

**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 25 NOVEMBER 2020 AT 5. 35 PM**

PRESENT	Kylea Heaton , Gavin Oliver (Principal), Stacey Smith, Katrina Jamieson, Aimee Whenuaroa and James Weller.
APOLOGIES	Teresa Smith
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
DECLARATION OF INTERESTS	There were no changes in declaration of interests.
MINUTES OF PREVIOUS MEETING	RESOLVED: The minutes of the previous meeting held on 28 October 2020 be adopted.
MATTERS ARISING	•
FINANCE	• RESOLVED - The November 2020 accounts as tabled to be ratified and the accounts for payment approved.
CORRESPONDENCE	In: STA News Mark Williamson from the Ministry of Education Out: NIL

PRINCIPALS REPORT

Roll - 458

Zoning Roll Ballot - Please see the attached document that summaries in zone and out of zone new entrant enrolments that have pre-enrolled. These numbers will put us at 64 Year 1 children, including 9 out of zone children, at the beginning of term 1. Which is about where we want to be.

Recommendation; The Board will make 9 places available now for the enrollment of out of zone new entrant children from 9 February 2021 and to 3 May 2021.

This Recommendation was passed.

Finance

Statement

The statement for October is attached.

Banked Staffing

The latest banked Staffing Report is attached with a deficit tracking lower than previously anticipated.

End of Year Financial Position

Expenditure is currently 78%, compared to 88% of expected income, which bodes well for the end of year financial position.

Budget 2021

The draft budget was discussed.

Petty Cash

Until recently cheques were used to fund petty cash however with cheques being phased out, our auditor has suggested that Karen Roberts be authorised to have an EFTPOS card with a maximum limit to be set. After discussion the Board suggested a separate account could be set up as an "electronic petty cash". Gavin to discuss this with the Accountant.

Camp Update

Kakapo

- The camp was an outstanding success.

- The cost of the camp was \$90 per child with the school funding, 2 children at \$90, and 1 child at \$40.
- 2 children didn't attend the camp

Ruru - Camp to be held in week 9. The school is funding 4 children at \$180 and 1 child at \$95 giving a total of \$815

A grand **total of \$1035** funded through the Elim Church donation and donations from 2 parents.

Staff Matters

Parental leave position Yr 5/6 - Sarah Frank has been appointed to the parental leave position for up to 1 year.

Parental leave position Yr 2 - Heather Cork has accepted this position.

Property

The MoE has signed off the disabled toilet with the exception of the hoist which needs to be repaired and MoE have agreed to pay for this work.

Westpac Helicopter Visit

The visit was completed however the helicopter was unable to land. Westpac did donate 258 rash shirts which will be distributed to Junior children on Friday. (They are valued at \$32 each.)

Christmas Concert on the field - Thursday 3 December

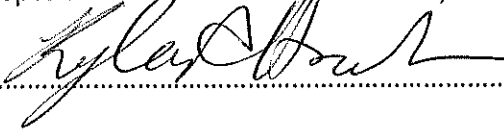
Food will be available to purchase at this low key event. The Choir, Kapa Haka group and the Elim Church will perform. Alcohol and smoking will not be permitted.

STAR Test of Reading Summary-

Data was presented to the Board on the test results and further achievement information will be reported at the next meeting.

GENERAL BUSINESS	<u>Nil</u>
	There being no further business the meeting closed at 6.51 PM.

Accepted as a true and correct record,


.....Chairperson

Dated: 16 Dec 2020