

**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 02 MARCH 2020 at 5.37 PM**

PRESENT	Kylea Heaton , Gavin Oliver (Principal), Teresa Smith, Stacey Smith, Katrina Jamieson and Amie Whenuaroa.
APOLOGIES	James Weller
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda plus under the Governance Manual 1) Election of Chair and 2) Delegations of Authority
ELECTION OF CHAIRPERSON	Kylea Heaton was nominated by Katrina Jamieson and this was seconded by Amie Whenuaroa. Therefore Kylea Heaton was elected as Chairperson for 2020.
CODE OF CONDUCT	Those present at the meeting signed the BOT Code of Conduct document
DECLARATION OF INTERESTS	There were no changes in declaration of interests.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the meeting 18 December 2019 be adopted .
MATTERS ARISING	The Board to discuss the viability of Senior School camps
CORRESPONDENCE	IN: From the NZSTA regarding NZSTA President and Board Members elections.
FINANCE	The February 2020 accounts were ratified.

**DELEGATIONS
THESE DELEGATIONS WERE
MOVED AND RATIFIED BY
THE BOARD**

Pukete School Delegations List

The list of delegations is reviewed at the first Board meeting of the year and the initial board meeting of any new Board.

Date of Minuted Delegation	Personnel Eligible Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a trustee.	Delegated Authority See individual Committee Terms of Reference in the board's Governance Manual	Term of Delegation Note: Delegation ceases at the date below, by earlier resolution of the board, or, if no date, is ongoing
02/03/2020	Principal, Chairperson, Financial Manager, Office Manager, Deputy Principal, Assistant Principal & 1 other Teacher - TBD usually BOT Member.	financial/banking Signatories: Gavin Oliver, Kylea Heaton, Karen Roberts, Michele Ellery, Trish Haworth, Natalie Peters, Teresa Smith (note - Office Manager and Financial Manager are not to sign together)	Reviewed annually
02/03/2020	BOT Member Katrina Jamieson	Delegate authority to represent the BOT at H&S meetings and any associated investigations	
02/03/2020	BOT member James Weller	Delegate authority to be the 5YA Property Rep.	Annual
02/03/2020	Principal - Gavin Oliver	Delegate the authority to maintain and set the list of Non teaching staff that are approved to restrain children	Annual
02/03/2020	Principal- Gavin Oliver	The board delegates all authority and accountability for the day-to-day operational organisation of the school to the principal who must ensure compliance with	

			both the board's policy framework and the law of New Zealand. [For detail see school Docs for further Policies.	
	02/03/2020	Principal- Gavin Oliver	Suspension and stand down of students. Financial expenditure within budget limitations. Financial unbudgeted spending limit 5k. Allocation of fixed term salary units. Managing the banked staffing provision. Employment of support staff and fixed term teachers. Staff appraisals. Initial investigation relating to a complaint against a staff member(chairpers on to be consulted) which may include the suspension of staff.	Annual
	18/02/2019	Disciplinary Committee Current trustees other than the principal and the staff trustee Kylea, Katrina,Amie. (James if required).	Those on the Disciplinary Committee acting under the Terms of Reference for this committee.	Annual - delegation determined in the first meeting of the school year and the first meeting after a new board is elected.

	02/03/2020	DP AP	The deputy principal (in the first instance) or the assistant principal shall act as principal , in the absence of the principal from duty for periods not exceeding 2 weeks. They can perform all the duties and powers of the principal, except where the board, at its discretion, otherwise determines. With the exception of financial delegations these remain with the principal.	

PRINCIPALS REPORT

- Gavin reported that the school has had an excellent start to the year. The roll as of 02 March 2020 stands at 429 pupils. New entrant numbers were presented to the Board also for use in the future.
- There was a revised statement and financial position for 2019.
- There is an interim 2020 budget due as a result of recent contract negotiations support staff are to be paid at least the living wage of \$21.15 per hour. Further details have yet to be received therefore an accurate budget cannot be made as yet. The interim budget was presented.
- The Board agreed to ensure that support staff will have at least a 3% pay increase.
- **PROPERTY -**
- A concept plan of the admin block upgrade was shown. Once it is approved our Property Consultant will draw up the working drawing for approval and the job will go to tender.
- The disabled toilet block work is being managed by the MOE. An indication of the time frame should be in before the end of term.
- The space for the Learning Support Coordinator has had the initial paperwork completed and Gavin is hoping we may be able to have this job completed in a similar time frame as the Admin block.
- Work was done over the holidays on the pool and the school was washed down to help preserve the paint.
- We are in the process of employing a caretaker, in the meantime Nick a university student has done a great job.

	<ul style="list-style-type: none"> ● OUTDOOR EDUCATION - ● The survey responses were shown. The overall tone is that parents are very supportive of our camp programme, particularly the Year 4 camp. Most reservations are in regard to the cost. The Year 5/6 teachers are very keen to continue the current camp programme of alternative venues every 2nd year. While the Year 4 camp teachers have committed to continue the Ngaruawahia Camp each year. Unfortunately, Finlay Park, Year 5/6 camp 2018, will no longer take biannual reservations as they insist on schools using their venue every year. To secure venues bookings have been made at; Yr 5/6 <u>Camp Adair</u> 9 to 11 December - cost approximately \$200 Yr 4 Ngaruawahia Christian Camp 12,13 Nov - cost \$90 <p>Recommendation: We continue with the current camp programme of an overnight camp for Year 4, and a 2 night camp for Year 5/6. We confirm the cost of the camps and advise parents before the end of the term offering parents the opportunity to set up time payments to cover the cost.</p> <ul style="list-style-type: none"> ● The PTA have held their first meeting for 2020 and their first big fundraising project for 2020 is the Gala on Saturday 28 March. The Board expect to see a Health and Safety Plan for this. ● PLD 2020 SUMMARY ● Professional development has already begun with courses and ongoing training on Reading, PB4L, Culturally Responsive Pedagogy and Digital Technologies. ● 2 Teacher Only days are planned for ongoing Professional Development. <p>Recommendation The Board approved the TOD's on 27 March and 29 May.</p> <ul style="list-style-type: none"> ● <p>THE 2 RECOMMENDATIONS WERE APPROVED.</p>
<p>GENERAL BUSINESS</p>	<p>Policies for renewal are 1) Recognition of Cultural Diversity 2) Staff Leave and 3) Separated Parents/Day to Day Care/Guardianship.</p> <p>BOT Meeting dates for 2020 were set as below with a start time of 5.30pm</p>

	25 March 06 May 27 May 24 June 22 July 26 August 16 September 28 October 25 November 16 December
	There being no further business the meeting closed at 7.08 PM.

Accepted as a true and correct record,

.....Chairperson Dated:.....