

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 1



At the **Puketapu School Board of Trustees - 2024 Meeting 2** on **19 Mar 2024** these minutes were **confirmed with the following changes**:

Addition of standard statement regarding board checking of payroll and invoices.

Name:	Puketapu School
Date:	Tuesday, 13 February 2024
Time:	5:05 pm to 7:15 pm (NZDT)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Cara Knuckey, Hayley Adams, Megan Corin, Steph Julian
Attendees:	Katherine Pascoe, Paula Martin
Guests/Notes:	Amanda O'Dowda, Micaela Westrupp

1. Opening Meeting

1.1 Welcome and Karakia

Welcome to all to first meeting of 2024.

Welcome to Katherine as Principal.

Excellent start to the year.

Thank you to Micaela and Amanda for excellent pōwhiri.

1.2 Election of Chair

The Board are required to elect a Chair for the year.

Nominations?

Steph nominated Paora, seconded by Meg.

All in favour.

Accepted.

Paora to continue as Chair.

1.3 Confirm Minutes

Puketapu School Board of Trustees - 2023 Meeting 8 27 Nov 2023, the minutes were confirmed as presented.



Acceptance of Minutes

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

Decision Date: 13 Feb 2024
Mover: Hayley Adams
Second: Megan Corin
Outcome: Approved

1.4 Actions From Previous Meetings

Due Date	Action Title	Owner
12 Jun 2023	Resurfacing of Swimming Pool Status: Completed on 1 Feb 2024	Paora Rauputu
31 Aug 2023	Meeting with Puketapu Hapu Trust re naming Status: Completed on 13 Feb 2024	Katherine Pascoe
9 Oct 2023	Board Self Audit Checklist Completion Status: Completed on 3 Dec 2023	Paora Rauputu
31 Dec 2023	Thank you Letter to Home & School Status: Completed on 4 Dec 2023	Paora Rauputu
31 Jan 2024	Supporting Maths Development Status: Completed on 13 Feb 2024	Katherine Pascoe
31 Dec 2024	Tomokanga and Building Namings Status: In Progress	Katherine Pascoe



Inclusion of Pool Resurfacing in Future Budgets, Cyclical Maintenance

Lifespan of pool surface is short. Easier and cheaper to redo before it has totally broken down. Paula to investigate possibility of including pool resurfacing in cyclical maintenance plans. If not possible, future budgets to include provision for resurfacing.

Due Date: 30 Jun 2024
Owner: Paula Martin

1.5 Interests Register

1.6 Correspondence

Inward:

- NPDC Letter re Kindergarten Parking
Board has no objection, believes it is a good move
- Email from TSB Bank re replacing Visa with Mastercard
See 3.4 below
- Leave application from Amanda O'Dowda
- Leave application from Krystal Read-Gray

Outward:

- Thank you letter from Board to Home & School
Sent Dec 2023



Request for Leave for Amanda O'Dowda

Board approves leave without pay for Amanda as requested for the two weeks from 14-25 October 2024.

Decision Date: 13 Feb 2024
Mover: Paora Rauputu

Seconded: Katherine Pascoe
Outcome: Approved



Request for Leave for Krystal Read-Gray

While not usual to book before requesting leave, holiday was booked prior to current employment period.

Board approves leave without pay for Krystal as requested - 19 February - 28 February 2024.

Decision Date: 13 Feb 2024
Mover: Steph Julian
Seconded: Megan Corin
Outcome: Approved

2. Management Reports

2.1 Principal's Report

Paora: re 0.5 FTTE position previously discussed to support maths. Focus seems to be on target students - understood intent was to be raising staff skill?

Katherine: At start of process, asking teachers to identify priority learners (Reading, Writing and Maths), looking at interventions, actions being taken now, what teachers doing to lift. Then analyse gaps, programmes needed. Puts responsibility back to teachers, identifying areas needing support, growing teachers - becomes more sustainable. May not need 0.5 teacher funding - could be different programmes needed, support staff, external - emphasis on existing staff first.

