

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 4



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

Name:	Puketapu School
Date:	Tuesday, 18 June 2024
Time:	5:30 pm to 7:30 pm (NZST)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Megan Corin, Steph Julian, Doug Keith
Attendees:	Amanda O'Dowda, Katherine Pascoe, Micaela Westrupp, Paula Martin
Apologies:	Hayley Adams, Cara Knuckey

1. Opening Meeting

1.1 Welcome and Karakia

Board presented putiputi to Paora and Katherine in recognition of their recent losses.

Karakia Timatanga: Steph

Paora introduced Wiremu Wano, parent coming to see how Board meeting work. Introductions and explanation of guest rules.

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2024 Meeting 3 14 May 2024, the minutes were confirmed as presented.



Acceptance of Minutes

That the minutes of the previous meeting be accepted as presented and be uploaded to the school website.

Decision Date:	18 Jun 2024
Mover:	Steph Julian
Seconder:	Megan Corin
Outcome:	Approved

1.3 Actions From Previous Meetings

Due Date	Action Title	Owner
12 Apr 2024	Board Communication with Community Status: In Progress	Steph Julian

Due Date	Action Title	Owner
29 Apr 2024	Fencing around the Courts Status: Completed on 14 May 2024	Katherine Pascoe
22 May 2024	Connecting with Staff Status: On Hold	Katherine Pascoe
31 May 2024	Board Meeting Time with Elg Anderson Status: Completed on 20 May 2024	Paula Martin
18 Jun 2024	Board Meeting with Cath Leger, ERO Status: Completed on 20 Jun 2024	Katherine Pascoe
5 Aug 2024	Grants for major school projects Status: Completed on 18 Jun 2024	Katherine Pascoe
31 Dec 2024	Tomokanga and Building Namings Status: In Progress	Katherine Pascoe

Updates from actions not yet completed:

Board Communication with Community:

In progress. Have discussed but unsure of what to communicate. Group photo very difficult to arrange. Agreed comms to be welcome for Doug, and reintroducing the rest of the board. All board to email short statement about how the year is for them to Steph.

Connecting with Staff

Due to illness, postponed. Hold over to Term 3

Board Meeting Time with Elg Anderson

Some of board have met with Elg. Met, chatted around process, priorities (for all Principals). Board encouraging Elg to make sure Katherine is looking after herself. Going really well, very engaging. Paora will arrange another time to meet with Elg.

Grants for major school projects

Katherine met with Eleanor. Looking at large grants for covering courts and smaller for signage.

Tomokanga and Building Naming

Continuing discussions with Damon. Progressing.



Meeting with Elg Anderson

Paora to arrange a date to meet with Elg Anderson re Principal appraisal.

Due Date: 5 Aug 2024

Owner: Paora Rauputu

1.4 Interests Register

No changes.

1.5 Correspondence

Inward:

28 May: Email Survey: School Boards Responsibilities Survey

Paora has completed the survey.

Outward:

31 May: Representation Letter to Baker Tilly Staples Rodway for 2023 Audit

2. Management Reports

2.1 Principal's Report

Priority students Very promising. Focus is not on students "Well Below" but those that are just below to get them to "At" level. Some graduated already, some new students identified. Some year groups still needing more focus.

Fire and Lockdown Drills held. Using intercom for lockdown less triggering than bell. Katherine looking at alternative to bells.

Structured Literacy PLD PLD for all teaching staff. Some have already had.

MAC: Damon spoke with staff re Puanga and local stories. Very cool. Coming back this Thursday to talk to staff about collecting community voice. Start of community consultation will be at Puanga celebration next week.

Puanga Celebration: Thursday 27 June from 6.30am. Would love to see lots of community there. Bonfire, identify Puanga star, ceremony, breakfast together, rotation of activities for all students (in whānau groups). Starting a new community tradition. Would love this to grow into a big annual community event.

How can the board support?

Help spread the word to get lots of parents here on the morning.

Attend if you can - Interact, circulate, chat, mingle on the day

Coffee cart? Paora will arrange.



Coffee cart for Puanga Celebration

Paora to arrange a coffee cart for Puanga celebration morning, Thursday 27 June, 6.30am

Paora: Attempted but unsuccessful in securing a cart. 3 invitations sent, 2 decline, 1 no response

Due Date: 27 Jun 2024

Owner: Paora Rauputu

Principal's Wellbeing: Continuing to monitor spend and good use of funds. Katherine would like to spend some on flight to whānau and whenua while koro is alive. Board agrees - funds are for what promotes Principal's wellbeing so exactly fits that purpose.

Property: Lots of property work happening. Board showed the recent changes in library to make classroom space - railings and glass doors. Screening will be needed on glass doors for safety. Heat pump installations progressing. Working to have heat pumps in all classrooms. Rooms 9 and 10 next on list for refurbishment. Working with Ardern Peters for this.

Discussion around replacing containers for Ka Ora Ka Ako project later in minutes.

