

PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 26 APRIL 2023 AT 5.30 PM

PRESENT	Gavin Oliver (Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel P, and Bex Torrey.
APOLOGIES	Andrew Bramston
KAREN ROBERTS	Stacey Smith acknowledged Karen's passing and a prayer was said for her.
IN ATTENDANCE	Michele Ellery (Minute Secretary) Matt Down, Sarah Peers, Kimberley Tahere, Hilary Milne and Donna Barker - Team Leaders along with Trish Haworth (DP), Natalie Peters (AP) and Sarah Frank - they are reporting on Achievement and our Priority Learners.
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	Nil
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
STRATEGIC PLANNING	
FINANCE	The March 2024 accounts were ratified and approved for payment.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 22 March 2023 meeting were adopted.
MATTERS ARISING	NIL
ACHIEVEMENT AND PRIORITY LEARNERS	The 5 team leaders as mentioned in "Attendance" presented information to the Board on Maths, Reading and Writing achievement. Each team leader gave an overview of their respective year levels achievement.

A "priority Learner" is a student who needs accelerated learning to get to the year level standard by the end of the year.

Not only did the Team Leaders report on achievement rates and priority Learners they advised how attendance and behaviour issues impacted on achievement. They also talked about the constant pressure to get children to achieve when there are other issues as mentioned above.

Board members asked how they could help. Ideas such as class sizes, new resources (eg more engaging books for low students in the senior school with more appropriate content.)

After this discussion the Team Leaders left and the Board meeting continued.

PRINCIPALS REPORT

Roll - 411

Financial

Year to Date 31 March - expenditure is 27% compared to income of 30%

Accounts for Payment

The Batch Summaries were in the Finance folder, and Gavin tabled the batch summaries and physical invoices.

28 March 2023

6 April 2023

18 April

19 April

20 April

20 April

20 April

Recommendation

The BoT approves the accounts for the payment described by the attached dated batch summaries are approved. **This recommendation was passed.**

Attendance

Average attendance

2022 Term 1	86%
2023 Term 1	90.5%

Bearing in mind the improved attendance in Term 1 this year as compared to last year and that last year we saw an increase in the number of children with attendance rates below 80% in Term 2 compared to Term 1, **our goal will be to improve the attendance rates of at least 10 children from below 80% to between 80 - 100%.**

This will be done by identifying the children with attendance rates below 80% in Term 1, connecting with family/whanau, and making greater use of the new attendance service established in our CoL.

Up Dates

Karen Roberts, our finance manager for 28 years, passed away on Good Friday after a courageous battle with Cancer. She will be greatly missed.

Gala Day

The Gala made a profit of \$16,500, which is outstanding, especially considering the current economic climate. The money will be spent on the following:

Yr 4 and 6 Camps - \$3000 - this will subsidise the cost of each child's camp by \$20. The PTA has been subsidising camps for several years, so over time, all children benefit.

Library \$6500 - improved shelving and even more books. Our children are loving new books, so this will give reading for fun a further boost.

Digital Technology - \$5000 - to ensure our devices are fit for purpose.

Lunches \$1000 - every day, we supply lunches to children who don't have lunch, and this money will help with the cost.

Positive Behaviour 4 Learning - \$1000 - to purchase rewards for positive behaviour.

Just as important as raising money, the Gala was a very positive community event with a great vibe and our children and their families had a fun day out.

The Board thanked the organising team: Tracey McGuire, Anna Manukau, Petsy Noble, Zoe Storer, Anita Ringrose, Dani Hollick, Storme Haarhoff, Nicola Kelly, Debby Thomas, and Ryan Togia with pizza and a drink at the Foundation. We especially thanked Chelsea Aston, the main organiser, and Dan, her partner, with a restaurant dinner.

Fun Fiesta

Activity Stations

The variety of activities and the newness of many of the activities meant that the children were able to do things that they hadn't done before, which engaged and challenged the children in a fun way. The variety meant that all children could find something that catered to their particular way of being.