Katherine to keep Board updated on needs.

Katherine to update Board on priority students at future meetings.

Steph: In addition to focus on priority students, what do we do to extend able students?

Agreed we need this, haven't got yet but on radar.

Katherine investigating Potential to Performance with Brooke Trenwith.



NZ Curriculum Teacher Only Days

The Board accepts the dates of 31 May (Term 2) and 25 October (Term 4) for the NZ Curriculum Teacher Only Days (to coincide with other New Plymouth schools.)

Decision Date: 13 Feb 2024
Mover: Paora Rauputu
Seconded: Megan Corin
Outcome: Approved



Employment of Third Office Person

As detailed in Principal's Report, third part time person to be recruited to office team to ensure two staff in the school office every day, to cover leave and support succession planning/resilience.

Decision Date: 13 Feb 2024
Mover: Paora Rauputu
Seconded: Steph Julian
Outcome: Approved

2.2 Finance Report

December Report is draft while final end of year adjustments being made by Education Services before submitting for Audit.

Currently showing net surplus of \$130,202 may go higher with adjustment of Banking Staffing Overuse.

Katherine and Paula met with Karyn Brett from Education Services this morning.

Katherine very comfortable with financial situation.

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

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

3. Major Decisions and Discussions

3.1 New Board Member

Cannot call it co-opting following resignation of member (Shannon) - it is a casual vacancy to be filled. Needs to be filled before next meeting.

Board can either select or hold election. For simplicity and speed would prefer selection. Have some potential members to consider.

Do we need to ask wide community? Are there particular skills Board needs? More important that Board reflective of diversity of community.

Can we put out Expression of Interest to community to see who else might be interested?

We believe so.

Paora to review process requirements. If EOI permitted, Katherine, Paora and Paula to put this out to community.



Casual Vacancy Selection Process Requirements

Paora to investigate requirements of selecting a board member for casual vacancy and if Expression of Interest can be put out to community. If acceptable, EOI to be put out asap.

Due Date: 29 Feb 2024

Owner: Paora Rauputu

3.2 Board Member Roles

Previously we have assigned portfolios, Finance, Health & Safety etc. Provides no clear added value.

Proposed different this year:

All are involved in all decisions.

If subcommittee is needed, set up as needed, with members who have time and headspace at the time needed. Eg. Year 6 Camp: ask two Board members to review Health & Safety documents.

Board agrees.

3.3 Delegations of Authority

The Board delegates to the Principal the responsibilities listed below:

1. The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
2. The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
3. Approval of any orders for goods and services up to the value of \$20,000.00 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;
4. Ordering fixed assets for which the capital expenditure has the prior approval of the Board;
5. The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member;
6. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
7. Delegation in writing to specified staff positions of responsibilities

In the Principal's absence, the Deputy Principals are authorised to carry out day to day management activities.

3.4 Account Signatories & Changes to Bank Accounts



Signatories for Bank Accounts

Former Principal Ngatai Walker to be removed as a signatory from all accounts with immediate effect.

New Principal Katherine Pascoe to be added as a signatory on all accounts.

Signing to be any two of:

- Katherine Pascoe, Principal
- Paora Rauputu, Board Chair
- Paula Martin, School Administrator

Decision Date: 13 Feb 2024
Mover: Paora Rauputu
Seconder: Megan Corin
Outcome: Approved



School Credit Card

The school TSB Visa account be replaced by a TSB Mastercard account.

Ngatai Walker has destroyed his school Visa.

Two cards to be issued on the account: One for Principal Katherine Pascoe, one for School Administrator Paula Martin.

Credit limit to remain at \$5,000

Decision Date: 13 Feb 2024
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved



Online Banking

Paula Martin remains authorised to set up payments on online banking

Approvals to be either of Katherine Pascoe or Paora Rauputu.

Katherine Pascoe to be added to online banking as approver.

Decision Date: 13 Feb 2024

Mover: Paora Rauputu

Second: Megan Corin

Outcome: Approved



Change to Current Account

TSB Current Account no longer pays interest.

