

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 28 SEPTEMBER 2022 AT 4.05PM

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady, Rachel P and Rebecca (Bex) Torrey.
APOLOGIES	Andrew Bramston
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda plus new members are to sign the BOT Code of Conduct.
DECLARATION OF INTERESTS	There were no changes in declaration of interest. New members claimed no conflicts of interest.
GOVERNANCE MANUAL	This manual has been shared with the new Board members and a brief overview was given. Board members will familiarise themselves with it.
DELEGATIONS	The Board discussed delegations and these were updated in the Governance Manual by Michele Ellery.
STRATEGIC PLAN	This was explained to new members and this is updated every 3 years. This will be done early 2023.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 17 August 2022 meeting were adopted.
MATTERS ARISING	NIL
FINANCE	The September 2022 accounts were ratified and approved for payment.

<p>CORRESPONDENCE</p>	<p>IN: MOE re Enrolment Scheme, this is now extended to May 2025.</p>
<p>PRINCIPALS REPORT</p>	<p>Nau Mai A huge welcome to Rachel P, Rebecca Torrey, and Andrew Branston to the Pukete School Board of Trustees, and to our returning members, Stacey Smith, James Weller, and Rachel Brady.</p> <p>Roll - 444</p> <p>COVID and Flu Impact In my opinion, in terms of operating our school this year, has been the most difficult, and I know this view is shared by many in the business. This is largely due to illness - Covid, flu and other bugs. On our worst day, we had 10 of 46 staff sick. With few relievers available, this has meant the need to split classes which has created some stress for both children and staff. I know that illness has created stress for families, too, as many parents and whanau have limited sick leave.</p> <p>From the August Meeting</p> <p>Attendance <i>These tables show that “regular attendance”, children attending more than 90% of the time, has become an enormous problem. Our attendance rates are slightly above the national figure for a decile five school. In term 1, 2022, only 47.4% of children managed regular attendance. While the level of sickness can explain this, it is concerning that non-attendance for some families has become a pattern.</i></p> <p>The following two tables relate to Pukete School</p> <ul style="list-style-type: none"> ● <i>In term 2, only 45% of children regularly attended school (90% or more)</i> ● <i>The chronic non-attenders have increased from 28 in term 1 to 50 in term 2.</i> ● <i>Support services such as Attendances Services are overwhelmed with caseloads of 150 children per worker.</i> ● <i>MoE has promised “initiatives” but has given no time frame.</i> ● <i>We are doing slightly better than national attendance rates.</i> ● <i>Michele and I follow up with chronic non-attenders.</i>

PRINCIPALS REPORT

Year	Term	Total Students	# of students attending (% of days)				% of students attending (% of days)			
			90-100	80-90	70-80	0-70	90-100	80-90	70-80	0-70
2019	2	443	263	126	34	20	59.4	28.4	7.7	4.5
	3	453	314	104	28	7	69.3	23.0	6.2	1.5
	4	462	352	66	30	14	76.2	14.3	6.5	3.0
2020	1	430	220	143	37	30	51.2	33.3	8.6	7.0
	2	450	397	39	8	6	88.2	8.7	1.8	1.3

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			90-100	80-90	70-80	0-70	90-100	80-90	70-80	0-70
2021	2	449	296	98	36	19	65.9	21.8	8.0	4.2
	3	464	311	95	39	19	67.0	20.5	8.4	4.1
	4	466	298	82	41	45	63.9	17.6	8.8	9.7
2022	1	407	193	145	41	28	47.4	35.6	10.1	6.9
	2	424	194	128	52	50	45.8	30.2	12.3	11.8

New Zealand

This table below shows the regular attendance level over four years and shows we are in a crisis - in my opinion. I would expect Term 2 data to be worse. (A full copy of the report this table has been copied from is attached.)

The Term 3 Attendance Report should be available by the November meeting.

Pukete Attendance Update

While our attendance rates are improving, we continue to have a group of 25-30 children with attendance rates below 70%. This impacts their learning and broader development, e.g. it is difficult to make and keep friends when you are not in school.

CoL Attendance Service - Te Pae Here have very recently set up an attendance service that aims to connect with family/whanau of children attending less than 70%. This will be based on school referrals and aims to visit families within 24 hours of a referral and to offer assistance for families to get their children to school.

I am now on the strategic development team.

Unfortunately, ongoing funding is not assured beyond this year.

