

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 24 MARCH 2021 at 5.43 PM

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| PRESENT | Kylea Heaton , Gavin Oliver (Principal), James Weller,Katrina Jamieson and Amie Whenuaroa. |
| APOLOGIES | Stacey Smith and Teresa Smith |
| IN ATTENDANCE | Michele Ellery (Minute Secretary) |
| RATIFICATION OF MEETING AGENDA | RESOLVED: Standard Agenda to be followed. |
| DECLARATION OF INTERESTS | There were no changes in declaration of interests. |
| MINUTES OF PREVIOUS MEETING | RESOLVED: That the minutes of the meeting held on 24 February 2021 be adopted . |
| MATTERS ARISING | NIL |
| CORRESPONDENCE | Nil |
| FINANCE | The March 2021 accounts were ratified and approved for payment. |

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| <p>PRINCIPALS REPORT</p> | <p><u>Roll - 419</u></p> <p><u>PROPERTY</u></p> <p>The plan for the proposed upgrade of the Administration block including the kitchen design were discussed. The possible time frame is that it goes out to Tender at the end of April and close at the end of May. Contractors to start at the end of June with a mid October completion.</p> <p>Tenders will also be sought again for the extension of the old Dental Clinic to be made into a new space for the Learning Support Coordinator at the end of April.</p> <p>MOTION: For the plans for the upgrade of the existing Administration block to be approved.</p> <p>THIS WAS PASSED.</p> <p><u>ATTENDANCE</u></p> <p>The Board discussed absenteeism with approximately 60 children who attend school less than 85% of the time. It was confirmed that the only valid reason for children to be absent from school is if they are sick or if there is a family bereavement. Michele and Gavin to look into ways of assisting families to improve their children's attendance.</p> <p><u>SCHOOL HOLIDAY PROGRAMME</u></p> <p>Gavin Oliver has been approached about the possibility of Te Manawa being used for a school holiday programme in the April/May 2021 holidays. The Board discussed this and had a number of questions which were to be clarified.</p> <p>Gavin will investigate the answers and correspond with Board members via email.</p> <p><u>BOARD MEETING DATES</u></p> <p>It was suggested that the 14 April 2021 meeting be transferred to Term 2. Therefore the Term 2 BOT meetings will be held on 05 May, 26 May, 16 June and 07 July.</p> |
| <p>GENERAL BUSINESS</p> | <p>The Board went into Committee at 6.40 pm and came out of committee at 6.59 15 December 2021</p> |
| | <p>There being no further business the meeting closed at 7.02 PM.</p> |

Accepted as a true and correct record,

.....Chairperson

Dated:.....