsletters. It was noted that Stacey will complete a newsletter item for term two. Her article will be in relation to the work being done by subcommittees and information on what they are currently working on. Other suggestions for topics included the Board support for teachers, Strategic Plan discussions, Board values, Special Character. If you have any other suggestions, please send them through to Byron.

Risk Register

Nothing to discuss.

Agenda Items Next Meeting

- Constitution Update
- Attendance dues Update

- AGM Elections - Council position vacancy

The meeting closed at 8.47 pm

The next Proprietors' meeting is scheduled for Monday 20th May 2024 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 20/5/24

Action	Personnel	Due
Ava will check with Kevin from APIS to see if there are any other lawyers he could recommend to look at the draft constitution and send any further information to the Council.	Ava	Before the next meeting on 20th May
Lillian And Stacey to continue with the consultation with the lawyer and take the draft document for reviewing. They will ensure to take notes of the discussion for future records.	Lillian, Stacey	Before the next meeting on 20th May
Stacey to complete the Board article for the Newsletter in Term 2	Stacey	Scheduled newsletter in Term 2

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)