To remove blue container, needs to be emptied first. Includes large, heavy, soggy carpet - too heavy to move. Digger/huff may be required.

Micaela met with Andrew Georgeson about junior playground. Making plan, looking to have completed in Term 3. PMP, amphitheatre. Andrew is now certified in playground safety. Very exciting.

Updated cyclical maintenance plan has been developed, following quotes from painters. Will mean that annual cyclical maintenance provision in budget will be increased to ensure we have adequate funds aside. Paula will circulate this to board.

2.2 Finance Report

May Financial Report: Everything tracking well. Full half year review will be carried out after the end of June.

Budget Changes: From the May report, three small changes to budget required. Approved as presented. Paula will advise Education Services.

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 Enrollment Scheme

Shared for information: Enrolment timeline for NPPA kura 2024 for 2025.

Decision will be required at next meeting (6 August) for how many pre-enrolment periods and how many places (if any) and at what year levels.

3.2 2023 Annual Report

For information: The Auditor has completed the audit for the financial year ending 31 December 2023. The Annual Report has been uploaded to our website.

3.3 Community Consultation

Collecting community voice will begin at Puanga Celebration next week.

Board voice: What are your thoughts?

1. What are your dreams for our school?

- A place where all kids succeed
- Success different for different children
- A school equipped with everything a child needs to succeed - classrooms, teachers, play spaces
- Where diversity thrives - diverse learning needs, cultural needs
- Where you can be different
- Where they know it is safe
- We like the connection journey, stories, links with local hapu
- The school that teachers want to work at
- The school that kids want to be at
- Where learning is fun
- We like the step up in IT focus, prepping kids for the future

2. What does success look like for your child at our school?

- Being confident, prepared for next phase (Good feeling safe while here, but need to be ready for next stage)
- Success around satisfaction in learning, feeling like can push yourself
- No fear of failure - can try, fail, try again, fail again - keep going
- Adaptable - the skills needed going forward might change
- Resilient

- Be innovative - different spaces, project learning
- To be proud of who they are and what they can achieve
- Shining as who they are
- Grounded in who they are

3. What do you see as important for our tamariki to be learning?

- Balance of basics but with opportunity for growth (attending meetings, leading, organising activities, running assembly)
- Real world things
- Kapa haka
- People skills
- Resilience

3.4 Ka Ora Ka Ako - Healthy Lunches in Schools

Government has announced the decision to continue the Ka Ora Ka Ako - Healthy Lunches in Schools programme with a changed model to reduce costs.

Our team are providing an excellent service. Great range of food, consistently on budget for food and staffing, under budget for packaging, waste etc. Kitchen was very under equipped initially but now well set up and still staying under budget.

Our belief is that even with the government cuts we can continue to provide a good range of hot and cold lunches to all year groups. Intend to provide the same kai to all years, not different for Year 7&8 students. Very pleased with the current service and provision. Incredible team.

Funding guaranteed until end of 2026. Need to keep in mind: What will 2027 look like?

Large surplus from previous years - would like to invest this into better storage to make use of improved government purchasing power. Have received quotes for shed to replace two containers (similar to Caretaker shed.) Katherine has spoken with MOE. Can proceed with Board approval. Cost covered by existing underspend. Need to follow proper channels, professional project manager, consents etc.

Board happy for Katherine to proceed and engage project manager with the aim of getting the shed constructed asap.

3.5 Board Expectations

Last year we developed our own Code of Conduct for the board as there was no centralised one. Now NZSTA has developed Code of Conduct for Board Members that we should all be familiar with.

Should adopt the centralised one.

Should also be on SchoolDocs.

All Board to read and be familiar with the NZSTA Code of Conduct.



Board Code of Conduct

That the Board adopt the NZSTA Code of Conduct for State School Board Members.

Decision Date:	18 Jun 2024
Mover:	Paora Rauputu
Seconded:	Steph Julian

Outcome: Approved



Inclusion of NZSTA Code of Conduct for Board Members on SchoolDocs

Katherine to contact SchoolDocs to ensure NZSTA Code of Conduct for State School Board Members is included in SchoolDocs and included in the usual review process.

Due Date: 5 Aug 2024

Owner: Katherine Pascoe

4. Other Business

4.1 Items for Next Meeting

- Discussion about any themes or discussions raised with community at Puanga event.
- Amanda to present on Kahui Ako

4.2 Connecting with our whānau

Puanga Celebration next Thursday, 27 June. Hoping for a large turnout of parents. Board encouraged to attend and circulate.

5. In Committee (6.55-7.30pm)

5.1 Blue Sky Thinking



Hang out spaces for senior students

Katherine to speak with Andrew Georgeson about what hang out spaces could be created for senior students due to the prohibitive costs for swings.

Due Date: 5 Aug 2024

Owner: Katherine Pascoe

Discussion in committee

5.2 Any Concerns

Discussion in committee

5.3 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2024 Meeting 5 - 6 Aug 2024, 5:30 pm

Karakia Whakakapi: Meg

