**PUKETE PRIMARY SCHOOL**

**MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES**

**HELD 22 MARCH 2017**

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| **PRESENT** | Gavin Oliver (Principal), Kylea Heaton (Chairperson) Katrina Jamieson, Ant Cuthers, Frank Jackson and Teresa Smith (Staff Rep), Neil Couch (Advisor)etaraka | |
| **IN ATTENDANCE** | Joy James (Minute Secretary) |  |
| **APOLOGIES** | Nil |  |
| **MINUTES OF PREVIOUS MEETING** | **Motion** that the minutes of the 22 February 2017 meeting be accepted as a true and correct record. | **Kylea**  **CARRIED** |
| **RATIFICATION OF MEETING AGENDA** | **Motion** that the agenda as tabled be adopted after the following addition.  Teele – BOT position. | **Kylea**  **CARRIED** |
| **MATTERS ARISING** | Nil |  |
| **CORRESPONDENCE** | **Motion:** That the inwards correspondence as tabled be received  Katrina entered the meeting at this point. | **Kylea**  **CARRIED** |
| **PRINCIPAL’S REPORT** | **Motion:** That the Principal’s Report as tabled be adopted.  **Annual Principal Delegations – Assistant Principal**  **Motion:** That in the absence of the Principal and Deputy Principal the Assistant Principal be delegated the following authorities.   * Suspension and stand down of students * Financial expenditure within budget limitations * Allocation of fixed term salary units * Managing the banked staffing provision * Employment of support staff, and fixed term teachers * Staff appraisals * Initial investigation relating to a complaint against a staff member (chairperson to be consulted) which may include the suspension of staff.   **Assistant Principal**  **Motion:** That the Board ratify the appointment of Natalie Peters to the position of Assistant Principal with effect from 1 May 2017.  **Health and Safety**  Health and Safety committee has met and begun the process of auditing the health and safety policies with another meeting scheduled before the end of the term. Recent H & S improvements include fencing the corner section of the back of the field, 20 cub.m of bark spread in the adventure playground.  **Hazards** resolved since last meeting:   * Some of the yellow tiles outside the library that had lifted have now been removed. * The hot water via the zip in the staffroom – temperature has been lowered. * Missing bolt on the outdoor seating at the back of the n.e. block has been replaced.   **Policy and Compliance**  The following policy are to be reviewed.  Recognition of Cultural Diversity – Recommended that the annual cultural dinner be reinstated.  Staff Leave  Separated parents, Day to Day Care, and Guardianship  **Motion:** that the following compliance items be approved.  **Length of school year.** The required number of school half days is 388 and allowing for a proposed Teacher Only Day our school will be open for 390 days. **Motion:** that a proposed Teacher Only Day be held on Friday 11 August for the purpose of maths professional development and that the last day of term 4 be 15 December.  **Police Vetting of Support Staff.** This process has commenced and should be completed by the end of this term, subject to the police returning the vets.  **Principal and Deputy Principal Appraisal**  As part of the appraisal process all staff and BOT members will be offered the opportunity to take part in an anonymous survey.  **PTA Chairperson**  Following the resignation of Sheree Smith from the position of Chairperson a new chairperson and secretary will be elected at the next meeting. Sheree will remain on the PTA as a committee member. A letter of thanks to be sent from the Board thanking Sheree for her service.  **Pool Upgrade**  $10,000 set aside as a possible contribution towards the pool upgrade.  Plans to be drawn up for upgrading changing sheds so that quotes can be obtained. This would then give a clear indication as to the scope of the upgrade.  **Property**  **Motion:** That the Short Form Agreement for Consultant Engagement to complete the 10YP and 5YA at a few of $6100 as tabled be signed.  **School Painting**  Himi recommended that we delay the painting of the school for 2-3 years as the paint is in good condition but suggested that the paintwork be washed down to preserve the paint.  **Achievement Reporting to be as follows:-**  22 March – Charter and National Standards data  3 May – P.A.T. Listening Comprehension  31 May STAR – (Reading)  21 June – Asttle Writing  26 July – National Standards  23 August – TBC (possibly PAT Maths)  20 September – Wellness  18 October – TBC  15 November – STAR and Asttle  6 December – National Standards  **Charter**  Board members to view charter and report back at next meetin.  **Professional Development and Learning**  Bruce Moody, an educational consultant with expertise in mathematics teaching, has been engaged and will commence working with us at the end of term 2 by taking demonstration lessons in each classroom.  On Friday 11 August Bruce will be working quite intensively with teachers.  **Accelerating Learning and PB4L**  Strategies to accelerate learning and PB4L will be the focus of professional learning in term 2.  **Community of Learning**  This is progressing well and meetings are being held every 3 weeks reviewing data and deciding on achievement challenges.  **Board training** – Gavin to ascertain if school COL can organise training for BOT members.  **National Standards** – in Maths, Reading and Writing tabled for discussion.  **B.O.T. Position**  Teele has advised that due to a change in his work situation he is unable to continue his duties as a BOT representative. Amy, his wife has indicated that she would be prepared to take over his role on the Board. **Motion:** Subject to Teele’s resignation being received the Board will advertise their intention to fill the casual vacancy by appointment. | **Gavin/Kylea**  **CARRIED**  **Gavin/Kylea**  **CARRIED**    **Gavin/Katrina**  **CARRIED**  **KYLEA TO ACTION**  **GAVIN TO ACTION**  **Gavin/Katrina**  **carried**  **Kylea/Teresa**  **CARRIED** |
| **FINANCIAL REPORT** | **Motion** That the February 2017 accounts paid as tabled be ratified. | **Kylea/ Katrina**  **CARRIED** |
| **HEALTH & SAFETY** | See Principal’s Report |  |
| **POLICIES** | See Principal’s Report |  |
|  | **There being no further business the meeting closed at 7.10 P.M.** |  |

Accepted as a true and correct record…………………………………………………………………..(Chairperson)