

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 6



At the **Puketapu School Board of Trustees - 2024 Meeting 7** on **29 Oct 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 10 September 2024
<b>Time:</b>	5:30 pm to 7:20 pm (NZST)
<b>Location:</b>	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
<b>Board Members:</b>	Paora Rauputu (Chair), Hayley Adams, Steph Julian, Megan Corin, Doug Keith
<b>Attendees:</b>	Katherine Pascoe, Micaela Westrupp, Paula Martin
<b>Apologies:</b>	Amanda O'Dowda, Cara Knuckey
<b>Guests/Notes:</b>	Brooke Trenwith

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Welcome to all from Paora

Karakia Timata: Doug

Acknowledgement to Micaela and Hayley and whānau over recent events.

Welcome Brooke Trenwith, Potential to Performance.

#### 1.2 Confirm Minutes

**Puketapu School Board of Trustees - 2024 Meeting 5 6 Aug 2024**, the minutes were confirmed as presented.



#### Acceptance of Minutes

That the minutes of the previous meeting be accepted as presented.

<b>Decision Date:</b>	10 Sept 2024
<b>Mover:</b>	Doug Keith
<b>Seconded:</b>	Hayley Adams
<b>Outcome:</b>	Approved

### 1.3 Actions From Previous Meetings

Due Date	Action Title	Owner
12 Apr 2024	Board Communication with Community <b>Status:</b> In Progress	Steph Julian
22 May 2024	Connecting with Staff <b>Status:</b> Completed on 22 Oct 2024	Katherine Pascoe
5 Aug 2024	Hang out spaces for senior students <b>Status:</b> In Progress	Katherine Pascoe
16 Aug 2024	Puanga Community Voice Themes <b>Status:</b> In Progress	Katherine Pascoe
10 Sept 2024	Senior Play and Hang Out Spaces <b>Status:</b> In Progress	Katherine Pascoe
31 Dec 2024	Tomokanga and Building Namings <b>Status:</b> In Progress	Katherine Pascoe

### 1.4 Interests Register

### 1.5 Correspondence

#### Inward

13 August - Email: Te Whakarōputanga NZSBA re delegate for Special General Meeting 12 October

21 August - Puketapu School Board Funded Property Project - Approval Letter (for Ka Ora Ka Ako Shed)

29 August - Career allowance payment stage 2 - Katherine Pascoe (6 years as Principal allowance now in effect)

2 September - Email: NZSBA Triennial Elections September 2025

9 September - Email: NZSBA Survey for MOE (due 29 September)

#### Outward

21 August - ERO Survey for Presiding Members

Reminder to all Board to please complete the two surveys from 9 Sept email before the end of this term:

1. [Survey on proposed changes to section 127, removal of NELPs and strategic planning impacts](#)
2. [Digital technology in schools survey](#)

## 2. Management Reports

### 2.1 Principal's Report

Taken as read with following discussion:

#### Guidance Counsellor

Counsellor has full schedule, seeing students two full days per week, so yes we did need him, still do.

Can we fund him in 2025? Suggest we do another Colour Run in Term 1 to continue. Board agrees.

## Staff

Returning teacher starting Week 8 this term rather than Term 4 as additional new entrant class can't wait.

1:1 meetings with staff very positive, excited moving forward.

Provisional staffing due this Friday, not expecting major change.

We will need to advertise teacher positions this week for 2025.

## Health & Safety Consultation 2024 Survey

Legally have to consult our community. What our parents want drives what we teach.

Survey to come from the Board, not from the School.

Will go out to parents digitally early Term 4, have a couple of weeks to respond.

Suggest that we have some kind of prize incentive for completing survey.

Results will be presented to Board.

## Principal Appraisal

Principal Appraisal has been completed and report will be included at the next Board Meeting.

## Principal Wellbeing

Planned spend so far detailed in report.



### Principal Wellbeing Fund

That the proposed spend from the Principal's Wellbeing Fund be approved as presented in the Principal's report.

<b>Decision Date:</b>	10 Sept 2024
<b>Mover:</b>	Paora Rauputu
<b>Seconded:</b>	Hayley Adams
<b>Outcome:</b>	Approved

In addition to the activities listed and approved, Katherine is looking at other ways to spend the fund. Wellbeing Fund is very much appreciated but difficult to spend. Katherine would like to pass some of this onto SLT who have been so supportive of her wellbeing. Will consider options and come back to Board with suggestions.

## Property

**Room 19, Te Puna Ako, Library space:** Thank you to Adams Building & Construction team for doing the work so quickly, effectively and at a great price. New classroom operational from tomorrow (Wednesday), teacher resources moved to make way for Library, Learning Assistants relocating to upstairs space. Hoping to have Library set up in new space for start of Term 4.

**Field Drainage:** In short, our bike track has caused/compounded water issues which is directly affecting a number of neighbours. Glen from Architect People (formerly Arden Peters) recommended we approach surveyors BCD Group.

From the BCD Group report:

*"...the bike track has given a hard stand surface that flows can run down and increased the volume of run off as the track has little ability of infiltration. However, a global issue remains as the flow paths direct towards the neighbours. Under section E1 of the Building Code states that in a 10y event you shall not cause any nuisance to neighbours and in a 50y event no flood waters can enter the building. BCD believes that both these clauses are not adhered to with the addition of the bike track."*

Preston at BCD Group met with council Monday 2 Sept They are happy with the proposal to divert the flows. There is no need for resource consent so next step is to design the system required to resolve the issue. Board to approve the project variation to progress this. On completion, we will know cost of the actual work to be done. Will look to approach MOE for recommendation for funding.

Reports to be sent to Board as Flying Minute to review. Vote required by Friday 13th September.

