

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 29 JUNE 2022 AT 5.37 PM

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Katrina Jamieson and Amie Whenuaroa.
APOLOGIES	Rachel Brady and Tim Manukau
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: That the minutes of the meeting 25 May 2022 be adopted .
MATTERS ARISING	NIL
CORRESPONDENCE	<p>IN:</p> <ul style="list-style-type: none"> ● NZEI TE RIU ROA notice of the process for proposed settlement employees to vote on whether to approve or decline a proposed pay equity settlement. ● NZSTA regarding that the NZEI Te Riu Roa, and the Ministry of Education has reached a proposed settlement agreement for the school administration support staff pay equity claim. ● New Zealand School Trustees Association 2022 school board triennial elections with an update for presiding members and principals
FINANCE	The May 2022 accounts were ratified and approved for payment.

PRINCIPALS REPORT

Roll - 418

COVID Impact

This year is proving to be more difficult than the previous years in terms of the effect of COVID on staff and children. This is because we have higher levels of sickness as the normal winter illnesses take hold combined with COVID. For example, on Monday 20 June we had 4 classroom teachers sick, and had to split two classes due to a lack of relievers. Attendance rates have also continued to fluctuate with as many as 108 children absent.

Attendance

The government has announced an Attendance Strategy and Te Pae Here, our CoL, is also developing an attendance strategy supported with short term funding of \$89,000-.

National Target

Measure	2024 Target	2026 Target	2015 rates	Current (2021) rates
Percentage of ākonga attending school regularly (attending more than 90%, an average of 9 days a fortnight)	70%	75%	69.5%	59.7%
Percentage of ākonga who are moderately absent (attending more than 70% up to 80%, missing two to three days a fortnight)	6%	4%	6.3%	8.5%
Percentage of ākonga who are chronically absent (attending 70 % or less, missing three or more days a fortnight)	5%	3%	4.6%	7.7%
Percentage of unexplained absences where schools have notified whānau on the day of absence and initiated intervention after 5 days of unjustified absence in a term.	95%	100%	This is a draft measure and is subject to further work with the sector. There is currently no mechanism for measuring this activity.	

It remains to be seen how effective the Government Strategy will be but I am hopeful that we may in time see our attendance rates return to 2019 levels.

Annual Report - Accounts

The annual accounts are attached and have been sent to MoE. They have also been posted on our website.

Achievement and Priority Learners Maths

Gavin will report on this at the next meeting Trish and Natalie are also working on Literacy priority learners.

Home Learning to Hybrid Learning

The goal for our Hybrid Learning PLD is to develop systems of planning and implementation that make learning seamless between school and home, consistently across the school.

The Hybrid Learning day focused on;

1. Creating a common understanding of terms and jargon.
2. Developing a common understanding of Hybrid Learning using the CBAM approach. (Concerns Based Adoption Model)
3. Establish School Online
4. Gap Analysis - team

Our next step is to develop and then implement a school wide planning format across the teams.

Board of Trustees Election

Wednesday 7 September 2022 is the recommended election date for parent and staff elections.

Event	Date
Select Returning Officer by	Wednesday 6 July 2022
Close Main Roll	Wednesday 13 July 2022
Call for Nominations by	Friday 15 July 2022
Close Supplementary Roll	Wednesday 3rd August 2022
Nominations Close	Friday 5 August 2022
Voting Papers issued by	Wednesday 10 August 2022
Election Day (voting closes)	4pm Wednesday 7 September 2022
Accept postal votes	Monday 12 September 2022
Count Votes	Tuesday 13 September 2022
Board Takes Office	Wednesday 14 September 2022

STA has advised that MoE have yet to accredit any Electronic Providers and that we should proceed with a paper based election.

Recommendation: The BoT proceeds with a paper based election.

Recommendation: Debbie McPherson be appointed as the returning officer and be paid in accordance with the Ministry guidelines.

BOTH THESE RECOMMENDATIONS WERE PASSED.

Local MP Meeting at School

Gaurav Sharma has requested to use our facilities to hold a constituent clinic from 3:30 to 5:00 on Friday 5 August. I have approved this initiative in the interest of building a positive relationship with Gaurav and to provide easy access for our community to their MP.

School Admin Staff Employment Equity

The NZEI and the Ministry of Education have agreed on an equity claim made by the NZEI on behalf of school administration staff. The claim is now with members concerned for ratification. In my view the agreement is likely to be ratified and will result in a pay increase of approximately 20%. MoE is promising to fund the increase.

Bike Track - Te Huarahi

The plans and specifications have been completed after consultation between Paul Langford, Paul McArdel from Bikes In Schools and the rest of the team. There are 4 suggested tenders.

Himi Whitewood, our property consultant, will do the paperwork for MoE and oversee the tender process with the decision regarding the successful tenderer being made by the Track Team in consultation with Himi.. We can include criteria as well as price when making our decision. My suggestion is:

- recommendations from schools that have had work completed by the tenderer
- experience building tracks
- ability to complete the work in January - or close to, with an agreed time frame
- ability to complete the work to a high standard
- Price

Recommendation: The Board of Trustees approve the tendering process as outlined above.

THIS RECOMMENDATION WAS PASSED.

POLICY REVIEW	<p>This term the BOT is reviewing;</p> <ul style="list-style-type: none"> ● Reporting and Recording Accidents and Incidents ● Behaviour Management <p>A link was provided for BOT members to look at and discuss at the next BoT meeting.</p>
IN COMMITTEE	<p>In at 6.24pm. Out at 6.31pm.</p>
OTHER BUSINESS	<ul style="list-style-type: none"> ● Strategic Goal Planning to take place over the next few meeting ● Curriculum - Natalie Peters to present at a future meeting.
	<p>There being no further business the meeting closed at 6.54 pm</p>

Accepted as a true and correct record,

.....Chairperson

Dated:.....