

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 15 FEBRUARY 2023 AT 5.42 PM

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|---------------------------------------|---|
| PRESENT | Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel, Bex Torrey and Andrew Bramston. |
| APOLOGIES | Nil |
| IN ATTENDANCE | Michele Ellery (Minute Secretary) |
| RATIFICATION OF MEETING AGENDA | RESOLVED: Standard Agenda |
| CORRESPONDENCE | 2 emails have been received by 2 parents regarding the Years 5 and 6 camp becoming bi annual. |
| DISCUSSION OF CORRESPONDENCE | <p>Board members read the letters as mentioned above. A discussion then took place. The role of the BOT and School Management in deciding the nature and timing of camps was discussed. The BoT approves camps. It was noted that a final decision on whether the Year 5 and 6 camp becomes a bi annual had not actually been made, but there has been discussion about the possibility between teachers and staff in late 2022 and early 2023. It was acknowledged that communication should have been made with parents earlier about this possibility and consultation with them should have started.</p> <p>The Board has requested that community consultation takes place as soon as possible and when a decision is made whanau will be made aware of this in a timely manner.</p> |
| DECLARATION OF INTERESTS | There were no changes in declaration of interest. |
| STRATEGIC PLANNING | MoE has confirmed that a new Strategic Plan is not required this year. More information from the MoE is to come. |
| FINANCE | The January 2024 accounts were ratified and approved for payment. |

PRINCIPALS REPORT

Roll - 389

Gavins intention is to present a draft annual plan at the next Board meeting. Much of it will be based on the agreed priorities agreed with ERO: Culturally Responsive Pedagogy - Equity, Achievement of Priority Learners, Assessment and Evaluation.

The new format for planning should be supported by MoE.

Finance

December Statement

The updated December accounts have arrived and gave a pretty clear picture of the end-of-year financial position. The anticipated deficit is below \$3000.00.

Recommendation: The BOT uses the wash up from the stand alone budget of \$4490 to be used towards the 2022 deficit.

This recommendation was passed.

Budget 2023

A budget has been prepared and has been made available to the Board for approval at the next meeting.

Staffing Matters

The NZEI (Teachers Union) is holding a Paid Union Meeting across the country over the next few weeks to consider the latest pay offer. This is an escalation of action as they are holding only one meeting in the Waikato on Wednesday, 1 March, at 1:30 pm. With 26 of 29 teachers, including part-timers, being union members, I don't believe we can operate safely on the afternoon of 1 March. I have checked with MoE, and we can close from 1:00 pm without needing to make the time up as we will have been open for instruction for 1 hour in the afternoon, which is the legal requirement.

Recommendation

Due to the planned teacher's PUM, we close Puketete School at 1:00 on 1 March.

This recommendation was passed.

Study Leave - a reminder that Heather Boddy is on study leave later this term and next.

Sabbatical Leave - also a reminder I am on sabbatical leave in term 4.

The school receives an extra staffing allocation to cover this leave.

Year 5 and 6 Programmes - BoT Consultation (1st Stage)

The Year 5 and 6 teachers, myself, and Trish have given considerable thought to our programme of camps and production. Currently, we hold a camp every year and a production every year. We believe the time has come to move to a bi-annual arrangement where the camp is held every second year, alternating with a Yr 5/6 production, and this change should happen this year. The reasons for this change include the following;

- The cost of camps has become prohibitive, with the actual cost of a two-night camp now being in the vicinity of \$280 for each child. I am aware that many of our families make fairly major sacrifices to get their children to camp. We also have a growing number of children whose camp fee is supported.
- While most children enjoy the experience of camp and yearly production, the preparation time for teaching staff has become a distraction from schools' core business.
- The amount of paperwork and red tape required for camps has become extremely time-consuming, coupled with the huge responsibility placed on teachers, which has become stressful and placed undue pressure on teachers and management.
- The stress of a camp and production is impacting on some teachers' wellbeing.

By making these two events biannual, the issues above will become manageable. Children will continue to have an overnight camp in Year 4, which means they will have two camps while at Pukete School.

I am aware there has been some discussion about this proposal on the Pukete Parent's FB page, and we may receive a letter for discussion at this meeting.

Recommendation; The BoT approves a community consultation process. This recommendation was passed.

