

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 17 AUGUST 2022 AT 5.35 PM

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Katrina Jamieson, Amie Whenuaroa, Rachel Brady and Tim Manukau
APOLOGIES	NIL
IN ATTENDANCE	Michele Ellery (Minute Secretary) Trish Haworth and Natalie Peters
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
DECLARATION OF INTERESTS	There were no changes in declaration of interests.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the meeting 29 June 2022 be adopted .
MATTERS ARISING	NIL
CORRESPONDENCE	IN: <ul style="list-style-type: none"> ● Ministry Of Education regarding moving school deciles and implementing the Equity Index (EQI) from January 2023. ● Ministry of Education regarding national attendance report for Term 1, 2022.
FINANCE	The July 2022 accounts were ratified and approved for payment.

PRINCIPALS REPORT

Roll - 439

Last Meeting of the current BoT

I would like to thank BoT for the support and guidance over the last three years. We have worked together for the betterment of the school in a positive way. In particular, I would like to thank Stacey for taking on the role of Chairperson and for her ability to see issues clearly with common sense and flexibility. Also, a big shout out to Kat for many years of Mahi, including some tricky times!!

Roll - 439

COVID and Flu Impact

Covid and winter illnesses continue to impact day-to-day operations. For example, in Week 2, we had 5 of 11 teacher aides ill or isolating. On Monday of this week, two classroom teachers were sick, and five teacher aides were sick.

Attendance

'Regular attendance', children attending more than 90% of the time, has become an enormous problem in New Zealand. Our attendance rates are slightly above the national figure for a decile five school. In term 1, 2022, only 47.4% of children managed regular attendance. **While the level of sickness can explain this, it is concerning that non-attendance for some families has become a pattern.**

The following relate to Pukete School

- In term 2, only 45% of children regularly attended school (90% or more)
- The chronic non-attenders have increased from 28 in term 1 to 50 in term 2.
- Support services such as Attendances Services are overwhelmed with caseloads of 150 children per worker.
- MoE has promised "initiatives" but has given no time frame.
- We are doing slightly better than national attendance rates.
- Michele and I follow up with chronic non-attenders.

Equity Index to Replace Deciles

From next year, an "equity index" will replace the decile system to deliver equity-based funding. It uses 4 types of measurement and 37 variables in total. These measures include Parental socio-economic indicators, child socio-economic indicators, national background and transience.

Enrollment Scheme

New Entrant Ballot Term 4

On our current data we will have 46 new entrants by February counting In Zone and Out of Zone Siblings. This does not account for "walk-ins" who have not pre-enrolled.

Recommendation: In Term 4, the Pukete School Board of Trustees will only accept out-of-zone enrollments for children with a sibling attending Pukete School.

THIS RECOMMENDATION WAS PASSED.

Covid and Masks

The Ministry of Education have reiterated that they "strongly recommend" Year 4 children and staff interacting with these children continue to wear masks.

Recommendation: Pukete School will continue to encourage, Yr 4 - Yr 6 children to and staff to wear masks when inside.

THIS RECOMMENDATION WAS PASSED.

Board of Trustees Election

We have seven parents standing for five parent positions on the BoT.

School Admin Staff Employment Equity Update,

The NZEI and the Ministry of Education have agreed on an equity claim made by the NZEI on behalf of school administration staff. (Office staff.) NZEI members have now ratified the agreement. MoE is promising to fund the increase.

Ruru Camp Initial Approval

Recommendation; The Pukete School BOT approval is subject to a final signing of Health and Safety documentation on or before 14 October by the Principal and BoT Chairperson.

THIS RECOMMENDATION WAS PASSED.

Property

5 Year Plan

James and I have met with Himi, our consultant, to confirm the first projects we need to complete are the re roofing and replacing of 16 air conditioning units. The initial paperwork has been completed and sent to MoE. Himi is hopeful we will have the quotes in by the end of term, and we may be able to proceed with this work over the January holidays.

5-Year Plan MoE Funding Error

The Ministry of Education made a calculation error regarding the LSC (old dental clinic) upgrade and 5YA plan. There is a shortfall of \$41,926.73. There are two options for how to correct this.