## 2.2 Finance Report

**Payroll:** The Board has checked the processes and authorisations used to make payments to staff members, leave taken and payments made to the principal and others in the school with payroll responsibilities, reviews. (Paora)

**Accounts and Income:** The Board has checked and ratified all payments made each month. (Paora)

### Finance Reports

July 2024 - Review and approval of July Financial Report circulated with Agenda.

August 2024 - Review and approval of August Financial Report, received and circulated to Board Monday 9 September.

### Income

- RTLB and TOI Foundation Grant - income is still to come.

### Expenditure

- Appraisals, Staff Welfare and Building Maintenance - covered in the mid year budget changes.
- Vandalism - this is higher due to the damage to the alarms/bells around the school.
- Cyclical Maintenance and Adjustment to the Provision - these both relate to the recent increase to our cyclical maintenance provision.
- Bulk Funded Teacher - this difference is covered by the Relievers budget

### Financial Position

- Playground and School Lunch Assets - covered in the mid year budget changes.

Katherine met with Karyn Brett of Education Services this week. Very happy with financial position.



### Acceptance of the July and August Financial Reports

That the July and August Financial Reports be accepted as presented.

<b>Decision Date:</b>	10 Sept 2024
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</b>	Megan Corin
<b>Outcome:</b>	Approved

## 3. Major Decisions and Discussions

### 3.1 Enrolment Scheme

Following our decision last meeting we will be advertising in the same timelines as all the New Plymouth Schools - 11 September.

All NP schools are asking that applications for enrolments for 2025, both in zone and out of zone, be done by 27 September 2024 to support class planning.

### 3.2 Brooke Trenwith Presentation

5:35-6:15pm

Brooke Trenwith, Potential to Performance

Introduction and background from Brooke

Discussion about what is "gifted" (eg, Could every / Would every / Should every child do this? Yes = not gifted) not just academic, could be social, emotional, cultural, spiritual, leadership, etc

Gifted: "has potential to perform beyond same age peers"

Identifying is key - if can't identify, can't put in right environment.

Metaphor activity to explain six challenges for identifying gifted.

Discussion around characteristics of gifted, eg intensity, short fuse, emotional intensity or lack of emotion, clash/connection with peers, also how socio-economic situation affects identification as gifted - eg, can't find that you are gifted at golf if you have never played golf.

Brooke has been meeting with staff, students, parents (focus groups). Putting together review, full report by end of week 9. Planning for 2025 - what is doable - most impact for effort - to start making real difference in classes.

Expectation that this is within classrooms, not withdrawing students from class - what teacher can do to recognise gifted and support, eg resilience, coping with failure, supporting to build social connections

Excited about what we can do, how we can extend.

### 3.3 Mid Year Financial Review

A full review has been carried out following the August Financial Report.

A list of requested changes was emailed to the Board on Monday 9 September for review.



#### **Budget Changes September 2024**

That the proposed changes to the 2024 budget be accepted as presented.

<b>Decision Date:</b>	10 Sept 2024
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</b>	Megan Corin
<b>Outcome:</b>	Approved

### 3.4 Update on Design Technology Programme

Included in Principal's Report

### 3.5 Confirmation of Term Dates 2025

Suggested dates for 2025 SCHOOL YEAR (386 half days)

Term 1: Monday 3 February (Head Start Hui - Teacher Only Day) - Friday 11 April (96 half days)

Term 2: Monday 28 April - Friday 27 June (86 half days)

Term 3: Monday 14 July - Friday 19 September (100 half days)

Term 4: Monday 6 October - Wednesday 17 December (104 half days)

This is inclusive of up to three teacher only days.

Head Start Hui Day - Monday 3 February - will count as one of our Teacher Only Days.

### 3.6 International Students

Starting process to be able to accept international students. Quite an involved process but once set up means that we will be able to accept fee paying international students if approached. Applying to be signatory of **Code of Practice for Pastoral Care of International Students** SchoolDocs has a specific section to support us with this.

Query around taking international students while not accepting out of zone students? Should not be an issue - very small numbers expected, plus as fee paying will support additional staff resource.

## 4. Other Business

### 4.1 Items for Next Meeting

- Damon Ritai presentation

### 4.2 Connecting with our whānau

Cross Country has been postponed to 18 October. Should we get Police BBQ? Yes please if we can.



#### Police BBQ at Cross Country

Hayley to check OK with Cross Country organiser Kelly and book Police BBQ if we can.

<b>Due Date:</b>	27 Sept 2024
<b>Owner:</b>	Hayley Adams

## 5. In Committee (6:55-7:05pm)

### 5.1 Blue Sky Thinking

We have recently been actioning a lot of previous Blue Sky Thinking: Junior playground, building changes, library changes, shed, Brooke Trenwith programme.

Very pleasing to see these things become reality.

Has been excellent to have Board ideas discussed that we have actioned.

### 5.2 Any Concerns

### 5.3 Close the meeting

**Next meeting:** Puketapu School Board of Trustees - 2024 Meeting 7 - 29 Oct 2024, 5:40 pm

## Approved decisions made between meetings



### Change of Teacher Only Day date to allow Literacy Training Day

That the Teacher Only Day planned for Friday 25 October 2024 (for Curriculum Refresh) be changed for a Teacher Only Day on Friday 27 September 2024 for Literacy Training.

This Literacy Training is extremely important for the curriculum refresh and this is the only date that the provider is available. There is no alternate provider.

**6 Supported:** Cara Knuckey , Doug Keith , Hayley Adams , Megan Corin , Paora Rauputu , Steph Julian

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 29 Aug 2024

**Outcome:** Approved

## New Actions raised in this meeting

Item	Action Title	Owner
4.2	Police BBQ at Cross Country <b>Due Date:</b> 27 Sept 2024	Hayley Adams

Thank you to Katherine and team

Karakia Whakakapi: Paora