Proprietors Meeting Minutes
Monday 17 March 2025 from 7:50 pm to 8:30 pm

Present: Byron Lynds (Presiding Member), Stacey Newlands (Deputy Presiding Member), Ava Szabo (Principal), Rod Webster, Juliette George (Staff Representative), Jenny Jellicoe, Rachel Visser (Student Representative), Anahera Brown (via zoom), Michela Homer (Staff Representative), Hayley Luan (minutes)

Apologies: Lillian Pak

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 17th February 2024 were accepted as a true and accurate record.

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

Matters Arising

There were no matters arising.

Property Committee Updates

The Property Committee meeting was held after the last Board meeting. Application to HCC for a resource consent for the 6-9 deck will be made. The toilet block refurbishment will be completed by the end of Term 1. The design for the new High School car park has been received and is for 17 parking lots. Council consent will be applied for the project. This project will free up the space behind the High School to allow for a second basketball court to be installed at the High School. The large grass area at the High School will be turned into a sports field in a few years.

10 Year Capital Development Plan

Byron presented the 10-year capital development plan which is due to be updated as the Board prioritised the Property projects around 3 years ago. The Primary fencing upgrade was completed over the summer holidays and cost approximately $96k. The Primary playground, 6-9 toilets and 6-9 deck are ongoing projects at present. It is the Board's intention to allocate more money towards the Primary projects as a large amount of money has been spent on High School projects over the last couple of years.

The Property Committee is seeking guidance from the Board regarding the next major projects. There was a previous plan to combine T2 and Kawakawa classrooms to provide for a proper gymnasium. The fale area would become the new Kawakawa classroom. Rachel questioned when was this plan formed. Ava noted the plan was probably made in 2012 before she joined Wa Ora. It was noted that these two projects would cost millions of dollars and would take a couple of years to finish. Byron noted it is about $300k - $500k to develop the grass area into a proper sports field at the High School including drainage installation, levelling, building a retaining wall and fencing. At least 2 quotes would be required due to the total cost being above $100k.

The new 2-storey admin building is currently at the bottom of the Board priorities. Ava noted that the main office area was last refurbished in 2019, which has made the office a welcoming space. Byron noted the house (staffroom) could be used as a means for getting a loan when building the new admin block. Ava noted that she would prefer to focus on the classrooms and sports field for ākonga at this stage.

Stacey questioned if getting an outdoor sports space should be prioritised compared to waiting for years for an indoor gymnasium? Byron noted that the P1 funding can be used for the outdoor sports space at the High School. Byron noted that we would require a loan for 1 year for the project. Spending a few months to get it done will enable more ākonga to benefit from it. Rachel noted that it will be good to be used for "catch the flags" especially for the Tāwari students.

Rod noted the new atificial turf looks good at Taita College. It is low maintenance with no potential blackberries issues but does cost more initially. The court can be used the whole year round and can last at least 10 years. It would be good to compare the costs between artificial turf and grass field. The court area can still be used for fire drills. Rachel noted that it would be good to get ākonga

voice on this. Permanent lines can also be drawn on artificial turf. It was noted that the artificial turf can be installed for part of the field and it does not have to be for the whole field.

Stacey noted that no Preschool projects are in the Capital Plan. Hayley noted that the Preschool is classed under a different funding system. The 10-year Capital Development Plan is for the Area School which is funded by P1 money, whereas the Preschool is funded by the MoE ECE grant. The Preschool and 6-9 block re-roofing can be assessed and completed this year if necessary. The roof was repaired in 2022 and should last for 4-5 years according to the contractor. Michela questioned if the Preschool can have installed a cooling system for summer as it gets very hot in the Preschool classrooms in February. There are requirements that a certain temperature has to be maintained for the Preschool classrooms. It was noted that cooling systems are not installed in Tawari, Kawakawa or the Preschool. Ava noted she would like to have a fixed heat pump in her office. Anahera noted in the exit interview, a previous staff member noted that at the High School, it would be beneficial for the kaiako and ākonga to have a pleasant learning environment where they can focus.

Constitution Update

Stacey noted the draft constitution was sent to the Board in October 2024. One action was that the role of the Preschool DP was not properly represented in the draft. The sub-committee has gone back to the lawyer and had the wording adjusted. For the Council to adopt the Constitution, two thirds of the members are required to accept it at the upcoming AGM. The draft will be emailed out to the whole community by Byron, with an explanation and why it was required to be revised. Stacey will draft simple communication and the Council intentions so the community is aware about the background of the Constitution.

The Council thanked Stacey and Lillian for their mahi getting the Constitution reviewed and rewritten.

2025 AGM Date

Hayley noted that the 2025 AGM has to be held 6 months after the school financial balance day and before 30th June 2025. The Council decided to set the date of the 2025 AGM on 10th June at 7pm in Tōtara.

Financial Update

Hayley presented the January and February Council financials. The Council pays monthly instalments to the Trust for the insurance premium until October 2025. The Council cash flow looks healthy for 2025 at this stage. The Trust donation collection is about 80% on average over the last three years. As it is still the beginning of the year, the variances are mainly due to timing. It was suggested by Byron that the Board receive a comparative line graph to see how much Trust donations have been received every month over the last three years.

The request of changing the auditor for the Council accounts will be presented at the 2025 AGM. Stacey confirmed that according to the current draft constitution, the Council will be able to change the auditor for the 2025 accounts at the 2025 AGM.

Motion: That the January and February financials 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

- Learning Improvement Framework

The meeting closed at 8:30 pm

The next Proprietors' meeting is scheduled for Monday 19th May 2025 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 19/05/2025

Action	Personnel	Due
To present a comparative line graph representing monthly Trust donations collected over the previous three years	Hayley	Before the next meeting on 19th May 2025
To send out the draft Constitution and communication to the school community before the AGM	Byron	Before the Council AGM on 10th June
To email all school parents regarding the Council election and the 2025 AGM date	Hayley	Before the Council AGM on 10th June

2025 Council/BOT Meetings

7.00pm at Wā Ora Montessori School – Tāwari 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)