

**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 25 OCTOBER 2023 AT 5.40PM**

PRESENT	Trish Haworth (Acting Principal), Stacey Smith, James Weller, Rachel Brady (Staff Rep), Rachel P and Becs Torrey.
APOLOGIES	Andrew Bramston
ABSENT	Te Manu Elkington
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	Information on Rock and Water from Tuu oho mai.
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
FINANCE	The September 2023 accounts were ratified and approved for payment.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the 20 September 2023 meeting were adopted.
MATTERS ARISING	NIL

PRINCIPALS REPORT

Roll - 449

Finance

Risk - After meeting with the accountant on Tuesday he agrees that we are tracking well, but we are all aware of Gavin's concerns as per previous meeting.

2 October \$747.50
13 October \$40.00
13 October \$6586.33
20 October \$27974.14

Credit cards: TOTAL \$2052.28 (20 Oct) - direct debit
plus transfers done on 8, 13 and 14 Sept \$2000, \$904.13,
\$737 = \$5693.41 TOTAL

- Gavin - \$2701.00
- Claire \$1021.87
- Trish \$1970.54 TOTALLING - 5693.41

Recommendation;

The BOT approves the accounts for payment.
This Recommendation was passed.

Attendance

We are continuing to closely monitor the attendance of 52 children whose attendance was below 80% in term 3. Some of the children from Terms 1-3 have been moved out of this group as their attendance has improved to over 80%. We firmly believe that their improved attendance is due to our monitoring and extra contact we've had with the whānau.

In week 2 38/50 children in this group had an attendance of 80% or above which is tracking well. A huge thank you to Michele, who continues to make attendance a work priority and is achieving an outcome that is really positive.

Lifewalk Chaplain

The Lifewalk Chaplain service has offered to work in our school.

“Our mahi in schools: Lifewalk Chaplains support schools in a number of ways, including:

- *One-on-one support for students*
- *Connection with parents and whānau in practical ways, helping facilitate belonging and connection in the school.*
- *Facilitating small group programmes, giving staff more time to focus on other tasks & students.*
- *Be available to help in classrooms or at school events, supporting your school culture and building capacity.*

Recommendation: Pukete School BOT agrees to sign an agreement with Lifewalk Chaplain to involve chaplains in our school in 2024.

This Recommendation was passed.

Rongohia Te Hau

Rae, Gavin, and Trish met with Dawn and Joe again late last term to look at where to next with Rongohia te Hau. The goal was to move towards an action plan for the school.

Rae, Natalie and Trish met again in week 1 term 4 and have decided that there is more work needed before we can actually get to an action plan. We also talked about what was realistically achievable this term with everything else going on! We have decided that we need to begin with going back to the Ako: critical contexts for change and the Mauri ora pathway and making sure that all staff have a shared understanding of what will underpin the plan. We have only really touched on this briefly with everyone, and we don't want to rush through these important steps. Once everyone is on the same page with that, the actions should come quite easily

Rae, Natalie and Trish will meet with Dawn and Joe (via zoom) on Friday, and then on Tuesday 31 October we will meet with the Team Leaders to bring them up to speed and on board.

From there we will make a plan for PD for the staff in early 2024

Reading Recovery Report

A report for Reading Recovery and Early Literacy Support written by Corneel and Nicola gives a clear picture of what is happening in our school around RR support and ELS. It is a very important programme for us to continue to support our children in literacy development.

Copyright Licensing

We have not obtained an annual copyright licence and so the Board discussed this, as to whether we should be purchasing a licence at approx \$1.91 per student to avoid the risk of copyright infringement taking place.

Trish will contact other schools about this. Stacey will talk to Andrew Bramston.

Cleaners

Ultimate Clean: Ultimate Cleaners are into their third week of cleaning at Pukete School. I have been in regular contact with Jasbir (owner) and the cleaning is all going well at this time. Apart from a couple of small glitches in the first couple of weeks i.e a couple of toilets being missed- the cleaning is being carried out well.

