

**PUKETE PRIMARY SCHOOL**  
**MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING**  
**HELD WEDNESDAY 24 MAY 2023 AT 5.40 PM**

<b>PRESENT</b>	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel P, Andrew Bramston and Bex Torrey.
<b>APOLOGIES</b>	Nil
<b>IN ATTENDANCE</b>	Michele Ellery (Minute Secretary) Rae Ward (Sharing about Rongohia Te Hau)
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda plus Rongohia Te Hau and Gifting
<b>CORRESPONDENCE</b>	Nil
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interest.
<b>STRATEGIC PLANNING PLANNING</b>	<p>The Board has come up with 4 questions to ask whanau for their input.</p> <ul style="list-style-type: none"> <li>● What do you like about our school ?</li> <li>● If anything, what do you dislike about our school ?</li> <li>● What can we do to make our school better ?</li> <li>● Any further comments ?</li> </ul> <p>This will take place in Rooms 9 and 10 on 01 June before,during and after the school disco's. There will be refreshments for parents also.</p>
<b>FINANCE</b>	The April 2023 accounts were ratified and approved for payment.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of the 26 April 2023 meeting were adopted.
<b>TE RONGOHIA TE HAU</b>	Rae made a short presentation on Rongohia Te Hau. She explained that surveys have been/will be sent to whanau, staff and Year 4-6 students. The surveys will tell us what Maori students, non Maori students, staff and whanau are saying about teaching and learning experiences. Data is collated and presented back to the school. Classroom walkthroughs occur and an ongoing plan is made and implemented.
<b>PUKETE SCHOOL GIFTING</b>	In the past staff have contributed to a fund that pays for leaving gifts and flowers for staff on various occasions. It was discussed as to whether this

	was the staff's responsibility or the Board's. Ideas were floated and Michele Ellery is to report back to the gifting committee.
<b>MATTERS ARISING</b>	NIL
<b>PRINCIPAL'S REPORT</b>	<p><b>Roll - 413</b></p> <p><b>Implication for Staff 2024</b> The 1 July Yr 2 to 7 roll, plus the 1 March roll for Yr 1, are used to decide our teacher staffing for 2024. Using the MoE calculator, I am predicting a staffing increase of .4 in 2024. This is because the 1 March Yr 1 roll was higher this year than last.</p> <p style="text-align: center;"><b><u>Enrollment Scheme</u></b></p> <p>Natalie and I are recommending that we make 6 out-of-zone enrollment positions available in Term 3 for New Entrants. This should give enrollment numbers between 17 and 20 for the term.</p> <p><b><u>Recommendation</u></b></p> <p>The Board of Trustees makes available 6 out-of-zone positions available for new entrants in Term 3 2023.</p> <p style="text-align: center;"><b><u>New Entrant Numbers</u></b></p> <p>We need to balance our new entrant numbers to maintain the Next Step class size at 18 or 19 and the foundation class at a student-teacher ratio of 1 to 15, and have sufficient new entrants on 1 March to maintain teacher staffing. This may mean we will need to employ an extra teacher in Term 4 and open a new class in Room 1. The Board doesn't need to make a decision on this tonight but will review it next term.</p>

## PRINCIPALS REPORT

### Roll - 413

#### **Implication for Staff 2024**

The 1 July Yr 2 to 7 roll, plus the 1 March roll for Yr 1, are used to decide our teacher staffing for 2024. Using the MoE calculator, I am predicting a staffing increase of .4 in 2024. This is because the 1 March Yr 1 roll was higher this year than last.

#### **Implication for Operational Grant**

The 1 July roll count is used to calculate a large proportion of our OP's grant. Our funding was based on a roll of 460 rather than 435. I am in the process of a Budget review which should be completed for the next meeting.

#### **Enrollment Scheme**

Natalie and I are recommending that we make 6 out-of-zone enrollment positions available in Term 3 for New Entrants. This should give enrollment numbers between 17 and 20 for the term.

#### **Recommendation**

The Board of Trustees makes available 6 out-of-zone positions available for new entrants in Term 3 2023.

**This Recommendation was passed.**

#### **New Entrant Numbers**

We need to balance our new entrant numbers to maintain the Next Step class size at 18 or 19 and the foundation class at a student-teacher ratio of 1 to 15, and have sufficient new entrants on 1 March to maintain teacher staffing. This may mean we will need to employ an extra teacher in Term 4 and open a new class in Room 1. The Board does not need to make a decision on this tonight but will review it next term.

#### **Finance**

**Year to Date 31 March** - expenditure is 34% compared to income of 39%

#### **Banked Staff Report**

Currently positive \$16,000. Report attached.

