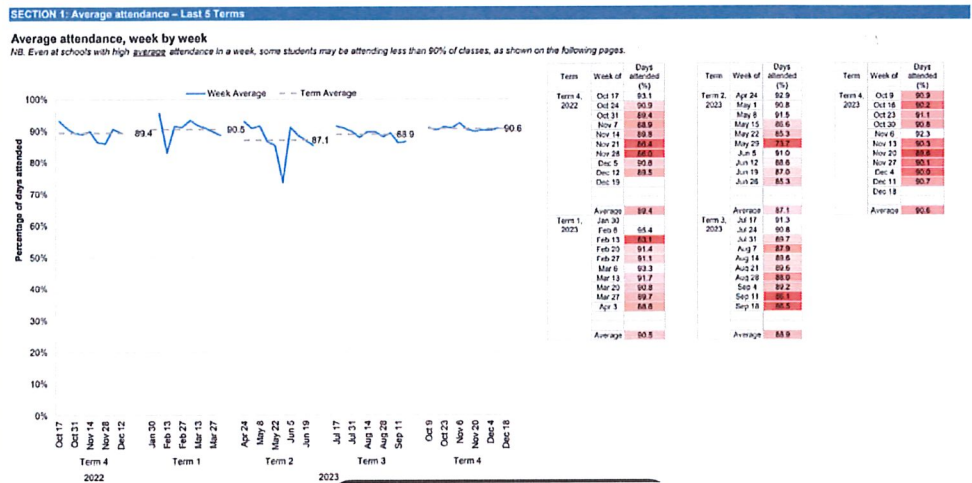


**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES MEETING
HELD WEDNESDAY 28 FEBRUARY 2024 AT 5.35 PM**

PRESENT	Gavin Oliver, Stacey Smith, James Weller, Rachel Brady (Staff Rep), Andrew Bramston
APOLOGIES	Rachel P, Becs Torrey
IN ATTENDANCE	Michele Ellery (Minute Secretary)
RATIFICATION OF MEETING AGENDA	RESOLVED: Standard Agenda
CORRESPONDENCE	Resignation from the Board of Trustees by Te Manu Elkington NZEI regarding paid union meeting for teachers
DELEGATIONS 2024	Were updated
CHAIRPERSON	Stacey Smith was elected
DECLARATION OF INTERESTS	There were no changes in declaration of interest.
FINANCE	The accounts were ratified and approved for payment.
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of the meeting were adopted.
MATTERS ARISING	NIL
A NOTE FROM STACEY	Stacey and Trish attended two restorative justice meetings regarding the vandalism in Term 4, 2023. Stacey thought the process was incredible, noting the children were remorseful and supported by their whanau. Wrap around support is in place for the 3 children. All 3 have to complete community service hours.

Attendance

The attendance data report from MoE is attached. The report shows that 90% of children are attending on a regular basis, but that masks the fact that we still have a hard-core group of 58 children whose attendance is below 80%. This is despite considerable work to reduce this number. (Second table)



Year	Term	Total Students	# of students attending (% of days)				% of students attending (% of days)			
			90-100	80-90	70-80	0-70	90-100	80-90	70-80	0-70
2022	4	448	266	112	38	32	59.4	25.0	8.5	7.1
2023	1	402	261	99	18	24	64.9	24.6	4.5	6.0
	2	416	197	129	59	31	47.4	31.0	14.2	7.5
	3	433	234	127	47	25	54.0	29.3	10.9	5.8
	4	450	294	98	26	32	65.3	21.8	5.8	7.1

Lockdown Training

Again this year, we are engaging with Harrison Tew for school lockdown training. This will happen on Monday 18 March.

Vandalism

Two acts of vandalism have occurred since the beginning of the year;

Waitangi weekend - 3 children aged between 10 and 14 years, we believe, smashed a camera, vandalised air conditioning units (they still work), broke into Educare’s storage shed, and threw play equipment over the fence. Worryingly they were also on several of our roofs. Through the use of camera photos and some detective work, we were able to identify one culprit, who lives locally. He is

not an ex Pukete student. The police issued him a trespass notice at Gavin's request.