Caretaker/Cleaning

Ian is keeping our gardens looking great, and he carried out planting over Labour Weekend

Hayley M is doing the morning unlocking and restocking of soap and paper towels in the toilets and classrooms. Hayley is very efficient and this is working extremely well. Hayley is also restocking the paper in the Library photocopier

Will Bryant has carried out landscape gardening around the bike track, put grasses around the large rocks out the front of the school, fixed the gate by the PE shed made by year 6 children last year. He will be looking at the garden outside the back of room 14 to tidy this up. We will get him to cut the grass along the sides of the little ramps out on the bike track (closer to the end of the year) to tidy this up as well

Mike Torrey is available on some days, so I will use Mike for jobs that may arise

Swimming Pool

Jacob Moynahan has been working on our swimming pool, getting this ready to be used this year. If the weather is favourable and we are hoping that we can have classes in the pool from week 8

However a set back over Labour Weekend has seen our pool being 'trashed' on Monday night with a number of young people (seen on camera) getting into the pool area over the fence, and throwing everything they could find into the pool. (under vandalism) They also opened and tipped several bags of potting mix in the pool. Mark from Select Chemicals came down to school on Tuesday morning and showed Jacob what to do to clear the dirt out. Jacob has worked on the pool on Tuesday and Wednesday, and he has locked away anything in the pool area that could be thrown into the pool
The pump will need to be serviced as there is dirt etc inside it.

Hopefully we will still be on track to open the pool in week 8

Bike Track

We are starting this week teaching the children about safety around the bike track. Rachel has made a video for teachers to use in their classes to explain what the children should/shouldn't be doing on/around the track. Teachers will be going over this Tuesday morning.

Debbie McPherson will be out at the bike track at 2nd lunch and in the afternoons (on fine days) to support children and teachers. On Tuesday we started with the Kakapo team at 2nd lunch. A timetable is out for the afternoons for classes to use the bike track/bikes. Debbie will be supporting teachers with their classes.

Property

The remaining eight air conditioning units have been fitted over the holidays and the current roofing and air conditioning project is now completed, and has been signed off.

Vandalism

It is with regret that we have had some vandalism this term.

In week one we had three broken windows, Te Manawa door by the kitchen, toilet window in Tui block, and one of the Resource Room windows.

We did get some camera footage of a number of older children using rocks they had taken from around the drainage pipes on the bike track to break the windows. This had occurred around 7.00pm

A police report was put in,

At this point we hoped this was a one off.

However on Thursday night we had more windows broken around the school, 10 all up which was extremely upsetting. Rocks had been used again as well as an old broom handle. Camera footage showed people however it was at about 10.30pm at night so no clear images.

A neighbour on Cullimore Street came to school to say he had a broken window, and there were drainage rocks on his lawn

A police report was put in. I have not seen anyone from the police yet

Vandalism in the swimming pool on Monday night. A police report is going in

Discussion: Consider investigating sensor lighting and improving the lighting around the school

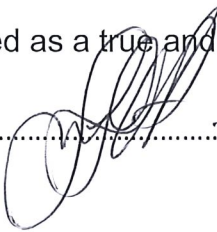
Look at costing up fixing the electric fencing around the pool (it has not worked for over a year)

In light of this happening Trish spoke to Stacey and the following actions took place.

- Shifted all the drainage rocks. Drainage socks were then used as an alternative.
- Met with Allied Security, and organised extra checks on the school grounds at night.

	<ul style="list-style-type: none"> ● Put a message on our Facebook page and on Hero saying what happened, so hopefully parents will also keep an eye on the school ● A message was put on the residents page on Tuesday morning (24 Oct) about the vandalism in the pool area. ● A visit will be made to another school as we have reason to believe one of the offenders may be enrolled there. <p>Trish Haworth Acting Principal</p>
POLICY	<p>Note policy for correct pronouns has not changed. Policies up for review - Religious Instruction - Michele Ellery to check which churches the volunteers come from with leader Michael Ferri and to confirm they are police checked. Health Education - unchanged Curriculum and Student Achievement Policy - Rachel B and Rachel P have worked on this. The Board was happy with the wording.</p>
	<p>There being no further business the meeting closed at 6.46pm</p>

Accepted as a true and correct record

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..... Chairperson

Dated:.....15/11/23.....