Professional Development

Rongahia Te Hau - planned focus for Term 1 - document previously supplied by Alex Hotere-Barnes

Purpose: - Raising Maori Achievement - Equity - Cultural Responsiveness

This is an overview about why and how schools can address systemic inequity through using the SMART tool "[Rongohia te Hau](#)". While many groups face inequity, and they often overlap, this paper focuses particularly on achieving equity for Māori students and their whānau. Evidence is clear that when school

and classroom practices work for Māori, they are likely to improve outcomes for all. P.2 has more links to resources regarding Rongohia te Hau.

We had planned to begin our journey with Rongohia Te Hau on one of the Teacher Only Days before school started; however, day one was postponed because the facilitators live in North Auckland, and the weather forecast for the day was terrible, meaning the facilitators were reluctant to drive down. We have now re-scheduled the programme of PLD to term 2.

Dawn Lawrence and Rawiri Ngaamo are our facilitators. They work with Potama Pounamu - Te Kura Tangata - School of Education - Waikato University. There, work is funded via our Community Of Learning, Te Pae Here. Rae Ward and I are leading this initiative from the school's perspective.

A large component of Rongohia Te Hau is a survey of parents/whanau, staff, and children, plus classroom observations to plot our current position on a culturally responsive continuum. Then to use the data to decide our next steps.

The surveys will feed really well into the development of our strategic plan.

Recommendation: The Board approves a Teacher Only Day on Monday 24 April for PLD on Rongohia Te Hau.

This recommendation was passed.

Digital Fluency - Hybrid Learning

We are continuing to work with our digital facilitator Waveney Bryant, and she is working with teachers here next week and later in the year.

First Aid Certificates

All staff will be updating their First Aid Certificates this term. This will take place over two x two-hour staff meetings as well as homework.

Better Start Literacy Approach

*The Better Start Literacy Approach is a **structured approach to literacy instruction** for Year 0 to Year 2 classrooms to support children's early reading, writing and oral language success. It has been developed by our team specifically for our New Zealand educational and cultural context, and controlled research trials have proven its effectiveness. It includes the systematic teaching of critical phonological awareness skills and letter sound knowledge skills through fun, games-based activities, activities making explicit links to the reading and spelling context, and small structured group reading sessions using the new Ready to Read - Phonics Plus early readers series. In addition, the approach includes explicit*

teaching in vocabulary skills and in building children's oral narrative and listening comprehension skills through quality children's story books. The Better Start Literacy Approach follows a structured phonics scope and sequence that is used in the class and small group reading teaching.

We are fortunate to have an experienced and capable Resource Teacher of Learning working with our Kiwi (Yr 2) Team, facilitating the BSLA programme.

Property

A 5YA is an agreed programme of works that MoE fund to an approved set budget in NZ schools. A new programme of work was approved for Pukete School last year. Our funding for the five years is \$762,000, with roofing and air-conditioning replacements required to be done first.

A quote has been received for the roofing.

Options

1, Accept the quote and proceed as outlined above.

The time frame is two weeks if the weather is good. The contractors will schedule for July.

Speaking with Himi Whitewood and our Ministry property person, they both recommend we proceed with this option.

2. Ask our consultant to get another quote to confirm the price is competitive and reasonable. (This will very likely delay the job.)

Recommendation - The BoT approves the roofing and air conditioning projects as outlined in Himi Whitewood's letter of 8 Feb 2023.
This recommendation was passed.

Bike Track

The contractor has been contacted and he is now expecting to start the job in March. However, recent weather events will probably cause further delays.

Holiday Maintenance

Trees pruned

Concrete steps fitted outside the old dental clinic. Learning Support Centre.

Buildings washed down.

Turf groomed.

Heat pumps cleaned.

Safer School Zone - HCC

We have received a letter asking for our view of a safer school zone around the school. Gavin has phoned Cameron from the council and discussed:

- 1, The hill on Cullimore.
2. Extending a safer speed zone around Pukete
3. Once the school track is built, redesign local streets to encourage children and adults to bike or walk to school.

Recommendation; Representatives from Pukete School BoT meet with the council to discuss these ideas.

This recommendation was passed.

Gavin and Bex will meet with Cameron from HCC here at school. They will show him the surrounding roads and will discuss options.

POLICY REVIEW

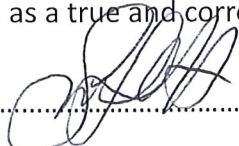
The following policies are up for renewal.

- Legislation and Administration
- Privacy
- Official Information Requests

Members will have a look at these and discuss at the next meeting.

There being no further business the meeting closed at 7.34pm

Accepted as a true and correct record,



.....Chairperson

Dated: 27/02/23.....