

**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 20 SEPTEMBER 2023 AT 5.37 PM**

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel P, Andrew Bramston (left at 6.27PM) and Te Manu Elkington.
APOLOGIES	Becs Torrey
IN ATTENDANCE	Michele Ellery (Minute Secretary) Trish Haworth (Deputy Principal, soon to be Acting Principal)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	Nil
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
FINANCE	The August 2023 accounts were ratified and approved for payment.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 23 August 2023 meeting were adopted.
MATTERS ARISING	NIL

PRINCIPALS REPORT

Roll - 437

Finance

Risk - Spending is running below income, however reliever costs and other expenses are increasing so Gavin has identified \$30,000 in discretionary spending and has put that on hold. The aim is not to go into deficit.

Accounts for payment:

28 August - \$400

31 August - \$57,128.00

31 August - \$7352.80

13 Sep - \$388.85

20 Sep - \$31,203

Recommendation;

The BOT approve the accounts for payment,

This recommendation was passed.

Waikato Director of Education - Marcus Freke - Presentation On Crisis Management

Recently, Marcus presented at a Waikato Principals Association Hui. Coincidentally, Gavin was not present at the meeting as he was supporting a colleague from a school that was in crisis. Some of the issues are listed below.

- Quality teachers are **very** hard to find.
- We are massively under-resourced for children with learning and behavioural needs, and the numbers are growing
- Many people post-COVID people are more stressed
- We are very fortunate that our Board functions in a positive manner.

Attendance

We closely monitor the attendance of 51 children whose attendance was below 80% in term 2. Of the group, 25 have maintained attendance levels above 80% this term. This is a fantastic achievement as this means next term, this group of 25 will likely come out of the monitored group. We have learnt from experience that the monitored group needs to be manageable, and around 50 children fit the bill for our school. A huge thank you to Michele Ellery, who has made attendance a work priority and is achieving an outcome we are proud of. We still have challenges but are working hard to improve achievement and have some success.

New Zealand Society of Genealogists

NZSG have asked for BOT approval to transcribe School Admission and Withdrawal Records to a digital format for safekeeping. This is common practice in many schools to avoid records being lost or destroyed.

Recommendation;

The Board approves the NZSG having access to withdrawal and admission records for the purpose of transcribing.

This recommendation was passed.

N4L - Network 4 Learning

Gavin has been speaking with N4L regarding a Wi-Fi upgrade. While he is confident this will happen, we don't know when.

Lifewalk Chaplain

The Lifewalk Chaplain service has offered to work in our school. Below are some of the services they provide.

“Our mahi in schools: Lifewalk Chaplains support schools in a number of ways, including:

- One-on-one support for students*
- Connection with parents and whānau in practical ways, helping facilitate belonging and connection in the school.*
- Facilitating small group programmes, giving staff more time to focus on other tasks & students.*
- Be available to help in classrooms or at school events, supporting your school culture and building capacity.*

Trish Haworth will contact them regarding what their agreement is and will also ask what other schools use them and she can talk to those schools about how it works.

Teacher Staffing 2024

A Beginning Teacher(fixed term) teaching in the Kea Team next year has been appointed. We look forward to having her on our team.

Irina Koroleva will continue in her fixed-term position in the Kiwi team.

Part-timers are locked in.

Cleaning Position

Jill, our cleaner of 17 years, has decided to take up new challenges and has resigned at the beginning of next term. Gavin sought and had three expressions of interest from cleaning companies and decided to offer the cleaning contract for two terms to Ultimate Clean. While not the cheapest option, they were competitive and offered a set price for the two terms.

Part-Time Caretaker

We have recently advertised for a part-time caretaker but have decided against employing a person at this stage. Gavin made this decision because the job didn't attract the right person. We are currently using a combination of Ian, who does the gardens; Hayley, who does the morning unlocking and restocking of soap and paper towels; and Will, who in his spare days, does landscape gardening.

Property

The remaining eight air conditioning units will be fitted over the holidays to complete the current roofing and air conditioning project

Bike Track Official Opening.

Gavin suggested we officially open Te Huarahi - The Bike Track on February 20 and combine it with our whanau picnic. Invited guests would include;

Board

PTA

Bike In Schools

Sport Waikato

Trail Pro

Hamilton Mayor and Councillors

Stacey and the Mayor to speak. Gavin to MC

Stage to be set up on truck with speaker system

Principal Coaching and Wellbeing Funding

In 2023 and 2024, all Principals will receive via the board but from MoE \$6000.00 a year to spend on professional coaching and well-being. This is extra funding, and Gavin believes it relates to the

	<p>high turnover of principals. The advice is that spending is decided between the Chairperson and Principal, but in the first instance, Gavin thought the Board should be aware of the funding. The Board saw a proposal from Jo Wilson, a facilitator from Leading Learning, for a programme of professional coaching beginning in February. Jo is a very experienced educational consultant who would be a great coach.</p> <p>Recommendations;</p> <ol style="list-style-type: none"> 1. The BOT agrees funds held in the principal coach fund in 2023 be held over for the same purpose to 2024. 2. The principal and the chairperson decide together how this money will be spent. 3. The Board approve the coaching proposal made by Jo Wilson <p>This recommendation was passed.</p>
<p>POLICY</p>	<p>Recent changes were notified such as;</p> <ul style="list-style-type: none"> ● Children are only supervised between the hours of 8.30am and 3.15pm at school. ● If a child wants to use the bike track after school they must go home first. ● Use of drones - are not allowed unless approved by the Board Chairperson <p>Policies up for review - Learning Support Maori Educational Success Inclusive Education</p>
<p>STRATEGIC PLAN</p>	<p>Stacey gave an update on some changes to the Strategic Plan. Wording change on the Objective/Needs on Te Tiriti o Waitangi. Do we use macrons or double vowels? Te Manu says use double vowels as that is what Tainui do.</p>
	<p>There being no further business the meeting closed at 7.07pm</p>

Accepted as a true and correct record

..... Chairperson

Dated:.....

