

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 23 AUGUST 2023 AT 5.43 PM

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel P, Bex Torrey and Andrew Bramston .
APOLOGIES	None
IN ATTENDANCE	Michele Ellery (Minute Secretary) Trish Haworth (Deputy Principal)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	None
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
STRATEGIC PLANNING PLANNING	Work on the strategic plan went from 6.37pm - 7.30pm.
FINANCE	The July 2023 accounts were ratified and approved for payment.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 26 July 2023 meeting were adopted
MATTERS ARISING	NIL
CODE OF CONDUCT	A new code of conduct was signed by Board members.
IN COMMITTEE	The board went into committee from 6.00pm until 6.12pm.

<p>CO OPTING A BOARD MEMBER</p>	<p>The board discussed co-opting a new board member to help with cultural responsiveness. The current board members were in full agreement to co-opt someone for the rest of the Boards term until mid year 2025..</p> <p>Recommendation - The Board approves the co-opting of Te Manu Elkington to the board for the rest of the Boards term. (Mid year 2025)</p> <p>This recommendation was passed.</p>
<p>PRINCIPAL'S REPORT</p>	<p>Roll - 430</p> <p style="text-align: center;"><u>Staffing Matters:</u></p> <p>My sabbatical. While I am on sabbatical, the school is funded for an extra teacher. Trish and Natalie “work up”, so Trish will become the Acting Principal and Natalie acting Deputy Principal. Team leaders will be released for one day per week rather than one day per fortnight to assist with the day-to-day management of the school.</p> <p>Opening of an extra new entrant class. In order to maintain the foundation class (2 teachers) at a maximum ratio of 1 teacher to 15 children and the 3 other new entrant classes at maximums of 18 or 19 children, we plan to open another New Entrant class in term 4.</p> <p>Term 4 Day 1 Numbers: Rm 2 - 18 Rm 11 - 19 Rm 12 - 18 Rm 14 - 23 - Foundation Class - two teachers - brand new children Rm 1 - 10 Children from Rm 14</p> <p>While keeping class numbers low, we also make provision to increase the number of Yr 1 children in anticipation of the roll count on 1 March.</p> <p>Recommendation - The Board approves the opening of an extra new entrant class in term 4.</p> <p>This Recommendation was passed.</p>

**PRINCIPAL'S REPORT
CONTINUED**

Finance

Statement attached.

Year to Date - expenditure is 59% compared to income of 63%

Accounts for Payment

The batch payment summaries are in the finance folder. I will also present the physical copies at the meeting:

- 27 July - error payment
- 28 July - \$207.50
- 30 July - \$225.00 was paid to us in error, then paid to Peachgrove Intermediate as intended
- 31 July \$274.02
- 3 July \$40,000-
- 4 July \$100000
- 7 August \$834.69
- 16 August \$2012.50
- 18 August \$40,284.19

Recommendation - The Board approves the accounts for the payment described by the attached dated batch summaries are approved.

This Recommendation was passed.

Attendance

Michele and I continue to monitor attendance and have developed a process that is manageable and which seems to be working. Our monitored group consists of 51 children, 50 of which had attendance below 80% in Term 2, and 1 child; we have added due to emerging concerns.

Options we are using include:

- Ringing whanau to offer support.
- Email to whanau.
- Referral to Te Hononga - attendance service. 16 referrals since 12 June.
- Referral to Public Health Nurse
- Face-to-face hui.
- Rewarding children for good attendance.
- Ringing every whanau that doesn't advise us of non-attendance - daily.
- Classroom teacher engaging with whanau.

Outcome

Of the 51 being monitored, 27 (52%) have had term-to-date (5 weeks), attendance rates above 80%. If this continues, we will reduce our monitored group to approximately 25 children, 5.8% of the total school population.

Property - Finances**Air Conditioning and Roofing - All figures are GST exclusive**

Roofing	\$261,476.74
Air Con	\$93,450.00
Consultant Fees	\$24,420.00
Contingency	\$40,000.00
Total	\$419,346.74

Air Con

<u>Quote</u>	\$93,450.00	
Contingency	\$18,150.00	"Damage to pipes was evident once the existing u removed, requiring remediation." Hime Whitewoo
<u>Total</u>	<u>\$111,600.</u>	
Advance for units	\$60,000.00	
Balance	<u>\$51,600.00</u>	
Latest Invoice	\$46,867.50	To be paid.
Balance	\$4,732.50	Eight units are still to be installed. This work is sc first week of the upcoming holidays.

Roofing

<u>Quote</u>	\$261,476.74
Credit	\$3,380.66
Variations	\$4618.28
Total	\$262,714.36

	<p>Camp Approval The Year 6 camp 19 to 20 October, and the Yr 4 camp 9 to 10 November needs Board approval and the appropriate forms are attached.</p> <p>Recommendation - The Year 6 and the Year 4 camps are approved subject to getting safety forms to Trish 7 days before each camp starts. This Recommendation was passed.</p> <p>WIFI Upgrade I have been in contact with N4L, and our WIFI infrastructure will likely be upgraded in 2024.</p> <p>Rongohia te Hau Yesterday the staff workshopped some of the Rongohia te Hau data, however, there was not time to go through it as a group so a handout of the results was given to each board member.</p> <p>We are now working with the Rongohia to Hau facilitators to develop an action plan.</p> <p>Pukete School Board of Trustees at the 23 August meeting, passed the following resolution with unanimous agreement. The Pukete School Board of Trustees has agreed to apply to the Grassroots Trust Limited for a grant of \$26,974.83 to fund new Kapahaka uniforms. The PTA will fund a further \$4000. Board members present: Gavin Oliver, Stacey Smith, Rachel Brady, James Weller, Rachel Peacham, Bex Torrey, and Andrew Bramston. Also in attendance were Michele Ellery, the Board Secretary and Trish Haworth, Deputy Principal. There are no conflicts of interest.</p> <p>Michele Ellery left the meeting at 6.37pm and work on the Strategic Plan commenced.</p>
<p>POLICY</p>	<p>From last term: Alcohol at school and school events - Wording was decided and Rachel Brady will be sent to SchoolDocs to be loaded on our website.</p> <p>It was decided that there needs signage around this policy as empty alcohol bottles have been found around the bike track on Mondays. This signage will be at the front of the school. Rachel P and Rachel B will work together regarding Term 3 policy reviews.</p>
	<p>There being no further business the meeting closed at 7.30 pm.</p>

Accepted as a true and correct record,


.....Chairperson

Dated: 08/09/23.....