The Vendors were cool.

Their level of interaction with the children was very high. They guided and encouraged the children. A really good example was the ladies taking the skateboarding - they could have simply provided skateboards and ramps and let the kids go for it. Rather, they helped individual children gain confidence and supported them to have a go. Many of the senior children had never been on a skateboard.

Parents

We took parents out of the mix for much of the day. It was clearly evident that many children will take more risks when they are left to their own

devices. Parents and whanau were included and invited to the last section of the day

The children had the power.

The children could decide what activity they went to, for how long, in which order, and with whom. This enhanced their sense of engagement.

And most all the kids had fun and having fun is good for kids.

The event came about through a connection made by Anna Manukau, Sandra Hanks, and Rachel Brady developed with Kim Harvey of the Young and Healthy Trust. The financial support for the day came from Sport Waikato via the Sport NZ Tu Manawa fund.

We are looking at repeating this event in 2024.

50th Reunion - 2024

The Reunion committee has met and is planning a 50th reunion to be held in Term 1, 2024. The exact date will be confirmed at their next meeting.

Lockdown

Exactly a week after the Lockdown exercise, we had a “real” Lockdown - our first ever. I was off-site at the Inter-school Swimming Sports when I was called by MoE with instructions to go into Lockdown. Fortunately, we had practised during a break, as the “real” Lockdown was during a break. The outcome was a Lockdown of 21 minutes that went very smoothly. I was particularly pleased no parents came down to school and attempted to collect their children.

Staffing Matters

Primary Teachers Collective Negotiations

A third offer has been made to teachers. The teachers will be voting to accept the offer or not between 5 and 8 May.

Primary Principals Negotiations

Principals' negotiations appear to have stalled. We are taking limited industrial action, which is limited to not talking to MOE. Hopefully, a third offer will be forthcoming and accepted.

PB4L Report for BOT

Report from Hilary and Erica, PB4L leaders. Their planning day last term was cancelled due to a lack of relieving teachers, which means they have not had the opportunity to refine their report.

PB4L Report for BOT - Wednesday 26th April

The following is based on data collected on SWIS from T1W7- T1W9 2023, Monday 20th March - Thursday 6th April.

Who?

- During this time period, the child with the most incidents recorded was entered 21 times into SWIS, followed by child #2 with 17 occurrences. We often see a spike in behaviour entries towards the end of the term
- **Year 5** continues to have the most entered SWIS incidents during this period - 39 incidents
- **Year 2** remains in second position - 37 incidents
- **Year 6** moved from 4th to 3rd position - 27 incidents
- **Year 1** moved from 5th to 4th in recorded incidents - 19 incidents
- **Year 3** moved from 6th to 5th position - 15 incidents
- **Year 4** moved from 3rd to 6th position - 7 incidents

What?

- 144 incidents recorded
- Top 3 recorded problematic behaviours:
 - 1) **Minor physical contact** (51 incidents - 35.42%). Physical contact has always been our leading recorded behavioural issue. WITS posters are displayed in the playgrounds, and by the field
 - 2) **Inappropriate language** (32 incidents - 22.22%). The increased use of inappropriate language was brought up at a Team Leader's meeting. Trish emailed all staff, and it was mentioned in Erica and Hilary's weekly email on 23rd March. Staff were asked to record any incidents of inappropriate language, so we could look into which children were repeat offenders, Reflection Room also used
 - 3) **Defiance** (14 incidents - 9.72%)
Followed by **disrespect** -11, **disruption** - 10

When?

- **Monday** - was the day with the most incidents recorded - 45, followed by Wednesday 37, Thursday 29, Tuesday 23, Friday 10
- Friday is usually the day with the lowest amount of incidents recorded
- As per previous data, most occurrences take place at **first and second lunches**

Where?

