

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 23 NOVEMBER 2022 AT 5.33PM

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel Peacham, Bex Torrey and Andrew Bramston.
APOLOGIES	Nil
IN ATTENDANCE	Michele Ellery (Minute Secretary) Pip Crawshaw, Hilary Milne, Matt Down, Donna Barker, Kimberley Long, Trish Haworth and Natalie Peters (for Achievement Data presentation)
ACHIEVEMENT DATA	Gavin Oliver presented data on maths achievement throughout the school. Natalie Peters gave an overview of the literacy data in the junior school. Trish Haworth then presented the literacy data for the senior teams. Each team leader then spoke of the ways achievement has progressed and what some of the challenges they face are. Board members asked questions also. After the presentation those involved left the meeting leaving just the board members and Michele Ellery.
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	Nil
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 26 October 2022 meeting were adopted.
MATTERS ARISING	NIL
FINANCE	<p>Revised Budget - October The Board looked at the revised budget.</p> <p>Accounts for payment Batch payment summaries for 7 Nov and 21 Nov are attached</p> <p>Recommendation - The payments of 7 Nov and 21 Nov accounts are approved for payment. This recommendation was passed.</p> <p>The November 2022 accounts were ratified and approved for payment.</p>

PRINCIPALS REPORT

Roll - 442

Progress of Priority Learners

This meeting has started with Team Leaders and the Leadership team reporting to BOT on the progress of priority learners in 2022. (Thanks to Trish, Natalie, Donna, Hilary, Kimberley, Pip, and Matt for their leadership that is making a difference to the educational outcomes of our children.)

Enrollment Scheme

Natalie and Gavin have reviewed the enrollment data for February, March, and April 2023 and to avoid a blowout of new entrant class sizes, we are recommending the following.

Recommendation

The Board makes available 3 Year 1 enrollment places in February, and no places in March and 3 to 6 April. This recommendation was passed.

Property

Air Con and re-roof

The tender documents for the air conditioning upgrade, and reroofing are very close to being completed and sent to the market.

LSC and Admin Upgrade

After several months of waiting, we have received the final payment from MoE for the LSC and Admin upgrade.

ERO

Please note the ERO documents.

Initially, the email combating the documents went to "Gavin's Spam" but has now surfaced.

1. Board Assurance Report - ERO carries out a comprehensive compliance check on a vast range of items. We were not compliant with consultation with Maori and consultation regarding health education. Steps are in place to meet the compliance requirements.
2. School Profile Report - This report has been prepared by our ERO person Michele Thurlow and Gavin, Natalie and Trish. The critical section is **Where to Next?** Over the next two to three years, we will focus on these areas in particular:
 - Cultural Responsiveness
 - Priority Learners - Excellence and Equity

- Evaluation and Assessment

Recommendation, The Board “sign off” on the Pukete School Profile Report. This recommendation was passed.

Attendance

The Board looked at the Supplementary Report on Pukete School Attendance Term 2 - Comparison to Schools of a similar type. It is pleasing to see that in almost every measure, Pukete School has higher attendance levels than other similar schools.

This morning Michele and Gavin attend a Ministry of Education seminar on improving attendance. While there wasn't much discussion on what MoE could do to support us to improve attendance they did come away with a couple of ideas to improve our logistics.

Transition to School

It is widely accepted that many children start school without the necessary level of skill development, and at previous meetings, we have discussed this predicament. For this reason, we are developing a Foundation Class structure for the new entrant area of the school.

This type of development is not unique to Pukete School, with many progressive schools undertaking similar development. To verify this change is having a positive outcome, we will monitor the progress of each child and aggregate this data to present a clear picture of progress and achievement.

Swimming Pool Assessment Against Policy

Signage Required:

1.

No running

No, jumping or diving into the pool.

Pool area is to be locked when vacated.

All use of the pool and pool area must be supervised by a teacher, teacher aide or trained swimming instructor. (Or a responsible adult with the approval of the principal.)

2.

	<p>Adjacent to the First Aid Kit</p> <p>If you use items from this first aid kit, please inform the office so the items can be replaced.</p> <p>3. School Emergency contact number to be displayed.</p> <p>Jacob Moynahan is in the process of completing training in water quality management. We have easy access to select chemicals if we require advice in regard to water quality.</p> <p>Otherwise, our pool is compliant.</p> <p style="text-align: center;">PLD 2023</p> <ol style="list-style-type: none"> 1. One hundred hours of MoE-funded Digital Technologies have been confirmed. 2. Te Ao o Te Reo Maori - this Te Reo programme will continue to be made available to staff and possible whanau. 3. Te Rongohia Te Hou - this is a cultural capability PLD programme delivered by Waikato University. <p style="text-align: center;">Grass Roots Trust</p> <p>The PTA would like to apply for a grant to be used to employ swim coaches at the beginning of the 2023 school year.</p> <p>Recommendation; The Board approves the application to The Grassroots Trust for a grant of \$15,000 to employ Learn to Swim coaches at the beginning of 2023. This recommendation was passed.</p>
<p>POLICY REVIEW</p>	<p><u>Swimming Pool Policy</u> - Gavin has gone through this and signage is being updated to show</p> <ul style="list-style-type: none"> ● No running ● No, jumping or diving into the pool. ● Pool area is to be locked when vacated. ● All use of the pool and pool area must be supervised by a teacher, teacher aide or trained swimming instructor. (Or a responsible adult with the approval of the principal.) ● If you use items from this first aid kit, please inform the office so the items can be replaced. (This will be placed adjacent to the First Aid Kit)

	<ul style="list-style-type: none"> • School Emergency contact number to be displayed. <p><u>Allergies</u> - This is a new policy with Schooldocs and the Board discussed this policy and came to an agreement. Rachel Brady will advise Schooldocs of our policy.</p>
IN COMMITTEE	In at 6.58pm Out at 7.00pm
ACHIEVEMENT DATA	Gavin Oliver presented data on maths achievement throughout the school. Natalie Peters gave an overview of the literacy data in the junior school. Trish Haworth then presented the literacy data for the senior teams. Each team leader then spoke of the ways achievement has progressed and what some of the challenges they face are.
	There being no further business the meeting closed at pm

Accepted as a true and correct record,

.....Chairperson

Dated:.....