

**PUKETE PRIMARY SCHOOL**  
**MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING**  
**HELD WEDNESDAY 25 MAY 2022 at 5.32 PM**

<b>PRESENT</b>	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady, Katrina Jamieson, Amie Whenuaroa and Tim Manukau.
<b>APOLOGIES</b>	Nil
<b>IN ATTENDANCE</b>	Michele Ellery ( Minute Secretary )
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interests.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of the meeting 13 April 2022 be adopted .
<b>BOT ELECTIONS</b>	<p>There are 2 more meetings on 22 June and 17 August for the current Board members. 14 September will be the 1st meeting date of the new Board.</p> <p>A Returning Officer will need to be appointed.</p> <p>Elections can now be electronic. We can organise this or employ a firm to do it. However, if we choose a paper based election a Returning Officer will need to be appointed.with returning officer.</p> <p>It has been suggested that 07 September is the last voting day. A decision of how we proceed with the election needs to be made by 09 June so the Board can decide at next meeting.</p>
<b>MATTERS ARISING</b>	NIL
<b>CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>● NZEI regarding paid online union meetings for support staff.</li> </ul>

<b>FINANCE</b>	The May 2022 accounts were ratified and approved for payment.
<b>PRINCIPALS REPORT</b>	<p><b>Welcome to Tim Manukau</b> who has been co-opted on to the Board as a parent representative for the remainder of this term - 4 months.</p> <p><b>Roll - 408</b></p> <p style="text-align: center;"><b><u>Review of Enrollment Scheme</u></b></p> <p>The Ministry has asked for enrollment data so they can complete the 3 yearly review of the scheme. This could result in the removal of our enrollment scheme which I believe will lead to overcrowding and the need to reimpose the scheme. I am therefore proposing that we request that the scheme is maintained as it is.</p> <p><b>Recommendation</b> - The Board requests that MoE maintain our current enrollment scheme. <b>This recommendation was Passed.</b></p> <p style="text-align: center;"><b><u>Enrollment Scheme - Ballot for Year 0 Places</u></b></p> <p>In Term 3 we have 8 applications for out of zone places at year 0. Natalie and I have come to the conclusion that we should ballot 4 places as this means we can maintain the New Entrant classes at 18 children and establish the 5th new entrant class at the beginning of Term 4.</p> <p><b>Recommendation;</b> The BoT makes 4 places available for Out of Zone places at Year 0 in Term 3. <b>This recommendation was Passed.</b></p> <p style="text-align: center;"><b><u>Attendance Rates</u></b></p> <p>This term our daily rates of attendance fluctuate between 83% to 91%. Mondays and Fridays tend to be the days with lower attendance rates.</p> <p>.</p> <p>Michele and I are closely monitoring the attendance of 20 children whose attendance is below 80% - this includes calling the parents and some home visits. Overall the attendance rates of this group are improving.</p>

## Finance

### **Accounts for payment**

Attached

### **Recommendation**

The accounts for payment be approved.

**This recommendation was Passed.**

## Annual Plan

After consultation with the teaching staff and Trish and Natalie I have completed the Annual Plan. The plan has 7 priorities across the 4 strategic goals.

## Annual Report - Accounts

The annual accounts are delayed as MoE has asked auditors for further information that is normally required.

## Property

### **Ministry 10 Year Property Plan for 2022/23 - Pukete School**

The important section of the plan is the **5 Year Plan** as this details the property projects over the next 5 years

Himi Whitewood, who manages our school projects, has provided feedback on the plan and this was shared with the Board.

### **Recommendation:**

The BoT approves the 10 Year Property Plan.

### **Dental Clinic Upgrade - To Learning Support Centre**

Awaiting carpet installation date.

## Vaccinations Using Te Manawa

	The DHB has contacted me and requested to use Te Manawa on June 11 as a Vaccination Pop Up, this time including <b>COVID, Flu and MMR.</b>
<b>POLICY REVIEW</b>	<p>This term the BoT is reviewing;</p> <ul style="list-style-type: none"> <li>● Reporting and Recording Accidents and Incidents</li> <li>● Behaviour Management</li> </ul> <p>A link was provided for BOT members to look at and discuss at the next BoT meeting.</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>● <u>Navigating the Journey Relationships and Sexuality Education</u> as per the curriculum. Staff have Professional Development on 21 June and 2 August with Family Planning. Rachel Brady will report back to the BOT on 22 June after the PD. On 20 June Rachel and Gavin will meet to see how we communicate this to parents. There will be a whanau meeting for parents to attend. Maybe an opt out due to religion/culture etc? Maybe a FAQ sheet ?</li> <li>● <u>Te Tiriti o Waitangi Workshop</u> Stacey, James and Aimee attended this and reported back. A 2 way relationship will be sought after with Ngati Wairere, seeing what we can do for them also. Gavin is to meet with Richard Crawford regarding this.</li> </ul>
	<b>There being no further business the meeting closed at 7.02pm</b>

Accepted as a true and correct record,

.....Chairperson

Dated:.....