

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 26 JULY 2023 AT 5.43 PM

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel P and Bex Torrey.
APOLOGIES	Andrew Bramston
IN ATTENDANCE	Michele Ellery (Minute Secretary) Trish Haworth (Deputy Principal)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	NIL
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
STRATEGIC PLANNING PLANNING	This took place after the Board meeting.
FINANCE	<p>The batch payment summaries were in the meetings finance folder, and Gavin also presented the physical copies at the meeting:</p> <ul style="list-style-type: none"> ● 23 June \$2502.76 ● 30 June \$1509.42 ● 6 July \$9,151.50 ● 20 July \$26,703.33 <p>Recommendation The BoT approves the accounts for the payment described by the attached dated batch summaries are approved. The Accounts for Payment were ratified and approved for payment.</p>
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 21 June 2023 meeting were adopted
MATTERS ARISING	NIL

PRINCIPAL'S REPORT

Roll - 426

Finance

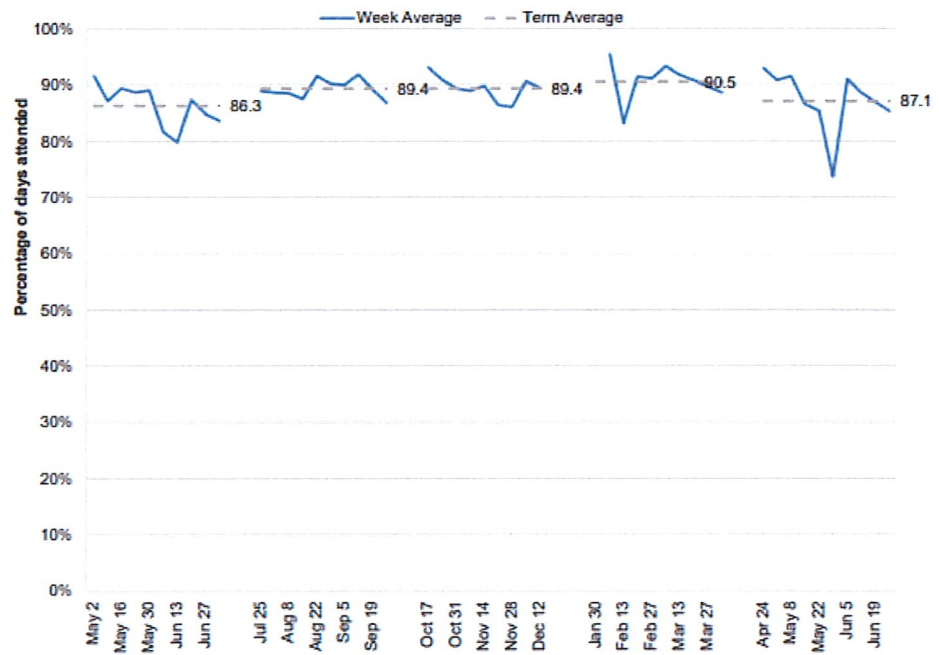
Year to Date - expenditure is 53% compared to income of 57

Attendance

The Term 2 "Attendance Matters" report is attached, which compares Term 2 this year to Term 2 last year. For example, average attendance rates;
2022 - 86.3%
2023 - 87.1%

Average attendance, week by week

NB. Even at schools with high average attendance in a week, some students may be attending less than 90% of classes, as shown on



Overall attendance rates remain very similar to 2022. Michele and I continue to develop our systems and processes. We now meet at least once per term with Te Hononga, our COL attendance service. This Hui is helping to develop valuable relationships with the people that do home visits, gain feedback on our procedures, and discuss individual cases.

Michele Ellery and Gavin Oliver meet every Monday to reflect on the previous week's attendance rates of our target group. We also decide on our actions for the upcoming week.

The target group is made up of those children that had attendance rates below 80% over the previous term. Currently, 51 children. On Monday, 37 children of the 51 had been present at least 8 out of 10 days over the week. Te Hononga, our CoL attendance service, made 12 home visits over the latter part of the last term.

Further work will include involving classroom teachers as the “first point” of contact with parents.

Property

Heat pump upgrade and roofing replacement and remediation project July 1 to 16.

Roofing

The roofing aspect of this project has gone well and is complete, except for several skylights and “back trays.” We have an account from Any Angle Roofing for \$302121.51 and an accompanying certificate for payment from Himi, our consultant. The consultant has applied to MoE for the funding to complete this project, and with Board approval, I would like to pay once we have received funding from MoE.

Recommendation - That we pay Any Angle as soon as we get payment from the Ministry as he’s done a great job and is a small business owner. Gavin will let James Weller know when this happens.

This recommendation was passed.

Heat Pumps

Nine of 17 heat pumps have been installed, with the remainder secured in our container. Some of the work is not up to an acceptable standard, and Himi has written to the contractor, pointing out the defects and asking for remediation. The contractor has responded that the work will be done during the upcoming holiday break.

Behaviour

Term 2 summary from the PB4L Team:

SUMMARY - Term 2 Data			
<u>Total incidences</u>	<u>Major/Minor</u>	<u>Top behaviours</u>	<u>Location/s</u>
<p>357</p> <p>Peak weeks: 5 and 9</p>	<p>Major: 40 Minor: 317</p>	<ul style="list-style-type: none"> ● Physical Contact/Aggression (91) ● Inappropriate language (51) ● Disrespect 	<p>Classroom 212 Playground: 113 Other location: 9 Playground senior: 6 Basketball</p>

		(46)	court: 5 Library: 4 Playground junior: 4
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Our discussion point has been around the frequency of behavioural incidents in the classroom as compared to the playground. We are noticing fewer incidents overall but a greater proportion in the classroom. This means we need to modify our response which is likely to mean a great use of "reflection" for classroom misbehaviour, including inappropriate language and disrespect. This comes with increased SLT involvement.

School-Wide Evaluation Tool for PB4L

We were recently audited for our PB4L implementation scoring 100%.

Overall implementation rate: 100%

I really appreciated such a warm welcome into your school at such a busy time for you all. The thought and dedication that continues to be put into ensuring the vitality of PB4L-SW within your kura is commendable. Congratulations to your team and staff on all the hard mahi.

Ngā Mihi

Amy Lorigan - PB4L-SW contractor & Sheryn Hobbs PB4L-SW practitioner

Principal Collective Contract

The principal's collective contract has been settled with a similar increase in salary as the teachers received.

Although one notable difference is the inclusion of a ring-fenced "coaching and wellness allowance" of \$6000 paid directly to the BOT, guidelines are yet to be developed; however, this money is for principal coaching and wellness. (This has come about due to high attrition rates of principals, with over 35% of principals retiring and/or resigning from principalship over the last five years. Which apparently MoE is worried about.) I am currently involved with a group of principals who have formed a Professional Growth Cycle group and are using a consultant, which comes at a cost of \$650. I am also talking with an education consultant from Leading Learning about coaching focusing on Local Curriculum. I have discussed these ideas with Stacey.

Gavin Oliver, Principal

	There being no further business the meeting closed at 6.15 pm

Accepted as a true and correct record,

.....Chairperson Dated: 02/08/23.....