

**PUKETE PRIMARY SCHOOL  
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING  
HELD WEDNESDAY 26 AUGUST 2020 AT 5.42 PM**

<b>PRESENT</b>	Kylea Heaton , Gavin Oliver (Principal), Stacey Smith, Katrina Jamieson, Teresa Smith, Aimee Whenuaroa and James Weller.
<b>APOLOGIES</b>	NIL
<b>IN ATTENDANCE</b>	Michele Ellery ( Minute Secretary )
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interests.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> The minutes of the previous meeting held on 29 July 2020 be adopted.
<b>MATTERS ARISING</b>	Policies - Absenteeism- please see the Principals Report and Cultural Diversity Kylea Heaton - draft questions for parents about Strategic Planning.
<b>CORRESPONDENCE</b>	In: Board of Trustee Training dates have been received by Kylea. In the current Covid climate these training may not go ahead.
<b>FINANCE</b>	<p style="text-align: center;"><b>RESOLVED:</b> The July 2020 Accounts as tabled to be ratified and the accounts for payment approved.</p> <p>The Government has announced a Covid “top up” to cover extra costs associated with the pandemic. More information on the Operational Grant will be available at the next meeting.</p>

## PRINCIPALS REPORT

**Roll - 459** (26 August 2019 - 447)

### **Student Absence**

At our last meeting, we discussed the need to update our Student Absence Policy. Michele and Gavin have begun work on this policy and procedure but have yet to complete the draft.

### **Covid 19 Update**

#### **Parent Support Group**

The school applied for funding through the COVID urgent response fund to establish a parent support group with the support of a child psychologist. We have received a grant which means we can contract Laura Taylor, registered psychologist to support parents. The support group has now met twice with further meetings, and 1 to 1 sessions planned.

The school can apply for the grant a second time and ideas were briefly discussed eg, Mindfulness, Pilates, funding Fun for Friends and also it was mentioned that Te Ara Koropiko School featured on the "Sunday" programme as they had bought outdoor play equipment.

**Urgent Response Fund** - there is also a fund for staff wellness which will be applied for , perhaps around building resilience.

#### **Level 3**

By Friday of last week, we were fully ready for a move to Level 3; this included the distribution of 50 devices to families who needed a device for digital home learning, an announcement notice prepared to go to parents, and a team of 12 teachers and several support staff ready to work on-site, while the remainder of the staff were ready to work from home. Level 3 did not eventuate; however, Gavin Oliver was very pleased with the constructive response from all staff.

#### **Email to parents**

An email has been sent to parents outlining the following information:

**Yr 6 Production is on** - all Yr 6 parents will receive an email this afternoon with more details.

**Friday** - Daffodil Day is on. Children may wear mufti and we ask for a gold coin donation per child which we will pass on to the Cancer Society.

**Inter-School Cross Country** scheduled for next week is cancelled.

**Kids for Kids Concert** scheduled for next week is cancelled.  
**Mathathon** is postponed until 2021.  
**Mud Run** scheduled for 9 September is on, at this stage. Parents of children taking part will be emailed next week.  
**Kiwi and Kea Team** trips to Te Awamutu are on, and we are checking whether masks will need to be worn on the bus. Clarification will occur before the trips take place.  
**School Milk** and Stuffed Potato Friday are on hold.

#### **Year 6 Production**

After several emails to MOE, they have confirmed that for “Production performances we can have audiences of 100, with additional hygiene procedures and contact tracing. So we are proceeding with 3 “public” performances. The school performance will be limited to the senior school. We are also having the production videoed.

#### **Mathathon**

At our last Team Leaders and SLT meeting, the Mathathon was discussed and a consensus decision was made to cancel the Mathathon this year as the general feeling was that many parents were under financial pressure and the Mathathon would add to that.

#### **Breakfast Club**

We currently operate a small breakfast club which is funded through the Elim Church and “staff morning tea”. Normally only a small amount of children attend. We have been offered the opportunity to join KickStart Breakfast which is a consortium of Sanitarium, Fonterra, and the Ministry of Social Development so I have completed an application form.

#### **Teacher Aide Pay Equity**

An issue has developed regarding the Teacher Aide Pay Equity implementation. NZEI advised principals that MOE would pay the additional cost if TA’s was upgraded as a result of the transfer to a higher level on the pay scale. The NZ Principals Federation are now advising that this may not be the case.

<b>GENERAL BUSINESS</b>	The Board moved "into Committee" at 6.00 pm until 6.04pm.
	<b>There being no further business the meeting closed at 6.24 PM.</b>

Accepted as a true and correct record,

.....Chairperson

Dated:.....