1. Reduce the pump track project by \$41,926.73 to make up the difference.
2. Reduce the library refurbishment project by \$41,926.73.

Recommendation: That Option 2 goes ahead.

THIS RECOMMENDATION WAS PASSED.

Bike Track - Te Huarahi

We will have three quotes to build the track, and the project team of Gavin, Stacey, Ian Henderson, Debbie McPherson, and Anna Manukau have a meeting scheduled for tomorrow to work through the quotes and make a decision regarding the successful quote - if the Board approves.

Recommendation: The Board delegate those people outlined above to decide on the successful tenderer for the track.

THIS RECOMMENDATION WAS PASSED.

Relationships and Sexuality Education

The teacher staff have completed PLD regarding the Teaching of Relationships and Sexuality Education. We are holding a parent consultation/information hui on Tuesday 13 Sep, at 5:30 meeting in The intention is to teach this programme in Term 4.

ERO - Compliance

ERO - Our ERO rep. Michele Thurlow visited us a couple of weeks ago, and part of that check included a compliance audit. There are hundreds of compliance items and it recommended that we work on 3 of these.

1. **Health Curriculum** We are required to consult with our community every three years- **Comment** - while we have not consulted with our community recently regarding the Health Curriculum, this is because our PLD relating to Relationships and Sexuality Education has now been delayed twice due to COVID. It would seem very sensible to include aspects of RSE in any consultation. We are now in the middle of the RSE PLD and have a planned parents consultation Hui timetable for 13 Sep. This will be followed up with further consultation.

2. **Consultation with Maori** - We are required to consult with Maori regarding achievement.

Comment - We have extensively consulted with Maori through Rangahia To Hau since the last ERO visit. We also plan to consult with our Maori Community in 2023 as part of the new Board's strategic planning process. I acknowledge we have work to do in this space; however, we have worked very hard over the last few years in the areas of Cultural Responsive Pedagogy and our relationship with Maori. **This has included;**

- 11 teachers this completing Te Ahu Te Reo Maori, which includes eight days of personal time, mainly weekends.
- recruiting a fluent Maori-speaking teacher.
- myself and another teacher undertaking serious cultural study through Poutama Pounamu, again in personal time.
- a huge shift in staff appreciation of culturally responsive pedagogy.

3. Hazards and Reporting To The BOT at each meeting.

Comment - I reported to the Board recently, on June 29 2022, regarding an accident and potential hazard. While I don't report to the BoT at every meeting regarding hazards, this is because there may be nothing to report.

Term Dates 2023 Indicative calendars are attached.

The BoT is required to approve the term dates for 2023. Please see the attached; both meet the requirement to be open for 386 half days.

	<p>Recommendation: The Board Approve Option late start 7 Feb end 20 Dec term dates in 2023.</p> <p>THIS RECOMMENDATION WAS PASSED.</p> <p style="text-align: center;">Professional Learning and Development</p> <p>Teacher Only Day</p> <p>The upcoming PLD will see staff working in teams on;</p> <ul style="list-style-type: none"> ● Local Curriculum ● Pou Video and 2023 Matariki ● Hybrid Learning ● Literacy Review ● Health and Physical Education
WRITING ACHIEVEMENT	<p>Trish (for Seniors) and Natalie (for Juniors) made a presentation on writing achievements throughout the school. Please note that Trish will report to the new Board after the October writing samples have been completed and assessed.</p> <p>A discussion was held regarding results looking at absenteeism, interrupted foundation year (Lockdowns etc) extra help from Learning Assistants. Moderating is also being looked at for the Senior school.</p> <p>Teachers have very targeted learning programmes that are in place..</p>
POLICY REVIEW	<p>This term the BOT is reviewing;</p> <ul style="list-style-type: none"> ● Child Protection ● Sun Protection (child) - generic ● Harassment (staff) <p>Rachel explained how BOT members can look and comment on the policies.</p>
IN COMMITTEE	<p>In at 6.35pm. Out at 6.51 pm.</p>
STRATEGIC GOAL PLANNING	<p>See the agenda - Gavin will give feedback re TOD also we can have team leaders to present on achievement and behaviours.</p>

	There being no further business the meeting closed at 7.25 pm
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Accepted as a true and correct record,

.....Chairperson

Dated:.....