- **Playground** (76 incidents) - unable to break down what area. In Erica and Hilary's weekly PB4L email on 30th March, we asked staff to be specific on what area in the second column when

entering data. We can try attaching screenshots in a future email, or remind staff at any future PB4L PD staff meetings

- **Classroom** (68 incidents)

What's happening?

- Application to Ministry for PB4L funding to update signage. Awaiting response
- Erica and Hilary continue to use SWIS data and whole-school events to guide weekly PB4L lessons. Staff are emailed every Wed or Thurs, and this includes any PB4L reminders, mentions of data etc
- [PB4L lessons](#) are taught every Monday morning
- Virtue vault prizes every Friday
- PB4L team to look at the next 15% of children with the most incidents on SWIS, instead of the 5% top recorded children

Coming up...

- New virtue vault prizes - student voice was obtained. Prizes are a Milo with SLT or poppit keyring. Milo winners will have a lanyard with a picture of the prize attached to wear until Milo is received
- [Pink Shirt Day](#) - week 4, Friday 19th May. Mufti Day where staff and students are encouraged to wear pink, parents are notified via HERO and newsletter, posters in cloak bays/classrooms, the staffroom is decorated pink, kindness books are located in the staffroom all week for staff to sign out. The message behind Pink Shirt Day is celebrated in class all week with books, games, and activities.

Professional Development



On Monday, the staff spent the day at Hukanui Marae; our learning focus was Rongohia te Hau and Titiro Whakamuri. Our facilitators were Dawn Lawrence and Rawini Ngaamo, both from Poutama Pounamu, Waikato University.

***Rongohia te Hau** co-constructs the process for understanding classroom practice across a school. The evidence that is gathered tells schools how they can change their pedagogy if they want to make more of a difference for their Māori students.*

Titiro Whakamuri is a process of looking at the treaty and subsequent actions. There was also a lot of discussion about the colonisation of Aotearoa.

Property

Te Huarahi -The Track

The track build started on 12 April, and the contractors have made speedy progress, helped by good weather.

The track will be an outstanding asset for Pukete School and the community, which our children will love. We want the children to develop a love for biking, have fun, keep fit, and become “green travellers”.

There are some challenges:

- The field may be out of action for a few weeks. However, we will be able to use the turf and the adjacent fitness trail.
- Coordinating the container delivery and the asphaltting in front of the containers. Delivery of the containers has yet to be confirmed.

Opportunity

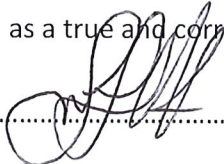
- There will be an opportunity for the community, parents, and children to be involved in the landscaping of the track area.
- We will need to encourage our families to use the track.
- We will also need to redesign the layout of the soccer and rugby fields, and we may also like to consider the future development of Loose Play.

Re Roofing and Air Conditioning Upgrades

This project scheduled for the July School holidays has been officially approved, and we have received our first allocation of funding- \$200,000. We have used \$72,000 to secure the air conditioning units at current pricing.

<p>POLICY REVIEW</p>	<p>The following policies are up for renewal.</p> <ul style="list-style-type: none"> • Concerns and Complaints • Minimising Physical Restraint (new version of Physical Restraint policy) <p>Minimising Physical Restraint- MoE requires this policy, and it is a core policy that we can not alter. We are in the fortunate position of not having any students currently that are likely to need to be physically restrained for a violent outburst. Teachers have undertaken PLD regarding de-escalation and restraint in the past, and we will update training in regard to de-escalation this term. This will be done using Aramai he Tekekura - A guide to understanding distress and minimising the use of physical restraint.</p> <p>Policies that Have Been Reviewed but need checking We have identified policies that have been reviewed and altered that we may need to change. Rachel B, Gavin and Rachel P to meet and will have a look at these and decide on wording.</p>
	<p>There being no further business the meeting closed at 7.20pm</p>

Accepted as a true and correct record,


.....Chairperson Dated: 24/5/23.....