Weekend 17/18 February - 1 toilet window broken. Photos did show likely offenders, but not to the extent that we could proceed with further inquiries.

Staffing Matters

Erica Andersen has applied for parental leave for terms 2 - 4. We are currently advertising for a fixed-term teacher to teach her class.

The NZEI (Teachers Union) are holding Paid Union Meetings across the country over the next few weeks to:

- *Ensure the historic Mana Taurite | pay equity process properly values the skills and intellectual and emotional effort of our work as teachers*
- *Shape union priorities for 2024*

Restraint

All teachers and the large majority of support have completed the MoE online Restraint Training and the one-day course **Understanding Behaviour – Responding Safely (UBRS)**, facilitated by Erika Lamb, a psychologist from MOE. I would like the following support staff who have completed both training opportunities successfully to be listed as approved to use restraint strategies as described by MOE online training. (Teachers have this right by position.)

Kerrie Atwood

Lea Hooker

Michelle Jackson

Nicola Kelly

Natasha Kirby

Hayley McGuinness

Debbie McPherson

Jacob Moynahan

Jo Rose

Zoe Storer

Update on Best Start Literacy Approach

Gavin had the BSLA testing reformatted to further show the success of the Kiwi team's introduction of BSLA in 2023. The data shows that:

1. 79% (49 children) made "accelerated progress", which is more progress than would usually be expected in a year.
2. Children working "above" the standard increased from 3.9% to 46.1%.

These results are outstanding. While BSLA is obviously a great programme backed by superb research, the teachers deserve massive credit as they taught with enthusiasm and fidelity.

Finance

Budget 2024

The budget has been based on a July grading roll 410 and used the actual 2023 spend for each code area to determine this year's budget.

Recommendation: The board approves the attached budget for 2024.

This recommendation was passed.

Accounts for Payment

The batch payment summaries were in the finance folder. Physical copies were also present at the meeting:

Batch Summaries;

15 Dec 2023 - \$2123.65
20 Dec 2023 - \$6135.99
20 Dec 2023 - \$31,135.66
13 Feb 2024 - \$1,242.74
20 Feb 2024 - \$32829.13

Recommendation

The BoT approves the accounts for the payment described by the attached dated batch summaries are approved.

This recommendation was passed.

Property 5YA

Five Year Programme

Our MoE property manager has recommended that we should proceed without delay as MoE may repurpose 5YA funding to weather tightness issues, in our case, cladding.

We have \$320,491.28 of funding available with two projects we need to complete before we complete further projects;

1. **Replacement of emergency lighting and exit lighting in Te Manawa with LED fittings.** James recommends we get a quote as it may be a maintenance issue.
2. **Replacement of the joinery in Block E - new entrant block.**

Recommendation: We engage Himi Whitewood to manage the process of replacing the joinery in the new entrant block. This recommendation was passed.

Once there is a confirmed price, we decide the priority and scope of the projects below. This would then represent one complete project.

- Upgrading lighting in classrooms to LED
- Replacement of some carpet areas.
- Ceiling replacement Room 1

Jacob Plasmeyer, our MoE property manager, has suggested that we include replacing the door on Te Manawa as they are not for purpose.

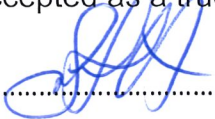
Reunion

The reunion committee has decided not to proceed with the planned reunion as under fifty people had registered to attend by the closing date on Saturday. This was surprising as 600 people had joined the reunion Facebook page. However, we know that people have used the page as a means of reconnecting with old friends.

In saying this the Board would like to acknowledge the 50 years of Pukete School and commemorate this milestone. This could include digging up the time capsule, a ceremony, assembly with cake cutting.

	<p>We would invite old students and staff. A possible timeline is Term 4, 2024.</p> <p>Gavin Oliver Principal</p>
POLICY	Cellphones and Other Personal Digital Devices - this policy was discussed and the outcome will be sent to School Docs.
STRATEGIC PLAN	This will be discussed at the next meeting and at each subsequent meeting the strategic plan will be woven into the agenda.
	There being no further business the meeting closed at 6.59 pm.

Accepted as a true and correct record


 Chairperson

Dated: 27/03/24