Proprietors Meeting Minutes
Monday 18 November 2024 from 7:47 pm to 7:55 pm and 8:15 pm to 9:26 pm

Present: Byron Lynds (Presiding member), Stacey Newlands (Deputy Presiding Member), Ava Szabo (Principal), Rod Webster (via Zoom), Juliette George (staff representative), Jenny Jellicoe (via zoom), Lillian Pak, Anahera Brown, Anna McLean (staff representative), Hayley Luan (minutes)

Apologies: Rachel Visser (student representative)

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 21st October 2024 were accepted as a true and accurate record.

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

Matters Arising

There were no matters arising.

Property Committee Updates

The Property Committee met on Wednesday 13th November. The Primary fence replacement has been confirmed and will take place over the summer holiday at the end of 2024. The new car park at the High School is waiting for an engineering report at present. The 6-9 toilet refurbishment has been approved by the Council and is scheduled for this summer from 16th December to 24th January 2025. The 6-9 classroom decking will be designed over this summer and installed late 2025. The Tōtara kitchen will be refurbished during the summer holidays alsol.

Preschool Collective Agreement Negotiation

In-committee Meeting from 7:55 pm to 8:15 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 8:15 pm.

Enrolment Policy

Anna presented the updated Enrolment Policy for the Preschool. With SchoolDocs being available for the Area School policy, it is necessary to update the Enrolment Policy for the Preschool only.

Material changes:

- All the references regarding the Area School have been removed.
- Provisional period has been replaced by another term.
- The notice period for tamariki going on holidays has been changed from 1 term's notice in advance to 10 weeks' notice in advance.
- When a Preschool child leaves the school before 6 years of age, their siblings will not stay at the top of the waitlist. This is to preserve a space for those children who are going to enrol all the way to the end of High School.
- The children of a staff member stay on top of the non-preference children list.

The Area School Enrolment Policy is a separate document on SchoolDocs. Ava noted if a child would like to enrol and they have a sibling in the Area School, the child is on top of the non-preference list. Question raised if an outside student who has a sibling

in the Preschool which is a separate entity, are they on top of the non-preference list? Byron noted the school can design our own Enrolment Policy with our own priorities. Ava noted if a child is coming to the Area School with a sibling enrolled but they have not started they are at the top of the non-preference list. Lillian is aware of a similar situation and questioned whether the child would fit in the Area School environment. If a specific situation is stated in the Enrolment Policy, the students who fit in the category will have to be taken in whether it is deemed if they will fit into the environment or not. The Enrolment Policy needs to be specific as if it is set too broad, the Ministry of Education will be able to ask the school to take in students with high needs and the school cannot choose which students to take in.

Motion: The Enrolment Policy be accepted

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

2025 Draft Budgets

The Preschool cash flow forecast looks positive for 2025. The Government has increased the ECE funding hourly rate by $1 an hour. If Preschool is able to maintain 100 children over 2025, the total ECE forecast is $150k more than in 2024. The Preschool teachers' pay increase from 2 December 2024 and the management unit of $5000 are already included in the budget. The total pay increase/back pays have been set up to $90k as a conservative forecast. The kitchen refurbishment will be funded by the increase of the ECE grant. The end of year cash in 2025 is forecast at $200k. The Trust will cover the insurance premium as one lump sum in January, and the Council will pay the Trust back in 10 installments.

Montessori training for Robyn in Rātā and Anna McLean are included in the Budget. A relatively larger maintenance and repair forecast has been budgeted for the Area School and will be covered by the P1 funding. The bottom line of the P&L is a negative figure in 2025 which is mainly due to the large amount of maintenance and repairs which is paid from the P1 account.

There are no concerns about the cash flow of the Preschool in 2025 as long as the Preschool has 100 children during the year.

Stacey questioned if the P1 money is reported in the Budget? Byron noted that the income of the P1 money grant is built up every year to be used for big projects. Hayley noted that the bottom of the cash flow forecast is for the P1 account. All spending of the P1 account is from the accumulated grant of the P1 funding.

The budget has been reviewed by the finance sub-committee before the meeting and no further questions were raised.

Byron noted there is no increase of the Preschool fee in 2025. It was suggested that the school should have a rotation to increase the school fees every 3 years. This will ensure that each Preschool whānau experiences one preschool fee increase whilst their child is enrolled in the Preschool. Currently there are no expectations of a fee increase in 2025. Byron suggested increasing the Preschool fee in 2026 and give whānau more than one term required notice before the increase. The increased Preschool fee would cover the rising costs and could be used to cover extra staffing in the Preschool if deemed necessary.

Please see the background of the Preschool fee increase at the end of the minutes.

Motion: That the 2025 draft budget be accepted.

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

Council Financials

Hayley presented the financial updates.

The cash flow forecast is more positive than last year. More ECE grants have been received in November due to a higher hourly pay rate and the increased number of children in the Preschool. The end of the year cash balance is forecasted at around $100k. A relatively larger GST bill will be paid at the end of January 2025. The insurance proposal for 2025 has not yet been received. We are expecting quotes from two insurance brokers and Hayley will send them through in December for the Board to make a decision.

Byron noted that Marsh has indicated that it is unlikely to see an increase to the insurance premium in 2025. The insurance market has softened.

Motion: That the November Council financial report be accepted.

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

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

Agenda Items Next Meeting

- School Improvement Framework
- New strategic plan
- Draft constitution
- Final Budget for 2025

This is Anna's last Board/Council meeting as staff representative in her role as Preschool Deputy Principal. The Board acknowledged her contributions during the past 7 years.

The meeting closed at 9: 28 pm

The next Proprietors' meeting is scheduled for Monday 17th February 2025 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 17/3/25

Action	Personnel	Due
Stacey to take the question raised regarding Preschool DP being a Council member and come back with an answer to seek endorsement at the February meeting	Stacey	Before the next meeting on 17th February 2024

Background of the Preschool fee increase

The Preschool fee was last increased in 2023 from $925 to $1,017 per Term. There was a plan to increase the Preschool fee to $1,000 in 2020, However this did not happen due to COVID and the Preschool fee remained at the rate of $925 per week until 2023. The living wage has increased significantly since this time and so do have the teachers' salaries and other general costs. The school total operational costs therefore have increased since 2023 and it is a good time to review the Preschool fee now.

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)