

**PUKETE PRIMARY SCHOOL**  
**MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING**  
**HELD WEDNESDAY 28 JULY 2021 at 5.46PM.**

<b>PRESENT</b>	Gavin Oliver (Principal), Stacey Smith, Katrina Jamieson, Amie Whenuaroa and Kylea Heaton
<b>APOLOGIES</b>	None
<b>IN ATTENDANCE</b>	Michele Ellery ( Minute Secretary )
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda to be followed.
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interests.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of the meeting held on 16 June 2021 be adopted .
<b>MATTERS ARISING</b>	NIL
<b>CORRESPONDENCE</b>	
<b>FINANCE</b>	The June 2021 accounts for payment were ratified and approved for payment.

**PRINCIPALS REPORT**

**Roll - 452**

**Finance**

**Accounts for Payment**

**Recommendation;** The accounts for payment are approved.

**APPROVED - pending a query on the Te Rapa Glass payment.**

( note: The \$ amount for Te Rapa Glass was looked into and found to be incorrect. Therefore this issue has been resolved on 29 July )

**Revised Budget Spending**

In budget number 8841 Computer Hardware we have a balance of \$9465 with \$25,535 spent on chrome books and ipads. Rather than spending the remaining balance on more digital devices this year, I would like Board approval to spend this money, along with \$9000 on furnishing for the staffroom.

**Recommendation;**

The balance of the computer hardware budget to be spent on furniture.

**THIS WAS APPROVED..**

**Property**

**Admin Upgrade**

We successfully moved the admin to the library, created a mini library, moved the staffroom to half of Te Manawa, ready for our long-awaited admin upgrade. I would, in particular, like to acknowledge the work of Michele Ellery and Karen Roberts for the excellent work they did organising this to happen.

**Start Date**

Actual work is scheduled to begin on Monday 02 August and be completed in the middle week of the next school holidays.

**School Improvement Project SIP funding** Procurement plans including quotes need to be completed by 31 August with a max of \$50,000 per project

**1 -Scooter/bike pump track-** suggest we form a team to work on this project including parents, PTA, staff, and children. Have made

contact with Bikes in School who are keen to support. I would like to do a tiki tour next week to two sites as a start to the process of deciding the design etc.

**2 - Sensory Garden**, outdoor tables, vegetable garden. Sarah Peers has suggested engaging Jan McGowan. She has created landscape design plans for other schools wanting sensory gardens/ similar.

### **3 - Playground Markings**

#### **Election of Staff Rep**

The election of a new staff rep closes on 4 August with postal votes counted on the 10th of August. A result will be declared that day.

#### **Application to the Grassroots Trust for Funding**

Through an initiative from the PTA, staff members, and children we are seeking approval to develop a physical activity circuit in Te Manawa for our children. This would involve the purchase of a range of physical challenges using equipment similar to the attachments. The PTA has raised \$1500 at a recent school disco which they have earmarked for this project. The total cost is \$6578. Therefore the application is for \$5078.

**Recommendation:** The Board approve the application to the Grassroots Trust for \$5078 towards the cost of a HART Mini Warrior Course with Tumbling Run.

**THIS WAS APPROVED.**

**Draft Pukete School “Camp Parent” Selection Process Policy -**  
*Pukete School is in the fortunate position of having more parents apply to be camp parents that we can accommodate. We, therefore, developed this policy and procedure so parents are aware of the selection process.*

*1. The following requirements will be expected of all “Camp Parents” i.e. all parents staying overnight at the camp, being involved in activities, and interacting with the children and staff.*

- 1. Physically able to take part in all activities*
- 2. Agree to be police vetted.*
- 3. Commit to the date and time frame of the camp*
- 4. Willing and able to support all children.*
- 5. Willing to attend pre-camp meeting.*

6. *Being the only parent of a child applying to attend the camp*

2. *The school Principal and Deputy Principal will select up to 50% of the required number of parents based on:*

- A. *their skills or abilities that would be beneficial to the health and safety of the children, or the safety of activities. And or*
- B. their **recent significant and ongoing** contribution to Pukete School.

Please note that The Board is looking at making a policy giving the Principal the approval to exclude a child from camp due to behaviour which could put the safety of other children, staff and parents at risk.

#### **Internet Security - Linewise**

Linewise has been installed and is running across the Yr 5/6 platform providing an advanced level of internal internet security. The software operates across all school google accounts which means it works both on and off-site. One of the features is that we get an alert if a child attempts a dodgy search. Teachers are involved in PLD regarding the use of Linewise.

#### **Start and Finish Date 2020**

**Option 1** - children start on Thursday 3 February and the last day of the year would be Friday 16 Dec.

**Option 2** - children start on Tuesday 8 February and the last day of the year would be Tuesday 20 Dec.

**Option 2 was passed.**

<b>Policies</b>	<b>Current policies under review term 3, 2021</b> <b>Behaviour Management, and Complaints and Concerns.</b> Stacey Smith has spoken with Hilary who is on the PB4L committee regarding our Behaviour Management policies.
	<b>There was no further business, the meeting closed at 6.57 PM.</b>

Accepted as a true and correct record,

.....Chairperson

Dated:.....