Education Services and TSB recommend replacement with a "Business On Call" account which has a tiered interest rate (currently from 3.10%) and no fees.

Current Account to remain open as well until all transactions are being made through On Call account.

Decision Date: 13 Feb 2024

Mover: Paula Martin

Second: Paora Rauputu

Outcome: Approved

3.5 School Charter & Strategic Aims

Board is required to approve Strategic Aims.

Link to [Strategic Aims 2023-2025 and 2024 Annual Plan](#)

Well done to team for mahi in this plan.

Katherine will update Board with progress at each meeting.



Acceptance of the School Charter and Strategic Aims

That the School Charter and Strategic Aims be accepted as presented.

Decision Date: 13 Feb 2024

Mover: Katherine Pascoe

Second: Steph Julian

Outcome: Approved

3.6 Principal Appraisal

Suggested to have external appraisal in 2024, internal process in 2025.

Katherine has met with Elg Anderson to outline process.

Appraisal Agreement provided to Board for signature.



Principal Appraisal 2024

That Elg Anderson be contracted to conduct Katherine's appraisal for 2024 as outlined in the Appraisal Agreement.

Decision Date: 13 Feb 2024

Mover: Paora Rauputu

Second: Steph Julian

Outcome: Approved

3.7 2024 Budget

2024 Budget

Suggested changes from draft previously presented to Board:

New code 1466 for Office Help (third person) to ensure we have two staff in the office at all time, cover absences, allow staff development and succession planning. Budget \$12,494 for 10 hours per week for full year.

1547 Hapu Engagement reduced by \$2k, now \$3k. As part of MAC, more things have no cost or lower cost.

Reduce the main curriculum headings from \$10k to \$8k each:

3302 Literacy
3306 Mathematics
3307 Health & PE
3314 Kaupapa

This still leaves a significant amount for resources in each budget code.

New operating budget total is still a small surplus - \$1,174

Capital Items

Add \$20k to C550 Computers for additional capital spend to update ICT equipment.

Add \$20k to C600 Other for signage.



Acceptance of 2024 Budget

The Board approves the 2024 Budget as presented, with the inclusion of \$20k for capital spend on signage.

Decision Date:	13 Feb 2024
Mover:	Paora Rauputu
Seconders:	Megan Corin
Outcome:	Approved

3.8 Enrollment Scheme

We currently have 6 New Entrants seeking out of zone enrolment. None are siblings. One is the child of a former student.

We feel we are at capacity in the junior school with multiple pre-enrolments from within our school zone.



Out of Zone Places Term 2 2024

No places to be offered to out of zone students in Term 2.

Decision Date:	13 Feb 2024
Mover:	Katherine Pascoe
Seconders:	Paora Rauputu
Outcome:	Approved

3.9 Staff Dogs at School

General policy is that dogs at school are always on a lead, held by adult. Therapy, support dogs ok.

Considerations:

Are the students going to benefit from the dog being there? Are there any children who are afraid of dogs? Community awareness of what dogs are on site? Suitability of location - eg tech room kitchen.

For safety, approval by Board required for dogs to regularly be on site.

Approved dogs may be off leash inside classroom/office but must still be on leash with an adult when outside.

Community to be made aware of what dogs regularly on site.



Dogs Approved to be On Site

Dogs approved by the Board to be on site, off leash inside:

- Rocky - Katherine Pascoe
- Bowie - Avon Lewis

Decision Date: 13 Feb 2024
Mover: Katherine Pascoe
Outcome: Approved

4. Board Annual Work Plan

4.1 Policy / Procedural Reviews

Please see the Board Reporting Calendar 2024 (attached)

All Board to continue to review policies regularly.

SchoolDocs: <https://puketapu.schooldocs.co.nz/Logon.aspx?ReturnUrl=%2f>

U: 2223

P: nwalker



Reporting Calendar

That the reporting calendar be accepted

Decision Date: 13 Feb 2024
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved

Cellphone policy now added in line with government requirements.

