Proprietors Meeting Minutes
Monday 17 February 2025 from 8:35 pm to 8:55 pm

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

Declaration of Interests

Byron is a member of the Trust.

Acceptance of Previous Minutes

Stacey noted regarding the potential fee increase in 2026, some parents may want to receive information before receiving the fee increase notice in Term 4, 2025. Byron noted that our intention is to increase the Preschool fees every 3 years and one term's notice needs to be given for any fee increase. It is important to keep any future discussions as part of the minutes. Lillian noted that the November minutes should read "no more than 1 Preschool fee increase for every Preschool child"

Byron noted that the wording in the minutes could be adjusted to show the intention behind the fee increase and an explanation about the context around it. Hayley will write a paragraph to explain and send it to Byron for approval before adding it to the November minutes.

Motion: The minutes of the last Proprietors' meeting held on Monday 18th November 2024 were accepted as a true and accurate record with the above change.

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

Matters Arising

There were no matters arising.

Property Committee Updates

The Property Committee has not met since the last Council meeting. The primary fencing replacement is completed. The 6-9 toilets refurbishment will be completed at the end of February based on the current update from the contractors. Temporary toilets are in place for the interim period. The 6-9 decking is at the design planning stage and Anna, Primary DP, will attend the next Property Committee meeting to receive more information regarding the design.

Constitution Update

Stacey noted the updated Constitution will be presented at the March Council meeting. The timetable of preparing the Constitution will also be presented at the next Council meeting. Stacey noted that the sub-committee is confident that there is enough time to get the constitution ready to be reviewed at the 2025 AGM in June.

School Docs Board Review Schedule

The School Docs Board review schedule was shared with the Board. It was noted that this is for Area School policies only.

2025 Draft Budget

Hayley presented the updated 2025 draft Council budget. The decreased Trust donation was due to the drop in the insurance premium of $50k. The Council will pay the insurance premium back to The Trust via 10 instalments. The confirmed property maintenance funding has increased by $51k and will be used for major maintenance projects for the integrated areas in the Area School. The Primary 6-9 classroom and administration block may be required to have the roof replaced in 2025, with the cost covered by P1 funding. The Preschool may have to have the roof replaced in 2025 also and the cost will be covered by ECE funding. Byron noted the cost of roof replacement could be significant and it may have to go through the Property Committee.

The Preschool cash flow looks positive for 2025 due to the ECE grant being increased by $1 per hour. If Preschool can keep enrolment numbers at 100 children going forward, the cash flow should stay positive for 2025. The major maintenance projects scheduled for the Area School are funded by P1 which is part of the Council bank accounts. The roof replacement will be discussed at the upcoming Property Committee meeting as suggested by Byron.

Motion: That the 2025 draft budget be accepted.

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

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

Agenda Items Next Meeting

- Draft constitution
- Capital development plan
- Set the AGM date for 2025

The meeting closed at 8:55 pm

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

Signed Presiding Member, Wā Ora Montessori School

Date 31/3/25

Action	Personnel	Due
The Property Committee to discuss roof replacement for the Primary 6-9 classrooms, admin block and the Preschool	Property Committee	Before the next meeting on 17th March 2024
The Constitution sub-committee to complete the draft Constitution	Constitution sub-committee	Before the next meeting on 17th March 2024

2025 Council/BOT Meetings

7.00pm at Wā Ora Montessori School – Tawari Classroom

January – No meeting
Monday 17 February 2025 (Week 3, Term 1)
Monday 17 March 2025 (Week 7, Term 1)
April – No meeting
Monday 19 May 2025 (Week 4, Term 2)
Monday 16 June 2025 (Week 8, Term 2)
July-No meeting
Monday 18 August 2025 (Week 6, Term 3)
Monday 15 September 2025 (Week 10, Term 3)
Monday 20 October 2025 (Week 3, Term 4)
Monday 17 November 2025 (Week 7, Term 4)