

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 16 JUNE 2021 at 5.31 PM

PRESENT	Kylea Heaton , Gavin Oliver (Principal), James Weller, Stacey Smith, Katrina Jamieson.
APOLOGIES	Amie Whenuaroa
IN ATTENDANCE	Michele Ellery (Minute Secretary) Trish Haworth
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda to be followed. As well as Trish Haworth presenting.
DECLARATION OF INTERESTS	There were no changes in declaration of interests.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the meeting held on 26 May 2021 be adopted .
MATTERS ARISING	NIL
CORRESPONDENCE	We have received Kylea Heaton's resignation as Chairperson of the Board.
FINANCE	The June 2021 accounts for payment were ratified and approved for payment.

PRINCIPALS REPORT

Roll - 444

SCHOOL CAMP PARENT ATTENDEE SELECTION PROCESS

Trish Haworth

School Camp - Parent Attendee Selection Process

Trish Haworth presented some ideas around parent helpers at camp and how they are chosen. A discussion was held regarding the current ballot process and other ways parents are chosen. The following was chosen.

Recommendation: 2 ballots are held. The first ballot (to a maximum of ½ the available spaces) for parents who have made a regular and significant contribution to Pukete School. The second ballot will be for all the other parents who have applied.

If there is a medically qualified person they may be allocated a position also..

THIS WAS PASSED.

There will be a criteria made for what is expected of parents and they will be asked to sign their commitment to this.

REVISED BUDGET

A revised budget was tabled and discussed.

Recommendation;

The revised budget to be approved.

THIS WAS PASSED.

Cheque and Cash Float for Events

Cheques are about to become obsolete and we are doing away with petty cash. For events such as the Gala, we do need to be able to have a cash float. Up till now, we have used a cheque to withdraw cash for the float. It has been suggested that we set up a separate account as an EFTPOS account. This will be called Pukete School BOT Eftpos Account. A card will be issued to Karen Roberts for access to floats etc. Payments can be made from the Pukete School account which will require 2 signatures.

Recommendation: The board approve the establishment of an EFTPOS account to provide a cash facility for events.

THIS WAS PASSED.

School Audit Process 2021 - 2023 financial years.

Our auditor is appointed for 3 Years with their current term about to expire. In most cases the current auditor will be reappointed unless we advise the OAG that due to 1 of the following reasons we would like a different auditor appointed:

1. The current auditor does not wish to continue to offer their services
2. Circumstances relating to the school make it necessary or desirable to appoint a new auditor.
3. The school requests a change of auditor for specific reasons.

If this is the case we need to contact the OAG by the end of June. To my knowledge, we have had no concerns with the current auditor.

Recommendation: The Board does not seek to change the auditor for 2021 to 2023 financial years.

THIS WAS PASSED.

Reading Achievement

Term 1 reading achievement and priority learners information was shared.

Property

Admin Upgrade

Admin - Himi Whitewood of pmd-inc ltd, consultant, received 4 quotes for this job on our behalf and has nominated SJ McCarthy.

Start Date

After some discussion, we have a probable start date of 2 August which is Week 2 of Term 3. The work is expected to take 10 weeks. The library will be used for admin and Te Manawa as staffroom and staff toilets.

Recommendation; We approve the recommendation of Himi Whitewood to engage SJ McCarthy as the lead contractor for the Admin Upgrade.

Dental Clinic / Learning Support Centre -

The work includes extending the dental clinic by 16 sqm. Himi Whitewood of pmd-inc ltd, consultant, received 2 quotes for this job on our behalf and has nominated Mitchell Construction.

Timing

As Mitchell Construction will not hold the cost until October we will retender the job to start in late October.

	<p>Recommendation; The dental clinic extension job is retendered in October. BOTH PROPERTY RECOMMENDATIONS WERE PASSED.</p> <p style="text-align: center;"><u>Policy</u></p> <p>This term 3 policies are up for review:</p> <ul style="list-style-type: none"> ● Protected disclosure ● Visitors ● Reporting To Parents <p>The Board members will allow time to individually review the policies and make suggestions for improvements at the next BoT meeting.</p> <p style="text-align: center;"><u>ERO Have Arrived</u></p> <p>The senior leadership team met with our reviewer last week and we have another meeting scheduled for 28 June.</p> <p style="text-align: center;"><u>Election of Staff Rep</u></p> <p>To date, we have 2 nominations for Staff Rep with nominations closing on 2 July. Gavin to invite any interested candidates to the next Board meeting which is now 28 July.</p> <p style="text-align: center;"><u>Internet Security</u></p> <p>Linewise - further to our last meeting we are in the process of installing Linewise to improve the security of our BYOD system.</p>
ELECTION OF CHAIRPERSON	Stacey Smith nominated by Kylea and seconded by Katrina Jamieson Congratulations Stacey and thank you Kylea for your contribution.
	There was no further business, the meeting closed at 6.57 PM.

Accepted as a true and correct record,



.....Chairperson

Dated: 30/06/2021.....