4.2 Board Assurances

The Principal's assurances to the Board for Term 1 as per attached document.

5. Other Business

5.1 Items for Next Meeting

Damon Ritai: MAC - Kaupapa and explaining how it works to Board (30 mins)

5.2 Connecting with our whānau

- **Fluro Fun Run**
Partnered with Raise It. Brody leading, Home & School. Fundraising for a School Counsellor
- **Twilight Market** (moved to to Term 4)
- **Hangi** - Hayley will arrange Hangi for Matariki Term 2
- **End of Term Learning** - Something at the end of each term to connect whānau with learning. Watch this space

6. In Committee

6.1 Blue Sky Thinking

Public part of meeting ended 6.30pm. Amanda and Micaela left the meeting.

In Committee Discussions

List of blue sky thinking ideas to be kept (separate from minutes)

6.2 Any Concerns

In committee discussion of any potential areas of concern which the board needs to be aware of.
One matter discussed. In committee notes made.

6.3 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2024 Meeting 2 - 19 Mar 2024, 5:30 pm

Approved decisions made between meetings



MoE Teacher Only Day for Te Mātaiaho - Curriculum Refresh Training

This is a copy of an email (from Ngatai, 5 November 2023) to approve the TOD. Board members replied by email, but this Flying Minute is to have it recorded within BoardPro.

Kia ora koutou,

We are entitled by the MoE to have a Teacher Only Day this term for Te Mātaiaho - Curriculum Refresh Training.

Please read the MoE statement below:

There are four additional teacher-only days for primary and secondary schools in 2023 and 2024 to support the implementation of Te Mātaiaho | the refreshed NZ curriculum, the re-design of Te Marautanga o Aotearoa, and the NCEA Change Programme.

The first teacher-only days in 2023 were held in Term 2, and the second will be in Term 4 – between Monday 13 November and Friday 24 November 2023. (In 2024, they will be held between 27 May and 7 June, and 21 October and 15 November.)

PROPOSAL: TEACHER ONLY DAY - MONDAY 20TH NOVEMBER

I have looked at when Bell Block School is holding their TOD and it will be held on Monday the 20th of November. I propose that we hold ours the same day as theirs so that our whole Bell Block/Puketapu community has the same day off school and our Year 7/8 teachers are on camp Tuesday - Friday that week so they wouldn't be able to attend later in the week.

ACTION FOR BOARD:

- Yes or No for Teacher Only Day - Monday 20th November

If you would like to see more information on Te Mātaiaho please see:
<https://curriculumrefresh.education.govt.nz/te-mataiaho>

7 Supported: Cara Knuckey , Megan Corin , Paul Rauputu , Steph Julian , Hayley Adams - As per email , Ngatai Walker - As per email , Shannen Robinson - As per email

0 Opposed:

0 Abstained:

Decision Date: 27 Nov 2023

Outcome: Approved



New Fence Around Tiger Turf Courts

Here is the quote for the fence to finish off the turf. If you are all happy with this, I would like to say yes to it, to get it complete.

Waist high fence – 20500 LM.

Adding on a panel (2800 high x 3100 wide) each side of the fence.

The price for this work is \$10,248.29 plus GST.

The team will have this complete prior to Term 1, 2024

The next steps for next year are to get hockey goals and netball goals which will be out of next years budget and I will leave this for Katherine and the team to purchase.

5 Supported: Cara Knuckey , Megan Corin , Shannen Robinson , Steph Julian

, Paul Rauputu - I think we probably do need to fence the area for H&S and aesthetic reasons but it does seem a lot of money for a fence.

0 Opposed:

0 Abstained:

Decision Date: 14 Dec 2023

Outcome: Approved

Karakia Whakakapi: Paora

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Paora Rauputu
21 Mar 2024

A handwritten signature in black ink. It features a large, rounded 'M' inside a square-like frame, followed by a cursive 'Corin'.

Megan Corin
6 Jun 2024