

**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 22 MARCH 2023 AT 5.40 PM**

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Bex Torrey and Andrew Bramston.
APOLOGIES	Rachel P
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	Nil
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
FINANCE	The February 2023 accounts were ratified and approved for payment.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 15 February 2023 meeting were adopted.
MATTERS ARISING	NIL

PRINCIPALS REPORT

Roll - 401

Attendance

Regarding children attending school, how is Pukete School doing?

Week Five 2023

Mon 6/3	Tues 7/3	Wed 8/3	Thur 9/3	Fri 10/3
90%	94.5%	94.5%	94.8%	91.8%

- These attendance rates look great; however, note that on Monday and Friday, we have fewer children at school.
- For the same week in 2022, the average attendance was 88.5%.
- These attendance rates can mask a small group of children with very poor attendance rates.

We recently had the attendance rates shared with us by the

**What do the attendance rates for Maori, Pakeha and “all” look like?
(Term 3 2022)**

Attendance Rates	70% - 80%	Below 70%	Below 80%
Maori	11.8% (17)	16% (23)	28% (40)
Pakeha	8.6% (25)	2.4%(7)	11% (32))
All	8.7% (39)	6.7% (30)	15.4% (69)

What are we doing to Improve attendance?

- Setting targets in our annual plan. Attendance matters.
- Communicating to our parents that attendance matters.
- Developing our procedures for following up on poor attendance of individual children.
- Working with our Student Management System providers to improve our systems and process for following up on poor attendance.
- Using the attendance officers, now based in our CoL, to visit families of children with poor attendance.
- Making sure that our school is perceived by parents and children that Pukete School is a safe and happy place to be, for example, our growing emphasis on physical activity that is fun for all children.
- Also focusing on children with attendance rates between 80% and 70%, so their attendance does deteriorate further.

Finance

Budget 2023

Further work on the 2023 Budget has been undertaken. The Board looked over the budget.

Recommendation

The Pukete School Board of Trustees approves the attached budget.

This Recommendation was passed.

Fixed Term Deposit

I am suggesting we place \$60,000 on a 1 Year fixed term deposit at approximately 5.5% per annum for 12 months and \$100,000 on 30 days fixed at 4.29%. This would generate an income of about \$7000 a year. Both are to be invested with Westpac using our current account setup.

Recommendation

The BoT approves the fixed-term deposits as outlined above.

This Recommendation was passed.

Approval to purchase a new photocopier.

The photocopier staff use in the library is due for replacement

Recommendation

The Board approves the purchase of the Canon photocopier DX C5860iHC for \$6331.00.

This Recommendation was passed.

Accounts for Payment

Recommendation

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

20/03/2023 - ultimate clean - only

20/03/2023 -

17/03/2023

10/03/2023

08/03/2023

03/03/2023

28/02/2023

28/03/2023 - GST

This Recommendation was passed.

Fence on Boundary

Our neighbour has approached me regarding paying 50% of the cost of replacing the boundary fence, which is brilliant timing as it is adjacent to where the bike container will sit.

The quote she has supplied is for \$3340.00 ex GST and I am in the process of getting a second quote.

Recommendation

The BoT approves the replacement of the boundary fence as above at a cost of \$1670.00 or less, depending on the outcome of the second quote.

This Recommendation was passed.

Learning and Teaching

New Entrant - Foundation Class

We have decided to attempt to maintain the Foundation Class at a teacher-child ratio of 1:15 or less due to the higher percentage of children with high learning and behavioural needs. This means we are transitioning 7 Year 1 children to the Kiwi Team (Yr 2) and forming Yr 1/2 composites. The Yr 2 classes will remain at or under 20 children.

Priority Learners

We have revised our process for monitoring and reporting on priority learners. Developing a new spreadsheet. Team leaders as well as Natalie and Trish will report to the BoT on Priority Learners at the 26 April Meeting.

Trauma

Via an opportunity from the MoE staff will have an opportunity to undertake an online course related to teaching children who have suffered trauma. Beacon House Developmental Trauma Modules, which we have been approved to fund. This is being offered to staff as an opt-in and paid for from funding made available through MoE.

PB4L

Report from Hilary and Erica, PB4L leaders:

A report was shown including information on reported incidents in the classrooms and playgrounds. These incidents include minor physical contact, disobedience and disrespect. There was a breakdown in year levels, types of incidents and when they occur.

What's happening?

- A push on green virtue vouchers (for playground use). A senior and junior virtue vault for green virtue vouchers has been introduced into the library. 5 from each vault will be pulled out in each whole school assembly. The vaults were introduced to tamariki at Friday's whole school assembly by Trish
- Erica and Hilary to guide weekly PB4L lessons. Current data and upcoming lessons are shared with staff via email each Thursday. Lessons are also shared via the weekly Memo and on the school calendar. PB4L lessons are taught by the whole school on Monday mornings

Coming up...

