

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 3



At the **Puketapu School Board of Trustees - 2024 Meeting 4** on **18 Jun 2024** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 14 May 2024
Time:	5:00 pm to 6:45 pm (NZST)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Cara Knuckey, Hayley Adams, Megan Corin, Steph Julian, Doug Keith
Attendees:	Katherine Pascoe, Amanda O'Dowda, Micaela Westrupp, Paula Martin

1. Opening Meeting

1.1 Welcome and Karakia

Karakia Timatanga: Paora

Welcome to new Board member Doug Keith.

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2024 Meeting 2 19 Mar 2024, the minutes were confirmed as presented.



Acceptance of Minutes

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

Decision Date:	14 May 2024
Mover:	Megan Corin
Seconder:	Paora Rauputu
Outcome:	Approved

1.3 Actions From Previous Meetings

Due Date	Action Title	Owner
22 Mar 2024	Selection of Casual Board Vacancy Status: Completed on 25 Mar 2024	Paora Rauputu
29 Mar 2024	Set up of new Board Member Status: Completed on 29 Apr 2024	Paula Martin
12 Apr 2024	Board Communication with Community Status: In Progress	Hayley Adams

Due Date	Action Title	Owner
29 Apr 2024	Fencing around the Courts Status: Completed on 14 May 2024	Katherine Pascoe
7 May 2024	February Financial Report Status: Completed on 29 Apr 2024	Paula Martin
18 Jun 2024	Board Meeting with Cath Leger, ERO Status: In Progress	Katherine Pascoe
30 Jun 2024	Inclusion of Pool Resurfacing in Future Budgets, Cyclical Maintenance Status: Completed on 29 Apr 2024	Paula Martin
31 Dec 2024	Tomokanga and Building Namings Status: In Progress	Katherine Pascoe

1.4 Interests Register

1.5 Correspondence

Inward:

25 March - Email from Ngatai Walker

Board discussed suggestions in email. No further action required.

5 April - Email: Te Whakarōputanga Kaitiaki Kura o Aotearoa 2024 AGM

Paora no longer able to go. Hayley considering.

19 April - Email: Application to recapitate Lepperton School to a year 1 – 8 school

As per previous meeting, Puketapu has no issue with Lepperton School becoming a full primary. Katherine has communicated this to MOE.

Multiple flyers and general broadcasts from Te Whakarōputanga. These don't all need to be listed as correspondence for each meeting. Major information or requests will be discussed as necessary.

Outward:

None

2. Management Reports

2.1 Principal's Report

Priority Student progress will be shared at Week 8 meeting.

Principal Appraisal Meeting

Appraiser Elg Anderson would like to meet with Board as a group. Has some time on Thursday 6 June 9.15 or could do after school session

Paula to co-ordinate time for Board to meet with Elg.



Board Meeting Time with Elg Anderson

Paula to find a date and time for Elg Anderson to meet with the Board for Principal appraisal.

Due Date: 31 May 2024

Owner: Paula Martin

Principal's Wellbeing Spending

One addition to the Principal's report is a slight increase to the list of Principal's Wellbeing fund spending which we learned of this week: Katherine would like to include \$1,075 for 6 Professional

Growth Cycle sessions with Mike Dowd of Evaluation Associates for the remainder of 2024 which will take the total to \$4,275 of the \$6,000 budget.



Change to Principals Wellbeing Spending

The increase to Principal Wellbeing spending be approved.

Decision Date: 14 May 2024
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved

Budget spending discussed further in In Committee section.

2.2 Finance Report

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)

Audited Financial Statements

These are not yet back from the auditor. Expected imminently.



March and April Financial Reports

The March and April Financial Reports have been reviewed and accepted

March Financial Report (link to full [March 2024 Financial Report](#))

April Financial Report (link to full [April 2024 Financial Report](#))

Decision Date: 14 May 2024
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved



Write off of historic student debts

Board gives permission for write off of \$672.70 of unpaid student debts from students who have left our kura.

Almost all the outstanding payments relate to sports teams or stationery.

Decision Date: 14 May 2024
Mover: Hayley Adams
Seconder: Paora Rauputu
Outcome: Approved



Approval of changes to budget

The proposed changes to the 2024 budget be accepted as presented (See 2024 Budget Changes May 2024 V2 May 14). These will be advised to Education Services.

Decision Date: 14 May 2024
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved

3. Major Decisions and Discussions

3.1 Enrollment Scheme

Board decision is not to make available any spaces for out of zone students for Term 3. (Third and final enrolment period for 2024.)

Next action will be in September to decide enrolment periods for 2025 and if any places will be made available for Term 1 2025.

3.2 EOTC, RAMS and Board Responsibility

Recent news:

[WorkSafe charges Whangārei Boys' High School over Abbey Caves student death](#)

Reminder to all board of importance of carefully reviewing documents, think critically, ask questions.

3.3 Budget Spending

Discussed In Committee previously, the Board has confirmed the following spending:

Already done/approved/underway/paid:

- Sliding doors/ Hand rail in library space - Underway - \$11,576
- Junior boys toilets: Approx \$1k which will be built into work being already done with ARMS funding. No BOT cost needed.
- Trauma Informed Practice training for all staff with Kathryn Berkett (April)
- Board has already approved up to 30K for a new teacher if needed for our New Entrant class

Approved so far: \$35,394

Board agrees to proceed with:

- Junior Playground - Perceptual Motor Programme playground. Approximately \$20K
- Kathryn Berkett holding a parent session in August when she is already here for Taranaki Principals.

4. Other Business

4.1 Items for Next Meeting

Community Consultation

(Katherine)

Outline of consultation, purpose, focus, suggestions.

4.2 Connecting with our whānau

Connecting with Community

Has been some time since last community consultation. Many new parents since last Board elections. Next meeting to include outline of consultation. Possible revisioning, learner profile. Katherine has some ideas.

