

**PUKETE PRIMARY SCHOOL**  
**MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING**  
**HELD WEDNESDAY 16 FEBRUARY 2022 at 5.41 PM VIA ZOOM**

<b>PRESENT</b>	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady, Katrina Jamieson and Amie Whenuaroa.
<b>APOLOGIES</b>	Nil
<b>IN ATTENDANCE</b>	Michele Ellery ( Minute Secretary )
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda as well as signing of the code of conduct, Election of Chair and Delegations of Authority
<b>ELECTION OF CHAIRPERSON</b>	Stacey Smith was nominated by Aime Whenuaroa and this was seconded by Katrina Jamieson. Therefore Stacey Smith was elected as Chairperson for 2022.
<b>CODE OF CONDUCT</b>	The BOT Code of Conduct document will be emailed to BOT members by Michele Ellery.
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interests.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of the meeting 15 December 2021 be adopted .
<b>MATTERS ARISING</b>	NIL
<b>CORRESPONDENCE</b>	Nil
<b>FINANCE</b>	The January and February 2022 accounts were ratified and approved for payment.

<p style="text-align: center;"><b>DELEGATIONS THESE DELEGATIONS WERE MOVED AND RATIFIED BY THE BOARD</b></p>	<p>Pukete School Delegations List</p> <p>The list of delegations is reviewed at the first Board meeting of the year and the initial board meeting of any new Board.</p>			
	<p><b>Date of Minuted Delegation</b></p>	<p><b>Personnel Eligible</b></p> <p>Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a trustee.</p>	<p><b>Delegated Authority</b></p> <p>See individual Committee Terms of Reference in the board's Governance Manual</p>	<p><b>Term of Delegation</b></p> <p><b>Note:</b> Delegation ceases at the date below, by earlier resolution of the board, or, if no date, is ongoing</p>
	<p>16/2/2022</p>	<p><b>Principal, Chairperson, Financial Manager, Office Manager, Deputy Principal, Assistant Principal &amp; 1 other Teacher - TBD usually BOT Member.</b></p>	<p>Financial/banking Signatories: Gavin Oliver, Stacey Smith, Karen Roberts, Michele Ellery, Trish Haworth, Natalie Peters, Rachel Brady (note - Office Manager and Financial Manager are not to sign together)</p>	<p>Reviewed annually</p>
	<p>16/2/2022</p>	<p><b>BOT Member</b></p> <p><b>Katrina Jamieson</b></p>	<p>Delegate authority to represent the BOT at H&amp;S meetings and any associated investigations</p>	<p>Reviewed annually</p>
	<p>16/2/2022</p>	<p><b>BOT member James Weller</b></p>	<p>Delegate authority to be the 5YA Property Rep.</p>	<p>Reviewed annually</p>
	<p>16/2/2022</p>	<p><b>Principal - Gavin Oliver</b></p>	<p>Delegate the authority to</p>	<p>Reviewed annually</p>

			maintain and set the list of Non teaching staff that are approved to restrain children	
	16/2/2022	<b>Principal- Gavin Oliver</b>	The board delegates all authority and accountability for the day-to-day operational organisation of the school to the principal who must ensure compliance with both the board's policy framework and the law of New Zealand. [For detail see school Docs for further Policies.	
	16/2/2022	<b>Principal- Gavin Oliver</b>	Suspension and stand down of students. Financial expenditure within budget limitations. Financial unbudgeted spending limit 5k. Allocation of fixed term salary units. Managing the banked staffing provision. Employment of support staff and	Annual

			fixed term teachers. Staff appraisals. Initial investigation relating to a complaint against a staff member(chairperson to be consulted) which may include the suspension of staff.	
	16/2/2022	<b>Disciplinary Committee</b> Current trustees other than the principal and the staff trustee Stacey Smith and Amiee Whenuaroa. (James Weller if required).	Those on the Disciplinary Committee acting under the Terms of Reference for this committee.	Annual - delegation determined in the first meeting of the school year and the first meeting after a new board is elected.
	16/2/2022	<b>DP- Trish Haworth</b> <b>AP - Natalie Peters</b>	The deputy principal (in the first instance) or the assistant principal shall act as principal , in the absence of the principal from duty for periods not exceeding 2 weeks. They can perform all the duties and powers of the principal, except where the board, at its discretion, otherwise determines.	Annual

		With the exception of financial delegations these remain with the principal.	
<p><b>PRINCIPALS REPORT</b></p>	<p><b><u>FINANCE</u></b></p> <p>The 2022 Budget was shown to the BOT members. Changes were highlighted and discussed. The Board is upgrading Ipads and paying for online resources such as Reading Eggs, Mathletics and SeeSaw. It is expected that the budget will change due to the ever changing Covid situation.</p> <p><b>RECOMMENDATION: The BOT approves the 2022 Budget. The Recommendation was Passed.</b></p> <p><b><u>PROPERTY</u></b></p> <ul style="list-style-type: none"> <li>• There are still a few minor things that need to be completed in the newly upgraded Administration Block .</li> <li>• Gavin Oliver and James Weller attended a meeting with the Ministry of Education regarding the 5 Year and 10 Year Property Plan. Gavin and James will meet to look at the proposed plan from the Ministry.</li> </ul> <p><b>RECOMMENDATION: James and Gavin to analyse the plan and report back to the Board. This Recommendation was passed.</b></p>		

<b>IN COMMITTEE</b>	The Board went into Committee at 5.49 pm and came out of committee at 5.53 pm.
	<b>There being no further business the meeting closed at 6.51 PM.</b>

Accepted as a true and correct record,

.....Chairperson

Dated:.....