

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 29 SEPTEMBER 2021 at 5.30 PM.

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| PRESENT | Gavin Oliver (Principal), Stacey Smith, Amie Whenuaroa, Kylea Heaton, Rachel Brady, James Weller and Katrina Jamieson. |
| APOLOGIES | None |
| IN ATTENDANCE | Michele Ellery (Minute Secretary) |
| RATIFICATION OF MEETING AGENDA | RESOLVED: Standard Agenda to be followed. |
| DECLARATION OF INTERESTS | There were no changes in declaration of interests. |
| MINUTES OF PREVIOUS MEETING | RESOLVED: That the minutes of the meeting held on 25 August 2021 be adopted . |
| MATTERS ARISING | NIL |
| CORRESPONDENCE | Owen Mcleod - Audit fee proposal for 2021,2022 and 2023. |
| FINANCE | The September 2021 accounts for payment were ratified and approved for payment. |

PRINCIPALS REPORT

Roll - 458

2022 Provisional Staffing

Our provisional staffing for 2022 has arrived and Gavin showed the Board what this means for staffing next year. As an outcome from this the following recommendation was made.

Recommendation- The Board of Trustees fund two teachers in 2022.

This was approved.

Recommendation-

The Board Trustees approve Rae Ward's appointment as an Across School Teacher working three days as a classroom teacher at Pukete School and two days as an Across School Teacher in 2022 provided a suitable co-teacher can be employed.

This was approved.

Reading Eggs/Mathletics - In 2022 the Board wants to keep these online learning programmes. The school could apply for funding or ask parents for a donation towards the cost of these.

Housekeeping - Karen Roberts has investigated how long Board Minutes, Enrolments, Finance Accounts, Roll Returns and Payroll information must be kept. As a result the following recommendation was made.

Recommendation - The Board to approve the following records are destroyed. (We are required to keep them for seven years and then destroy them).

- **Enrolments 2010,2011,/2012**
- **Finance Accounts 2013**
- **Roll Returns 1998-2007**
- **Payroll 2007-2011 and 2012-2013**

This was approved

Please note that as part of the BOT induction at the beginning of each year we add which records to be destroyed/archived that year.

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| | <p>Change of signatures due to Board changes. Recommendation: To remove banking Signatories of Teresa Smith and Kylea Heaton and replace them with Stacey Smith, Rachel Brady</p> <p>This was approved.</p> <p>Audit Fee Proposal - A tender has been received from Owen McLeod for the auditors fee for the years ending 31 December 2021,2022 and 2023.</p> <p>Recommendation The BoT accepts the tender as auditor, from Owen Mcleod, as outlined in their letter dated 24 August 2021. This was approved.</p> <p>Tu Manawa Active Aotearoa Fund- Recently Kimberlea Millar and Debbie McPherson applied to the Tu Manawa Active Aotearoa Fund for funding to purchase 2 trikes and soft play equipment and have been successful in securing a \$12,500 grant. Well done and thanks to Debbie and Kim.</p> <p>Dates next meeting 27 Oct 24 Nov 15 Dec</p> |
| <p>FROM THE CHAIRPERSON</p> | <p>Welcome to Rachel(in person) Welcome, officially, to the BOT Rachel. We are excited to have you in the team and look forward to working with you. The Board then watched a video on the roll of the Staff Representative on the Board. https://vimeo.com/161850555</p> <p>Thank you - Covid Thank you Gavin for all your hard work and leadership during lockdown 2.0. Pukete school ran so smoothly during this complicated time and we thank you for the extra work done. We have had great attendance rates during level 2 and I'm confident it's because the way school has re-opened allowing parents on site.</p> |
| | <p>There being no further business the meeting ended at 6.40pm.</p> |

Accepted as a true and correct record,

.....Chairperson

Dated:.....