Connecting with Staff

Board was looking to connect with staff at a breakfast. Difficult for staff with children. Afternoon tea preferred. Suggested date Thursday 23 May, 3.30pm. Hayley will discuss with Teresa if she would like to cater. Important that Teresa is part of staff so should be a guest - but may like to prepare the kai. If not, will bring in pizza. Meg will make up a Canva poster for staff, Paora to send out to staff. All board to attend if possible.



Connecting with Staff

Board event to meet staff - Thursday 23 May. 3.30pm

Meg to make Canva poster.

Paora to invite staff.

Hayley to speak with Teresa around kai.

All board to attend if possible.

Update 18 June: Hold over to Term 3

Due Date: 22 May 2024

Owner: Paora Rauputu

5. In Committee (6.05-6.45pm)

5.1 Blue Sky Thinking



Grants for major school projects

Katherine to speak with member of Home & School who has offered previously, regarding possibility of support seeking grants for major projects.

Update 18 June: Katherine met with Eleanor. Looking at grants for covering courts and smaller for signage.

Due Date: 5 Aug 2024

Owner: Katherine Pascoe

5.2 Any Concerns

5.3 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2024 Meeting 4 - 18 Jun 2024, 5:30 pm

Approved decisions made between meetings



Trauma Training with Kathryn Burkett.

I've been in touch with Learning Network who facilitate Kathryn Burkett's PLD. The cost is \$3750 plus GST, accommodation and travel which they have indicated won't go over \$6k for her to deliver a full day training onsite. We would also as discussed need to pay our Learning Assistants and Support Staff we have calculated this at \$2000 which would get ALL staff trained. The \$2K we can use from existing staff PD budget. We will get the kitchens to cover lunch cost.

To approve a spend of up to \$6K for Kathryn Burkett to deliver a day's Professional Development on Trauma informed practice at an agreed date in 2024 for all staff. To be budgeted from available surplus funds as discussed.

5 Supported: Cara Knuckey , Hayley Adams , Megan Corin , Paora Rauputu , Steph Julian

0 Opposed:

0 Abstained:

Decision Date: 23 Mar 2024

Outcome: Approved



Approval of RAMS for Year 6 Camp

That the RAMS forms for the 2024 Year 6 Camp be accepted as presented.

5 Supported: Cara Knuckey , Hayley Adams , Megan Corin , Paora Rauputu , Steph Julian

0 Opposed:

0 Abstained:

Decision Date: 23 Mar 2024

Outcome: Approved



Additional Teacher Request

Since the beginning of the year we have had 8 additional five year old students join us that we weren't expecting.

This is having a massive impact on our class sizes and needs addressing urgently.

If left as it is the Year 1/ 2 classes will start Term 2 **up to 5 extra students more than ministry maximum numbers.**

We have seen the urgent need to start a new class in Term 2 to address this.

Starting another class was not allowed for in staffing until much later in the year. We will try to manage it within current staffing from bulk grant and teacher salaries however at a worst case scenario we may need to fund a teacher for up to two terms more than originally planned. This could cost up to \$30k.

We need to act urgently to secure a teacher so could we please approve the following:

1. To employ a teacher to take a new entrant room starting Term 2 2024.
2. The Operations Grant to pay up to \$30 to fund this teacher if needed.

5 Supported: Cara Knuckey , Doug Keith , Hayley Adams , Steph Julian , Megan Corin - Correction to point 2 noted

0 Opposed:

0 Abstained:

Decision Date: 9 Apr 2024

Outcome: Approved



Approval of February 2024 Financial Report

That the February 2024 Financial Report be accepted and that the two budget figures be amended as detailed below:

Items of Significance:

Expenditure: 3344 - Intensive Wrap Around unbudgeted spend of \$1,855
MOE have confirmed funding for IWS which will be received in March. Budget in 3344 to be increased from \$0 to \$7,534 to reflect this income.

Financial Position: C565 School Lunch Assets unbudgeted spend of \$24,322
Ka Ora Ka Ako - Healthy Lunches funding underspend in 2023, approx \$40k being spent on repairing joinery in Kitchen.
50% deposit paid, work being done in T1 term break. Budget figure in C565 to be increased from \$0 to \$40,000.

5 Supported: Cara Knuckey , Hayley Adams , Megan Corin , Paora Rauputu , Steph Julian

0 Opposed:

0 Abstained:

Decision Date: 11 Apr 2024

Outcome: Approved



Building Work in Library Space

Due to roll growth, the current Library space needs to be separated into two spaces so that one can be used as a classroom. Two quotes are attached, one to install a handrail to make the mezzanine area usable, the other to install doors to separate the two spaces. Fabrication of the doors takes 6-8 weeks so we would like to get this underway as soon as possible.

The motion is:

That the Board accepts the two quotes: Altherm Taranaki (Internal doors, \$7,697+GST) and Vision Living (Handrail \$2,370+GST) for the alterations to the Library space.

5 Supported: Cara Knuckey , Doug Keith , Hayley Adams , Megan Corin , Steph Julian

0 Opposed:

0 Abstained:

Decision Date: 2 May 2024

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Board Meeting Time with Elg Anderson Due Date: 31 May 2024	Paula Martin
4.2	Connecting with Staff Due Date: 22 May 2024	Paora Rauputu
5.1	Grants for major school projects Due Date: 5 Aug 2024	Katherine Pascoe

Karakia Whakakapi: Hayley

Steph Julian

Steph Julian
20 Jun 2024

A handwritten signature in black ink. It features a large, stylized capital 'M' enclosed within a rounded rectangular border. To the right of this symbol is a cursive-style signature that appears to read 'Corin'.

Megan Corin
14 Aug 2024