

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 29 JULY 2020 at 5.36 PM

PRESENT	Kylea Heaton , Gavin Oliver (Principal), Stacey Smith, Katrina Jamieson, Teresa Smith and James Weller.
APOLOGIES	Amie Whenuaroa
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
DECLARATION OF INTERESTS	There were no changes in declaration of interests.
MINUTES OF PREVIOUS MEETING	RESOLVED: The minutes of the previous meeting held on 01 July 2020 be adopted.
MATTERS ARISING	Nil
CORRESPONDENCE	Nil
FINANCE	<p>The current statement was presented.</p> <p>The budget for Professional Development and Kiwi Sport were amended and will show in the next statement.</p> <p>Accounts for payment were approved.</p>

PRINCIPALS REPORT

Roll - 449 (14 August 2019 - 446)

New Entrant Numbers and Room 1 Heather Cork has started as the teacher of our latest new entrant class with a current role of 5. Opening of this class has meant we have been able keep the other new entrant classes at 16 children.

The pre enrollments for February 2021 are high.

Student Absence

Michele, Post COVID has identified 27 (6%) children whose attendance is of concern. Over the next few weeks we will be working with their families to improve attendance.

Michele's checking of our "student absence" policy has [highlighted a need to review the procedural section of this policy](#). A draft of this will be presented at the next meeting.

Teacher Staffing

5th New Entrant - Heather Cork has taken up her position.

Parental Leave Positions - Some interviews for teachers who have applied for the Parental Leave Positions to cover 2 staff members have commenced.

Support Staff PUM

The majority of the Teacher Aides will be attending a Paid Union Meeting on 4 August at 2:00pm to learn more about their equity agreement.

Property

- The 2nd youth responsible for the vandalism will be onsite after school on Thursday to apologise and to complete some gardening work as a consequence.
- Dental Clinic upgrade to create a space for the Learning Support Coordinator. The tenders have been received for this project and there is a shortfall. The quote is good for 90 days. In early October tenders can be requested for the Admin Block and then we will have an indication of how much is needed over the 2 projects.

There is the option of repeating the tendering process in 2021 and going back to the LCS Space successful tenderer and negotiating an extension of the quote.

- In the interim, MOE will advance a design fee to us to cover the costs we have already incurred in relation to the Admin upgrade.

Recommendation

We hold the quote for the LSC Space until mid October when we will have received a quote for the Admin Block.

This recommendation was approved.

- **Accessible Toilet and Bathroom** (remodel of the toilet at end of Room 1.) This project has started and appears to be proceeding at a good pace.

Facebook Feedback

Recently a prospective parent moving to Hamilton, asked on the Pukete Residents page for feedback regarding Pukete School. The attached screenshots include all responses which reflect very positively about our school.

Maths Achievement

Gavin Oliver presented figures on Maths achievement throughout the whole school.. Given that we have missed up to 8 weeks of school this year the numbers are encouraging. The strategy to sustain an ongoing improvement in maths achievement is;

- 1, making it very clear what the teaching of maths expectations are.
- 2, delivering ongoing PLD for new teachers to the school.
- 3, establishing a programme of teacher observation and coaching of maths teaching for each teacher.
- 4, Continuing monitoring of Priority Learners and the acceleration of their learning.

The achievement data was discussed by the Board and it was decided that:

In 2 meetings time or the first meeting in Term 4 Gavin will give an update on the figures to the Board.

<p>GENERAL BUSINESS</p>	<ul style="list-style-type: none"> ● Teresa Smith reported on Culturally Responsive Pedagogy - this was an update on the achievements the team have made. ● Strategic Planning - there was some discussion regarding the phrasing of “Strategic Planning”, what does it actually mean? There are gaps in some sections of this. The BOT will discuss “ What information do they want to find out from parents. “
	<p>There being no further business the meeting closed at 7.20 PM.</p>

Accepted as a true and correct record,

.....Chairperson

Dated:.....