

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 24 FEBRUARY 2021 at 5.41 PM

PRESENT	Kylea Heaton , Gavin Oliver (Principal), Stacey Smith, James Weller and Amie Whenuaroa.
APOLOGIES	Katrina Jamieson and Teresa Smith
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda as well as signing of the code of conduct, Election of Chair and Delegations of Authority
ELECTION OF CHAIRPERSON	Kylea Heaton was nominated by Aime Whenuaroa and this was seconded by Stacey Smith. Therefore Kylea Heaton was elected as Chairperson for 2021.
CODE OF CONDUCT	Those present at the meeting signed the BOT Code of Conduct document.
DECLARATION OF INTERESTS	There were no changes in declaration of interests.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the meeting 16 December 2020 be adopted .
MATTERS ARISING	NIL
CORRESPONDENCE	Nil
FINANCE	The January and February 2021 accounts were ratified and approved for payment.

DELEGATIONS THESE DELEGATIONS WERE MOVED AND RATIFIED BY THE BOARD	Pukete School Delegations List			
	The list of delegations is reviewed at the first Board meeting of the year and the initial board meeting of any new Board.			
	Date of Minuted Delegation	Personnel Eligible	Delegated Authority	Term of Delegation
		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.	See individual Committee Terms of Reference in the board's Governance Manual	Note: Delegation ceases at the date below, by earlier resolution of the board, or, if no date, is ongoing
	24/2/2021	Principal, Chairperson, Financial Manager, Office Manager, Deputy Principal, Assistant Principal & 1 other Teacher - TBD usually BOT Member.	financial/banking Signatories: Gavin Oliver, Kylea Heaton, Karen Roberts, Michele Ellery, Trish Haworth, Natalie Peters, Teresa Smith (note - Office Manager and Financial Manager are not to sign together)	Reviewed annually
	24/2/2021	BOT Member Katrina Jamieson	Delegate authority to represent the BOT at H&S meetings and any associated investigations	
24/2/2021	BOT member James Weller	Delegate authority to be the 5YA Property Rep.	Annual	
24/2/2021	Principal - Gavin Oliver	Delegate the authority to	Annual	

			maintain and set the list of Non teaching staff that are approved to restrain children	
	24/2/2021	Principal- Gavin Oliver	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.	
	24/2/2021	Principal- Gavin Oliver	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.	
24/2/2021	Disciplinary Committee Current trustees other than the principal and the staff trustee Kylea,Stacey and Amie. (James 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.
24/2/2021	DP AP		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. With the	Annual

		exception of financial delegations these remain with the principal.	
<p>PRINCIPALS REPORT</p>	<p><u>FINANCE</u> The 2021 draft budget was approved with 7 points of note.</p> <ul style="list-style-type: none"> ● Emergency Management ● Employment of a Clinical Psychologist ● Electrical checks ● Picnic table for netball court area ● Major spend on devices ● Tools for Caretaker ● Storage container and 2 extra air conditioning units <p><u>PROPERTY</u> There is a meeting next week with the Property Advisor to finalise plans for the Admin Block upgrade. This will be up for discussion and approval at the next BOT meeting.</p> <p><u>PTA</u> The PTA have held their first meeting of the year and a Gala is planned for Saturday 27 March.</p> <p><u>GRASSROOTS GRANT</u> In January the school received a Grassroots Grant to put towards the cost of the Kelly Sports swimming.</p> <p><u>STRATEGIC PLAN 2021 - 2023</u> This was discussed and approved. The strategic plan involves Student Achievement, Te Tiriti o Waitangi, Te Whare Tapa Wha and Rich Learning.</p>		

	<p><u>Professional Development</u></p> <p>Pause, Breathe, Smile - Feedback will be gained from staff regarding annual training for the Pause, Breathe, Smile programme.</p>
<p>GENERAL BUSINESS</p>	<p>The Board went into Committee at 5.56 pm and came out of committee at 6.12 pm.</p> <p>Dates for 2021 meetings.</p> <ul style="list-style-type: none"> ● 17 March 2021 ● 14 April 2021 ● 19 May 2021 ● 16 June 2021 ● 07 July 2021 ● 18 August 2021 ● 15 September 2021 ● 27 October 2021 ● 17 November 2021 ● 15 December 2021
	<p>There being no further business the meeting closed at 7.08 PM.</p>

Accepted as a true and correct record,

.....Chairperson

Dated:.....