

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 1



At the **Puketapu School Board of Trustees - 2025 Meeting 2** on **25 Mar 2025** these minutes were **confirmed as presented**.

| | |
|-----------------------|--|
| Name: | Puketapu School |
| Date: | Tuesday, 18 February 2025 |
| Time: | 5:30 pm to 7:30 pm (NZDT) |
| Location: | Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312 |
| Board Members: | Paora Rauputu (Chair), Cara Knuckey, Doug Keith, Hayley Adams, Megan Corin, Steph Julian |
| Attendees: | Amanda O'Dowda, Katherine Pascoe, Micaela Westrupp, Paula Martin |
| Guests/Notes: | Avon Lewis |

1. Opening Meeting

1.1 Welcome and Karakia

Karakia Timata: Paora

Welcome to the first meeting of 2025. Welcome to Avon who is joining the SLT as Associate Principal.

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2024 Meeting 8 3 Dec 2024, the minutes were confirmed as presented.



Confirm Minutes

That the minutes of Meeting 8 2024 be confirmed as presented.

| | |
|-----------------------|------------------|
| Decision Date: | 18 Feb 2025 |
| Mover: | Hayley Adams |
| Seconder: | Katherine Pascoe |
| Outcome: | Approved |

1.3 Actions From Previous Meetings

| Due Date | Action Title | Owner(s) |
|-------------|--|--------------|
| 12 Apr 2024 | Board Communication with Community Status: In Progress | Steph Julian |

| Due Date | Action Title | Owner(s) |
|-------------|---|------------------|
| 5 Aug 2024 | Hang out spaces for senior students Status: On Hold | Katherine Pascoe |
| 16 Aug 2024 | Revisioning Status: In Progress | Katherine Pascoe |
| 31 Dec 2024 | Tomokanga and Building Namings Status: Completed on 18 Feb 2025 | Katherine Pascoe |

1.4 Interests Register

Add Mel Keith: Mel has been offered a fixed term teaching role with the school.

1.5 Correspondence

Inward:

December - Initial Liquidators Report and Grant Thornton cover letter re liquidation of SolarZero

December - Mel Lane resignation (accepted by Flying Minute December 2024)

December - Amanda O'Dowda resignation

Board congratulates Amanda on winning her Principal position. Formally accepts resignation.

February - Schooled Email: Vote Schooled for your 2025 Board Elections

Formerly CES. Was the only provided accredited for last election. Definitely some merit in going electronic. Need to confirm Returning Officer by July. Paula will investigate further.

February - NZSTA Email: COVID-19 Inquiry Submission - NZSBA Membership

Outward:

None

1.6 Election of Presiding Member for 2025

At the first board meeting of the year, the board must appoint a presiding member for the next 12 months.

Hayley nominated Paora.

All agreed Paora has done a great job in 2024.

No other nominations.

Paora to continue as Presiding Member of our Board for 2025.



Presiding Member for 2025

That Paora Rauputu be elected as the Board's Presiding Member for 2025.

Decision Date: 18 Feb 2025

Mover: Katherine Pascoe

Seconder: Steph Julian

Outcome: Approved

2. Management Reports

2.1 Principal's Report

Huge changes in curriculum this year. Will be good for Board to be ahead of curve. Katherine will update Board at each meeting.

Board Reporting Calendar

Accepted. There are some hefty reviews coming up, including Health & Safety. All Board reminded of importance of reviews and to take some time each term to complete reviews.

Wellbeing

No budget for Principal's Wellbeing this year. Katherine requesting two wellbeing days per term for each of senior leadership team to recognise the additional hours they put in. This has no cost to the school as the other leadership team will cover.



Wellbeing Days for Senior Leadership

That each of the senior leadership be granted two wellbeing days per term.

| | |
|-----------------------|---------------|
| Decision Date: | 18 Feb 2025 |
| Mover: | Paora Rauputu |
| Seconder: | Megan Corin |
| Outcome: | Approved |

2.2 Finance Report

December 2024 Report: This is a draft report while final end of year adjustments are being made by Education Services before submitting for audit.

This report is showing a significant deficit for the year due to several one off costs and unexpected costs:

- Field drainage issue
- Adjustment to the Cyclical Maintenance provision to get us back in line with future needs.
- Support staff responding to serious behavioural issues (Approved in Minutes March 2024)
- Overspend on relievers and bulk funded teacher budgets to cover multiple staff illness, bereavements, discretionary leave and supporting staff in exceptional circumstances as previously discussed with board.

Our Actual Available Funds remains higher than budgeted.

How do we protect budget for 2025? Have included large amounts for relievers and bulk funded teacher. Will pull back on extra spending, live within our means. Leadership model changing for Term 2, less release.

Possibly other grants available? Katherine to investigate.

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)

3. Major Decisions and Discussions

3.1 Confirmation of 2025 Budget

Discussion and review of 2025 Budget.

No change to draft budget presented at December meeting.

Not a spending year. A deficit budget at this stage but we will do everything possible to not be in deficit by the end of the year.