(CoL - Community of Learning - A group of schools are linked together to work on particular initiatives such as attendance.)

Finance

The October OP's grant notice has finally arrived. This notice is important as it tells the school how much money they have received for the year.

(OP's Grant - Operational Grant, this is the money from the government to run the school. The grant is roll based on the current year. We receive four payments throughout the Year - 1 Jan, 1 April, 1 July, and 1 October.)

Revised Budget 2022

It is usual to revise the budget once the final Op's grant is received because you know how much we have to spend. This year has been particularly difficult financially due to the very high number of relievers we have had to use.

Recommendation; The Board approve the attached Revised Budget 2022

Staff Use of a private Motor vehicle for school business.

Currently, we pay staff who use the personal car for school business .62c per kilometre. With rising full costs I am asking that this be increased to .83c per kilometre.

Recommendation; The Board approve the increased payment for use of a private motor vehicle effective today.

Teacher Staffing Fixed Term

We currently have three teachers in fixed-term positions, 1 to cover maternity leave, 2 covering Board funded positions. As the BoT will be funding 1 class teacher in 2023 rather than 2, I would like to advertise one permanent position starting from 2023.

Recommendation: the BoT appoints one additional permanent teacher to start in 2023.

Local Curriculum

Like most schools, we are currently developing a "Local Curriculum".

"Your local curriculum should be unique and responsive to the priorities, preferences, and issues of your community and your people." Leading Local Curriculum Guide - P.12

A link was shared and shows some of the work we have been doing.

PLD - Hybrid Learning

I recently applied for Centrally Funded (MoE) Funding to employ a facilitator to continue our PLD Hybrid Learning.

We have received 100 hours to be used in 2023.

Enrollment Scheme

MoE has reviewed our Enrollment Scheme and extended it until May 2025. (The letter was attached)

Study and Sabbatical Awards,**Study Award**

Heather Boddy has been awarded and accepted a teacher study award in 2023. She intends to take the leave in Terms 1 and 2 - a total of 16 weeks. (The exact duration is to be confirmed on Oct 5.) This leave is fully funded.

Principal Sabbatical

I have been awarded and accepted a Sabbatical of 1 term duration which I wish to take in Term 4 2023. (Part of the award will include me writing a report on Improving Student Attendance.) The school will receive funding to cover the associated costs of my sabbatical, such as the DP acting as Principal.

Property**5-Year Plan**

Reroofing and replacing of 16 air conditioning units. The initial paperwork has been completed and sent to MoE.

Bike Track - Te Huarahi

Trail Pro was the successful tenderer for the construction of **The Track - Te Huarahi** with a quote ex GST of \$122,555.00 with the construction scheduled to start in January.

MoE has approved their contribution of \$101,000 SIPs money.

Costs

Construction (quoted)	\$122,550.00
40 ft Container 2 door fitted out - estimate	\$ 12,00.00
52 Bikes (quoted)	\$ 21,296.00
Landscaping - estimate	\$ 10,000.00
Paperwork and consultants	\$ 7000.00
Total	\$172,846.00

Income

Relationships and Sexuality Education - update

We shared this link with parents in the newsletter on Friday [please click here](#). To date, no children have withdrawn their children.

It is just not us!

We are noticing an increasing number of children arriving at school unprepared for school either in terms of behaviour, learning or both. Research recently published by Dr Jin Russel, a paediatrician at Starship Hospital, supports this “one-in-four pre-school children are developmentally delayed when it comes to early learning and health - including things like early literacy, emotional knowledge, and fine motor skills.”

This begs the question, do we need to do things differently for our early learners? Therefore next term, the Tui Team (Yr 0/1 Teachers) Natalie, and I are visiting two schools in the Tauranga area that operate a “Transition” class. The focus of a transition class is to teach preschool skills deliberately. Those children who have already acquired these skills move on from this class quite quickly, while other children may need longer. We have many questions regarding how this will work in reality hence the visit. We will be accompanied on the visit by Andrea Ford, who is an educational facilitator with a passion for preschool learning. She recently wrote, “Ready For Learning, Ready for Life.

POLICY REVIEW

Policy decisions were explained to new Board members.

IN COMMITTEE	In at 4.41 pm Out at 4.48 pm
OTHER BUSINESS	Dates for upcoming meetings, 26 October, 23 November, 14 December 2022.
	There being no further business the meeting closed at 5.53 pm

Accepted as a true and correct record,

.....Chairperson

Dated:.....