#### **Annual Audited Accounts**

As far as I know, the accounts are still with our account due to ongoing issues with understaffing and illness. Peter was very apologetic. I believe this issue will be widespread.

### **Accounts for Payment**

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

27 April - Mastercard

4 May - invoices

5 May - invoices

19 May - invoices

26 May - GST Payment

### **Recommendation**

The BoT approves the accounts for the payment described by the attached dated batch summaries are approved.

**This Recommendation was passed.**

### **Mastercard**

Can we please add Claire and Trish as a cardholder? Claire, for ordering purposes, and Trish, as Gavin will be away in the 4th term.

### **Signatories**

Can we please add Rachel with authorisation of payment rights to give us 3 people with this authority: Gavin, Trish, and Rachel.

### **Recommendations**

The Board approves the inclusion of Rachel Brady as being authorised to approve payments with another of the approved "signatures."

**This Recommendation was passed.**

The Board approves Claire Crump and Trish Haworth, to hold school business credit cards, both with a limit of \$5000.

**This Recommendation was passed.**

### **Attendance and Wellness**

COVID has hit us again, with up to 8 staff sick or with sick kids last week, which has continued for the past three days. We don't know how many children have COVID; however, 66 (16%) children were absent on Monday.

### **Teacher and Principal Contract Negotiations**

Last Friday, the Primary Principals, Secondary Teachers' and Primary Teachers' contracts were stalled when out of the blue, the Minister of Education called a meeting of MoE and union reps and instructed them to get the contracts sorted. On Monday, the primary teachers' vote to strike on 31 May was confirmed. However, while discussions are being held, up to 30 May, all industrial action is on hold.

## Property

### **Te Huarahi - The Track**

The actual track build has been completed and looks fantastic. Unfortunately, the containers and bikes are delayed until the end of the term or possibly the beginning of next term.

Further work includes;

- Installation of a CCTV on the back of Rm 17.
- The design and build of signage to be mounted on the containers - safety - rules - acknowledgements.
- Remediation work on the field where the turf has been damaged by big trucks.
- Redesign of the field layout - positioning of rugby and soccer fields, provision for Loose Play
- Landscaping of track area.
- Mowing of the field area.

A mini working bee is being held on Friday 2:00 pm - 4:00 pm. (All welcome) Jobs include: Temporarily fencing off areas of the field with grass damage.

Deciding on a landscaping plan.

Temporarily removing the football posts.

Plan for kids to start using the track;

For the next two weeks, children from specific classes will be able to bring scooters from home or use our school scooters at lunch times.

During the last 3 weeks of term, children will be able to bring bikes from home.

Track opening next term with the Official Opening date to be decided.

Teacher PLD is planned.

### **Heat pump replacements and roofing replacements, and upgrades**

James and Gavin met with the project manager and contractors for the heat pump replacements and roofing replacements, and upgrade on Tuesday. This work is scheduled to happen in the upcoming holidays. 17 heat pumps are to be replaced.

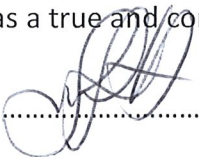
The roofing on the admin block, the Rooms 9 and 10 block, and Rooms 1,15, and 17 are to be replaced.

The remaining roofs are to have flashing upgrades and be re-screwed. Skylights will be replaced and brought up to code.

Should the work not be completed due to inclement weather, it will be rescheduled to the September holidays.

	<p style="text-align: center;"><b>Term Dates 2024</b></p> <p>Boards have some discretion in deciding the beginning and end-of-year dates. We can open next year from 30 January to 7 Feb and must close by 20 December. In total, we must be open for instruction for 384 half days. A Google form will be sent to staff and whanau to see what their preference is. This will go out at the start of term 3.</p> <p style="text-align: center;"><b>PB4L SW Special Projects</b></p> <p>The PB4L team has applied for funding to upgrade our “virtues characters and PB4L signage’ and has been successful with a grant of \$8300. The estimated cost of the upgrade is \$15,000, and it is likely the PTA will contribute the balance. Well done, PB4L team.</p> <p style="text-align: center;"><b>Matariki - School Celebration</b></p> <p>Pukete School will celebrate Matariki on Wednesday, 28 June. The main focus of the celebration will be each team sharing their Matariki learning with parents and whanau, followed by shared kai - vegetable soup. This will happen in the middle block. Senior classes will also be open to parents/whanau in the first and last part of the day to take part in Matariki activities.</p>
	<p style="text-align: center;"><b>There being no further business the meeting closed at 7.30pm</b></p>

Accepted as a true and correct record,

..........Chairperson

Dated: 25/05/23.....