- End of term Big Virtue Draw. All virtue vouchers are put into larger junior and senior vaults. The PTA has given \$250 a term towards prizes
- Erica and Hilary gaining student voice on virtue vault weekly prizes
- Updating whānau via the school newsletter
- **Development of term 2/3 refresh.**

Differentiated Learning

Report from Trish

In 2022 RTLB (Margaret Oxley and Sue Marshall) collaborated and co-constructed alongside 9 teachers (2 Teams) to build knowledge and capacity to meet their students' needs through the use of differentiation.

The teachers:

- The teachers chose to have 3 separate workshops to understand and unpack what differentiation means and how to implement it in their classrooms
- Trialling initial implementation of differentiation strategies in small areas with the intention of implementing differentiation further throughout the Curriculum in 2023

To continue and complete the mahi started in 2022.

- Support to continue and further understand the steps of differentiation
- Support teachers to be able to differentiate specific areas of the Curriculum
- Support to implement differentiation
- To bring new teachers up to speed

Strategic and Annual Plan and Rongahia te hau

Resources and discussion points for the development of the new strategic plan, annual plan and the Rongohia te Hou document was shared including a list of questions, parents/whanau, staff, and children will be asked during the consultation phase of the development of the strategic plan.

The Board will meet on 10 May 5.30-6.30pm regarding the strategic plan and what questions we want to ask. Then during the week of 29th May, date to be confirmed, there will be consultation with our school community.

Year 5 and 6 Programmes - BoT Consultation

As a result of the consultation undertaken by Trish, Gavin, Stacey and James, the following communication was made via the newsletter.

Years 5 and 6 Camp and Year 6 Production Parent/Whanau Feedback

Thanks to everyone who completed our consultation form about the proposed changes to the year 5/6 camp and production.

The large majority of the feedback told us that you, as parents and whanau support the proposed changes.

The large majority of our affected teachers also support the proposed changes.

Our BoT and SLT support the proposed changes based on the feedback from yourselves and the teachers.

The changes mean that children at Pukete School will enjoy;

- *A 1-night camp in Year 4.*
- *A two-night camp in Year 5 or 6.*
- *A Year 5/6 production in Year 5 or 6*

The camp and production will alternate biannually.

Transition to Change - In 2023

Camps

We understand our current Year 6 children missed out on their Year 4 camp in 2021 due to Covid.

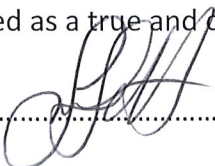
We will hold a one-off one-night camp at Ngaruawahia for the current year 6 children only, to make up for this missed opportunity.

This will occur in term 4, with more details to follow.

Year 5 children will not have a camp this year but will next year.

	<p><i>Year 4 will have a 1-night camp at Ngaruawahia.</i></p> <p><u>Year 5/6 Production</u></p> <p><i>This year, there will be a Year 5 and 6 production towards the end of Term 3.</i></p> <p style="text-align: center;">Looking ahead to 2024</p> <p>Camps</p> <p><i>Year 4 will have a 1-night camp at Ngaruawahia.</i></p> <p><i>Years 5 and 6 will have a two-night camp at Raglan.</i></p> <p>Production</p> <p><i>There will not be a production.</i></p> <p>Many Thanks,</p> <p><i>Gavin Oliver Principal - Trish Haworth Deputy Principal - Stacey Smith BoT Chairperson</i></p> <p><i>James Weller BoT Member</i></p> <p style="text-align: center;">Safer School Zone - HCC</p> <p>Rebecca and Gavin met with Cameron Ward and Richard Teewea from HCC to discuss the proposed Safer Speed Zone. The story is that they would like us to write to the council supporting a safer school speed and also encourage our community to do the same. In short, they are asking us to lobby them for a safer zone as the council is fearful of the backlash from the public if they proceed without plenty of public support. We also discussed our concerns about the blind hill on Cullimore Street, where children cross the road and the pedestrians crossing Pohutukawa Drive at the Pukete Road intersection. Rebecca and Gavin are to put a letter together to go to parents about reducing the speed limit in the surrounding streets..</p>
POLICY REVIEW	<p>Rachel has made any changes to Legislation and Administration, Privacy and Official Information Requests policies.</p>
	<p style="text-align: center;">There being no further business the meeting closed at 7.30pm</p>

Accepted as a true and correct record,

..........Chairperson

Dated: 06/04/23.....