

**PUKETE PRIMARY SCHOOL**  
**MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING**  
**HELD WEDNESDAY 26 OCTOBER 2022 AT 5.45 PM**

<b>PRESENT</b>	Gavin Oliver (Principal), Stacey Smith, James Weller (via Zoom), Rachel Brady (Staff Rep), Rachel P, Bex Torrey and Andrew Bramston.
<b>APOLOGIES</b>	Nil
<b>IN ATTENDANCE</b>	Michele Ellery (Minute Secretary)
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda
<b>CORRESPONDENCE</b>	Notice of paid union meeting for teachers who belong to the NZEI
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interest. Andrew Bramston is a DP at Fraser High and attends the finance part of board meetings.
<b>STRATEGIC PLANNING</b>	Need to start thinking about this for 2023. Gavin to check with our local Director of Education Marcus Freke. Stacey to check with STA as to what support/resources we can draw on.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of the 28 September 2022 meeting were adopted.
<b>MATTERS ARISING</b>	NIL
<b>FINANCE</b>	The October 2022 accounts were ratified and approved for payment.

## PRINCIPALS REPORT

### Roll - 444

#### Finance

Gavin presented a revised budget; however, given this year has been financially unpredictable, he intends to present a revised budget at each meeting until the end of the year.

#### Accounts for payment

The accounts for October were looked at.

**Recommendation** - The October accounts for payment be approved. This recommendation was passed.

#### Audit

The auditors will be in the school next week. Karen did a lot of preparation for this before she took sick leave, Michele and Gavin will be able to cover most other aspects.

#### On-going financial management

Peter Granville, our accountant, and Gavin are to meet today to discuss ongoing support while Karen is on sick leave.

#### Achievement

At the next meeting on November 23, Team Leaders and the senior leadership team will report on the achievement of priority learners in literacy and numeracy. **Priority learners** are defined as those children who will make the relevant achievement standard if they make accelerated, more progress in 1 year than would normally be expected.

#### Property

**Magpies** - we have several magpies that appear to be getting aggressive. We have engaged a company to trap them over the weekend of 5 and 6 of November.

**Admin Upgrade and LCS Upgrade** - we are still waiting for the final payment from MoE for this work.

#### PLD 2023

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.

<b>POLICY REVIEW</b>	<p>School dox is where our policies are kept. Each term a number of policies are up for renewal for the Board to look at. Rachel showed a video she has made about how this works.</p> <p>Current policies up for review are:</p> <p>Health,Safety and welfare  Alcohol/drugs and other harmful substances  Digital Technology and Cybersafety  School Swimming Pool</p> <p>Note BOT members need to look at these before the next meeting and in particular the Swimming pools in schools. Gavin is going to audit this policy by the next meeting.</p>
<b>IN COMMITTEE</b>	<p>In at 5.59 pm  Out at 6.44 pm</p>
	<b>There being no further business the meeting closed at 7. 24 pm</b>

Accepted as a true and correct record,

.....Chairperson

Dated:.....