

**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 27 MAY 2020 at 5.39 PM**

PRESENT	Kylea Heaton , Gavin Oliver (Principal), Stacey Smith, Katrina Jamieson and Amie Whenuaroa (via Zoom) and James Weller.
APOLOGIES	Teresa Smith
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	The minutes of the Zoom meeting held on 09 April 2020 were not available.
MATTERS ARISING	Michele Ellery to check for notes taken on 09 April otherwise note that Gavin Oliver read his Principal's Report to the Board.
CORRESPONDENCE	IN: The Wellbeing conference that Trish Haworth, Natalie Peters, Stacey Smith and Aimee Whenuaroa were to attend has been postponed.
FINANCE	The March and April 2020 accounts were ratified. It was noted that there had been extra spending due to Covid 19 eg more cleaning materials and products, computer paraphernalia to allow staff to work from home.

PRINCIPALS REPORT

COVID 19

- Gavin gave an overview of attendance now that the country is in Level 2. During the 1st week at level 2 there were approximately 35 children away due to Covid 19 concerns and in the 2nd week this dropped to 23. On Monday 25 May 2020 87% of children were physically in attendance at school compared to 27 May 2019 when 89% of children were in attendance. On Tuesday 26 May our attendance rate was 91%.
- The playgrounds, carpets, air conditioning units and furniture were all thoroughly cleaned before school started again.
- Hand sanitising units and hygiene stations are throughout the school and extra cleaning is being done.
- Using a paper based contact tracing has meant parents have been able to enter the school grounds. It is believed that this has reduced anxiety in parents and children.

PROPERTY

- There are working drawings for the upgrade of the Admin block. It would be ideal to go to tender later in the year so work could be done when school is closed.
- Plans are yet to be confirmed for the Dental Clinic upgrade but the idea is to have this work done when school is closed.
- The MOE is keen to learn how we intend to spend the School Investment Package. See recommendations below.

Recommendation - The BOT approves;

Admin upgrade - 5YA funding \$300,000 and SIP \$200,000

Speakers/intercom - SIP - \$50,000

Site Improvements - SIP - \$50,000

This recommendation was approved.

	<ul style="list-style-type: none"> • The Annual Report was shown. <p>Recommendation; The Board approves the Annual Report. This recommendation was approved.</p> <ul style="list-style-type: none"> • The New Entrant numbers were shown along with projected numbers wanting to enrol at Pukete School in Terms 3 and 4. A decision will be made at a later date as to whether we will be taking children from out of our School Enrolment Scheme (Zone) • Staffing - 4 staff members are pregnant and their anticipated leave dates were shown. Relieving Teachers will need to be found. • Camps and Fundraising - these need to be discussed in General Business.
<p>GENERAL BUSINESS</p>	<ul style="list-style-type: none"> • PTA - Fundraising - Due to Covid-19 and lockdown the Gala was cancelled. There are a number of items for the White Elephant Stall that can be sold at a garage sale. The Annual Quiz night will be put on hold and a low key mathathon could be held. This would not have prizes for the most money raised. • Camps - Covid 19 has put even more families under financial pressure. Therefore some changes may (or may not) happen. Gavin Oliver is to look into possible other options and report back at the next Board meeting. Parents may be surveyed if they want camp cancelled, kept or an alternative option found. • Michele Ellery noted that James Weller needs to sign the BOT Code of Conduct agreement. She will get this to him to sign.
	<p>There being no further business the meeting closed at 7.10 PM.</p>

Accepted as a true and correct record,

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