Proprietors Meeting Minutes
Monday 19 May 2025 from 8:46 pm to 9:16 pm

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

Apologies: Lillian Pak, Michela Homer (Staff Representative), 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 17th March 2024 were accepted as a true and accurate record.

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

Matters Arising

There were no matters arising.

Property Committee Updates

Byron presented the Property Committee updates. Contractors have been police vetted and have begun building the retaining wall of the High School car park from today. The storm drain sump installation will take place when it is fully approved by the Hutt City Council.

The High School field was an unexpected bonus. Due to the large cost of getting rid of the extra soil from the car park, the soil has since been put onto the field behind the High School. The whole field has been levelled and is ready for drainage installation.

The gum tree in the Primary playground has been taken down due to health and safety reasons, which has opened up the playground field. The 6-9 toilets refurbishment is complete and the new toilets work very well. Primary staff have set new toilet rules to ensure everyone uses the toilets properly.

Financial Update

Hayley presented the May Financial Updates.

The actual ECE grant received in March was only $2,000 under the budget. A lot of money has been spent on major maintenance and most of the projects were covered by P1. The Preschool garden refit and the Preschool kitchen refurbishment are two major maintenance projects paid from the Council account.

According to the Trust donation line graph over 2022-2024, parents tended to pay donations in Term 1 and Term 2 in 2022. However, in 2023-2024 the peak was in October. Byron noted that it would be informative to make an accumulative line graph showing the variances more clearly between the years. The accumulative line graph is a constantly moving line which shows the timing effect as well as the peaks. Hayley will prepare an accumulative line graph for the next Board meeting.

The Preschool cash flow looks healthy although will be tight by the end of June. The ECE grant in July is the main income source for the Preschool and is affected by the Preschool roll and attendance. The grant was budgeted based on 95 children but actual attendance was hard to forecast. If everything aligns with the forecast, the closing balance of the Preschool bank account would be nearly $400k by the end of 2025.

The Preschool fee increase in 2026 will be discussed at the upcoming Council meetings. It was noted that one terms notice to school parents is required. The 2026 Preschool fee increase will be required to be approved by the Board at the September meeting.

The financial committee will meet to discuss the 2026 Preschool fee increase before the Board meeting in August. Hayley will prepare a 3-year forecast with a surplus in the first year, break even for the 2nd year and loss in the 3rd year to spread the cost.

It was noted that the SLT will decide the fee increase for before and after school care.

Motion: That the March and April financials be accepted.

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

2025 Council AGM

Stacey discovered a minor error in the Constitution for clause 22.2. It is stated under clause 22.2 that the minimum number of Council members should be 12 with the maximum number being 15. However, all the Council members add up to 11 rather than 12. The Council would like to have the ability to co-opt another member, however it should not be a requirement. Stacey proposed the Council send out a brief correction to the school community so the correct version of the Constitution is presented at the AGM. Stacey will draft an email, explaining the correction. Byron noted that no questions have been received from the school community regarding the Constitution.

It was noted that there must be 15 people in attendance at the Council AGM to meet quorum. Jenny noted her apologies for the AGM as she has to work. Byron questioned who the members of the incorporated society are? Stacey noted that parents with children in the school and all the staff employed by the association are members of the incorporated society. Hayley will send out another reminder to the school community regarding the AGM. It was noted that some people may want to join the AGM via zoom if possible. Stacey noted that people are allowed to join the AGM via zoom according to the updated constitution, however it is not stated in the current constitution.

Hayley noted no nominations have been received for the Council parent representative vacancy. Jenny noted that may be due to the email where it was specified that a Preschool parent is preferred to be the new Council representative. Rod and Jenny are both Preschool parents and the new Council parent representative does not have to be a Preschool parent. Hayley will update the wording in the AGM reminder and invite all school parents to be involved in the nominations. There is the requirement for another Council parent representative to join the Council to make up the required 11 members, otherwise the Council would be unconstitutional. Byron noted to clarify in the AGM reminder that all the Council members are co-opted to the Board and will attend all Board and Council meetings over the 3 years' period.

Rod will write the Board newsletter article for 9th June.

Administration

Correspondence

The correspondence was noted.

Risk Register

Nothing to discuss.

The meeting closed at 9:16 pm

The next Proprietors' meeting is scheduled for Monday 16th June 2025 in the Tawari classroom at the High School.

Signed Presiding Member, Wā Ora Montessori School

Date 16/6/2025

Action	Personnel	Due
Present an accumulative comparative line graph representing monthly Trust donations collected over the previous three years	Hayley	Before the next meeting on 16th June 2025
Draft a 3-year forecast to reflect the potential impacts of the Preschool fee increase for the financial committee to discuss	Hayley	Before the Board meeting in August
Email a reminder to all school parents regarding the Council AGM and Council parent representative nominations	Hayley	Before the end of May
Discuss the 2026 Preschool fee increase	Financial Sub-committee	Before the Board meeting in August
Draft an email to the community regarding the correction to the Constitution of minimum Council members	Stacey	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)