Budget 2025

That the draft budget be accepted as the final 2025 Budget

| | |
|-----------------------|---------------|
| Decision Date: | 18 Feb 2025 |
| Mover: | Paora Rauputu |
| Seconder: | Steph Julian |
| Outcome: | Approved |

3.2 Code of Conduct for Board Members

Circulated NZSTA Code of Conduct for Board Members. Agreed to accept.

Governance v Management

Governance is the process of making and enforcing rules, regulations and policies. Management is the application of those rules, regulations and policies.

Rule of thumb:

Today/tomorrow = management

Next year/five years = governance

NZSTA says:

Your board's role is to govern the school by setting strategic goals and the policies by which the school is controlled and managed.

Your board entrusts the principal to work towards these goals and report on the school's progress throughout the year.

The principal also handles the day-to-day management of the school, keeping in line with the board's policies, laws, and the school's tikanga and kawa.

Governance (your board) determines

the what - designing the future

the ends - the outcomes to be achieved

the policies - statements of what is expected.

Management (the principal) determines

the how - designing how to get there

the means - strategies to achieve the ends

the procedures - steps to meet expectations.

The board must NOT get involved in the day-to-day running of the school. That is the principal's job.

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 fixed term 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.



Delegations of Authority

That the delegations of authority be accepted as described.

| | |
|-----------------------|---------------|
| Decision Date: | 18 Feb 2025 |
| Mover: | Paora Rauputu |
| Seconder: | Hayley Adams |
| Outcome: | Approved |

3.4 Board Member Roles and Committees

Discussion of committees required. Previously have moved away from named subcommittees. Are we happy to stick with all processes coming to all Board?

With the exception of student suspension, which would be all of board except Principal, if subcommittee is needed, set up as and when needed, with members who have time and headspace at the time needed. eg, Year 6 Camp 2025: two members of Board required now to review Health & Safety documentation.

Board agrees this works and gives flexibility.

3.5 School Charter & Strategic Aims

Circulated.

3.6 Board Review Schedule

Please see the Board Review Schedule 2025-2027

All Board to continue to review policies regularly:

SchoolDocs: <https://puketapu.schooldocs.co.nz/>

3.7 Year 6 Camp Proposal

Looking to provide more of a camp experience to more students.

For this year.

- Year 6 camp - Vertical Horizons, Term 1
- Year 7 camp - within Taranaki, Term 4 (to replace activity week)
- Year 8 camp - outside of Taranaki, Term 4

Will be doing a lot of fundraising but we will also be asking for a parent contribution for all camps. Usual at other schools but not done here for some time.

Do we need camps for all three years? Could we do lower cost activities? Discussion around setting precedent. To include a Year 7 camp? Yes we want to create a great experience for our kids but three years in a row? Is this too much expense for parents? Camping activities here at school? Lower cost day trips?

This is a Management decision to do three camps if they can do so within budget.

Board approval in principle for Year 6 Camp so management can get communications out to parents asap.

Two board to review RAMS please: Hayley and Paora.



Year 6 Camp 2025: RAMS Review

Review Year 6 Camp documentation, health & safety, RAMS etc

Due Date: 7 Mar 2025

Owners: Hayley Adams, Paora Rauputu

3.8 Enrolment Scheme

We accepted three out of zone new entrant student to begin in Term1 (2 have deferred to start in Term 2).

We currently have 34 students in total who have been enrolled as out of zone since our school zone came into effect.

Given our current numbers and staffing, we will not open any out of zone spaces for the Term 2 enrolment period.

3.9 New English and Math Curriculum

No updates that we can give at this time.

Still waiting on resources.

Some funding came through today - Sunshine Online - with additional books and online programme.

Assessment schedule in place for what we are testing on in Term 1

We are well set up for Literacy programme.

3.10 Confirming Dates for Next Meetings

Continuing Tuesdays on Week 3 and 8, 5:30pm

Term 1: 18 February, 25 March

Term 2: 13 May, 17 June

Term 3: 29 July, 2 September (last meeting of current Board)

Term 4: 21 October (first of new Board), 25 November

4. Other Business

4.1 Items for Next Meeting

Nothing at this stage

4.2 Connecting with our whānau

Movie night? Home and school are doing one.

Picnic / pool night - be part of the community picnic with Damon and revisioning team. Board to do ice blocks or cook sausages.

Date to be advised.

5. In Committee (7:00-7:30)

5.1 Blue Sky Thinking

5.2 Any Concerns

5.3 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2025 Meeting 2 - 25 Mar 2025, 5:30 pm

Approved decisions made between meetings



Acceptance of Resignation - Mel Lane

That the Board accepts the resignation of Mel Lane, effective at the end of Term 1 2025.

Mel has been offered and accepted a Principal role at another school.

A copy of her resignation letter is attached.

Katherine asks that the Board accept the resignation asap so that we can advertise for a replacement Team Leader in early January 2025.

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

0 Opposed:

0 Abstained:

Decision Date: 20 Dec 2024

Outcome: Approved

Karakia Whakakapi: Hayley

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

Paora Rauputu
26 Mar 2025

A cursive handwritten signature in black ink, clearly legible as 'D. J. Keith'.

Doug Keith
25 Mar 2025