

**PUKETE PRIMARY SCHOOL  
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING  
HELD WEDNESDAY 27 MARCH 2024 AT 5.42 PM**

<b>PRESENT</b>	Gavin Oliver, Stacey Smith, James Weller, Rachel Brady, Rachel P, and Becs Torrey
<b>APOLOGIES</b>	Andrew Bramston
<b>IN ATTENDANCE</b>	Michele Ellery (Minute Secretary)
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda
<b>CORRESPONDENCE</b>	Stacey has tried to contact Te Manu regarding her proposed resignation but to no avail. Therefore the Board is taking her original message as a resignation.
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interest.
<b>FINANCE</b>	The accounts were ratified and approved for payment.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of the 28 February 2024 meeting were adopted.
<b>MATTERS ARISING</b>	NIL
<b>THANK YOU FROM STACEY REGARDING THE GALA</b>	Thank you to everyone for such a wonderful family event. There is a huge amount of work to organise an event such as this and with the added element of bad weather and therefore changing the day at the last minute made it even more difficult. Thank you to the PTA, staff, children and whanau for helping out before the event and on the day itself.

## PRINCIPALS REPORT

### Roll - 376

At our last meeting, the roll was 372. Since then:  
4 children have moved out of the area (Auckland and Australia).  
And 8 children have started at Pukete.

### Accounts for Payment

The batch payment summaries. Physical copies were presented at the meeting:

#### Batch Summaries ETC;

Reunion Refunds

Credit Cards

29 Feb 2024 - \$26,047.53

29 Feb 2024 - \$1193.44

5 March - \$1565.88

8 March - \$2434.71

20 March - \$46141.25

28 March - \$6982.76

**Recommendation** - The Board approves the attached payment when double-checked by Stacey.

This recommendation was approved.

### Strategic Plan

updated to meet MoE requirements

### Annual Plan

Updated for March

### Vandalism

No vandalism has occurred in the last five weeks. Three boys who vandalised the school last year have completed community service at Pukete School today

### Staffing Matters

We have appointed Rhianna Wilson to a fixed-term parental leave position to cover Erica Andersen's parental leave. Starting term 2.

Lee-Ann Riddington has resigned from 5 July (end of term 2) to take up an international teaching position in China. We are in the process of appointing a long-term reliever.

### **Late Start vs Late Finish - Early Start vs Early Finish**

The Board would like to engage with staff and our community regarding start and finish dates in 2025. In 2025 primary Schools must be open for 386 half days. They must start between Monday 27 January 2025 (at the earliest) and Friday 07 February (at the latest) and end no later than Friday 19 December.

A Google doc will be sent out at the beginning of term 2 asking for people's opinions.

### **Teacher Only Days**

The Ministry of Education has approved all schools to take 2 TODs this year to focus on the "refreshed" curriculum without the need to make the days up. (The new government may change the refreshed curriculum, especially at the primary level. Expert groups are working on a second refresh of maths and literacy for introduction in 2025.)

Our planned days are:

- 1, Friday 31 May - King's Birthday Weekend - COL professional learning day.
- 2, Friday 25 October - Labour Weekend - Essential Pedagogies

**Recommendation:** The Board approves Pukete School taking two teacher-only days this year, May 31 and October 25.

This recommendation was approved.

### **Variance Statement**

Principals are required to make a variance statement each year about a goal from 2023. This statement relates to the introduction of BSLA. The statement includes information about progress and achievement and was shared with Board members.

### **Gala**

The gala was an outstanding event, raising \$13,500.00 after expenses and bringing our community together.

Special thanks to the PTA and, in particular, Chelsea Aston and Anna Manukau, who worked tirelessly to put the day together, including re-organising rosters, etc, on Saturday once the decision was made to postpone the gala.

The feedback from several sources has been very complimentary, commenting on the relaxed vibe.

Many people mucked in without being asked to help set up and pack up, and simple things were heartening, like the fact that there was virtually no litter, which made the day pretty special.

### **Bike Track**

Gavin is working with Mark from Kelly Sports to compile a grant application to employ a bike coach in Term 2. They would operate similarly to the swimming programme by working alongside teachers to teach biking skills.

**Recommendation:** The Board should apply to Grassroots to fund a biking coach with the aim of teaching children biking skills, confidence, and enjoyment of biking.

This recommendation was approved.

### **Property 5YA**

#### **Five Year Programme**

#### **Replacement of the joinery in Block E - new entrant block.**

The quote has come in which is very reasonable.

#### **Further upgrades**

Proceed with securing quotes:

- for the upgrade of all lighting to LED
- replacement of ceiling in Rm 18 and Rm 1

And further, investigate carpet joint issues.

Quotes to be presented at the next BoT meeting.

Once these jobs are completed, we may be able to consider refurbishing the library and resource room.

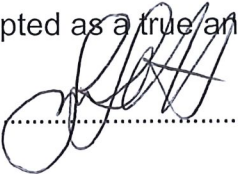
**Gavin Oliver**  
**Principal**

### **POLICY**

No one had any extra to put into the policies as per the last meeting. Rachel will send the wording off to School Docs.

<b>STRATEGIC PLAN</b>	Stacey - next meeting Rae and Trish will present on how our kura gives effect to Te Tiriti o Waitangi. In subsequent meetings there will be presentations on standardised testing such as e Asttle writing and possibly Pip our LSC for our students who need more support.
	<b>There being no further business the meeting closed at 6.56 pm.</b>

Accepted as a true and correct record

  
..... Chairperson

Dated:.....10/04/24.....