

**PUKETE PRIMARY SCHOOL  
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING  
HELD WEDNESDAY 15 DECEMBER 2023 AT 5.23 PM**

<b>PRESENT</b>	Trish Haworth (Acting Principal), Stacey Smith, James Weller Rachel Brady (Staff Rep), Rachel P, Andrew Bramston and Becs Torrey.
<b>APOLOGIES</b>	Te Manu Elkington (Michele Ellery - Minute Secretary)
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda
<b>THANK YOU FROM STACEY</b>	A huge thank you from Stacey to everyone for all the work that has been done - in particular the strategic planning as this has been our big focus with included extra nights and time. Thanks that we are all on the same page with our vision going ahead. Thanks to Trish for stepping up this term. We've appreciated it.
<b>CORRESPONDENCE</b>	Nil
<b>AUDIT 2022</b>	Audit 2022 - There were a few issues about our processes with finances from 2022. Everything has now/already been fixed throughout this year. We have breached the time frame but it has been disclosed/resolved. We have independent monthly reviews..
<b>DECLARATION OF INTERESTS</b>	There were no changes in declaration of interest.
<b>FINANCE</b>	The December 2023 accounts were ratified and approved for payment.
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of the 15 November 2023 meeting were adopted.
<b>MATTERS ARISING</b>	NIL

## PRINCIPALS REPORT

**Roll: 441**

### **Finance**

The BOT meeting is earlier this month and the meeting with the Accountant won't be until Monday 18 December. Therefore Trish will put any information out to BOT members on Thursday 21 December.

Creditors - November and December

17.11.23 - \$18,517.42

20.11.23 - \$19,234.39

01.12.23 - \$25,784.07

08.12.23 - \$200.00

Credit Cards -

Gavin - \$66.99

Trish - \$907.93

Claire - \$344.00

Our first vandalism claim was accepted and paid by MOE on 8 December - \$13,383.76

We have just submitted claim #2 for \$4,686.60, which should be paid promptly.

We are still awaiting how the Ministry will pay for the Allied Security static guards and extra monitoring - \$3841.00, as discussed with Marcus Freke.

### **Leave application**

Donna Barker has applied for extended leave from 3 April - 17 May 2024 to undertake a family holiday in Europe.

**Recommendation;** The BOT approves Donna's extended leave request.

**This recommendation was passed.**

### **Cleaners**

There have been a few small hiccups with the cleaning, however I am meeting with Jasbir (Ultimate Clean: Owner) to resolve these issues. Overall the cleaning has been satisfactory.

### **Caretaking/Cleaning/Maintenance**

Ian, Hayley and Will continue to keep the gardens, grounds and buildings maintained.

For next year the playgrounds will need to be looked at as much of the wood surrounding the Fitness Trail and the Adventure Playground is starting to rot and break off making it sharp and dangerous in places.

### **Swimming Pool**

Our swimming pool is looking great, thanks to Jacob, and the children have been swimming since week 8. Corneel, with some senior children, have touched up the mural inside the pool area, giving it a bit of a spruce up. It's looking good.

### **Vandalism**

The vandalism payments are starting to come in from the MOE. The young people who carried out these acts have all been identified, and Stacey and Trish have been asked if they wish to be involved in the restorative process. They have said yes, as we want to convey how upsetting this was for our children, staff and whānau.

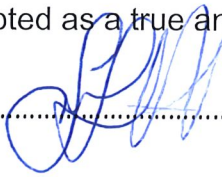
### **Legacy Art**

The year 6 children for their Legacy Art this year, have been painting a rock ( the drainage rocks taken from around the bike track drains). These will be concreted into a koru pattern in the garden on the bike track (to the right of the bike containers). Tyler Kelly (parent) will dig this out, box it, and set the rocks in over the holiday period.

Thank you to Sarah P for the great idea of using the rocks, and Corneel for coordinating the children and the parent helpers to get these done.

	<b>There being no further business the meeting closed at 6.04pm</b>

Accepted as a true and correct record

  
..... Chairperson

Dated: 28/02/29.....