

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 2



At the **Puketapu School Board of Trustees - 2024 Meeting 3** on **14 May 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 19 March 2024
<b>Time:</b>	5:30 pm to 7:55 pm (NZDT)
<b>Location:</b>	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
<b>Board Members:</b>	Paora Rauputu (Chair), Cara Knuckey, Hayley Adams, Megan Corin
<b>Attendees:</b>	Katherine Pascoe, Micaela Westrupp, Paula Martin
<b>Apologies:</b>	Amanda O'Dowda, Steph Julian
<b>Guests/Notes:</b>	Steve Harvey, Sheridan Mangin, Samantha Collinson

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Welcome to all, including our two parents attending.

#### 1.2 Steve Harvey

Short introduction visit from Steve Harvey, a potential Counsellor for our kura

Fluro Fun Run raised funds to employ counsellor, Home & School also contributing - approximately \$30k.

Thank you Steve for being here.

From Steve, brief review of 40 years: Stanford Uni, Drama and Humanities. Experimental Theatre. Masters in Clinical Psychology, second Masters in Creative Therapy. PhD in Clinical and School Psychology. Consultant for Child Protection Services, trauma. US Federal Government, army bases. NZ Consultant Psychologist CAMHS New Plymouth 2003. School Psychologist in Guam for 7 years. Retired, came back to NP 2023.

Range of ways of working, younger students, non-verbal, play, intermediate students, reality therapy, talking, planning.

Mental Health services - long waiting lists. Can support some children within school setting.

Questions:

Disclosure? Legally require parent permission to see child. Also ask to trust. Legal obligations for some disclosures to be reported.

Working in a team? Parents give consent to have chat. Usually, counsellor talks with parents, involving teachers, SLT, communicating priority kids as well as regulars.

Big events within families - counsellor to be there for kids to talk with.

Envisage emotional regulation, anxiety.

Already have had parents approach the school for support. School also has identified other children, will approach the parents.

Thank you to Katherine and team for fundraising.

Very excited about having him on board. Has huge experience, very lucky to find him. Very lucky he picked New Plymouth!

If Board happy, we will sort out contract.

Consider how to introduce him to community.



### Employment of Steve Harvey as Guidance Counsellor

Board has met Steve Harvey and approves to be employed as a Guidance Counsellor at our school, subject to all appropriate background and qualifications checks, Police vetting, referee checks etc

**Decision Date:** 19 Mar 2024  
**Mover:** Paora Rauputu  
**Seconder:** Megan Corin  
**Outcome:** Approved

## 1.3 Confirm Minutes

**Puketapu School Board of Trustees - 2024 Meeting 1 13 Feb 2024**, the minutes were confirmed with the following changes:

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

Addition of standard statement re checking of invoices and payroll, omitted from original minutes.



### Acceptance of Minutes

That the minutes of the previous meeting be accepted, with the addition of the standard statement around Board checking of invoices and payroll.

**Decision Date:** 19 Mar 2024  
**Mover:** Paora Rauputu  
**Seconder:** Hayley Adams  
**Outcome:** Approved

## 1.4 Actions From Previous Meetings

Due Date	Action Title	Owner
31 Aug 2023	Meeting with Puketapu Hapu Trust re naming <b>Status:</b> Completed on 13 Feb 2024	Katherine Pascoe
31 Jan 2024	Supporting Maths Development <b>Status:</b> Completed on 13 Feb 2024	Katherine Pascoe
29 Feb 2024	Casual Vacancy Selection Process Requirements <b>Status:</b> Completed on 21 Feb 2024	Paora Rauputu
30 Jun 2024	Inclusion of Pool Resurfacing in Future Budgets, Cyclical Maintenance <b>Status:</b> Completed on 29 Apr 2024	Paula Martin
31 Dec 2024	Tomokanga and Building Namings <b>Status:</b> In Progress	Katherine Pascoe

## 1.5 Interests Register

## 1.6 Correspondence

Inward:

- Two Expressions of Interest for Casual Vacancy to Board

*These were discussed in the In Committee part of the meeting*

**Outward:**

None.

## 2. Management Reports

### 2.1 Principal's Report

Board thanks for new layout of Principal's Report.

#### **New Staff**

- Scharleen Kettle - Office
- Oliver MacKenzie - Learning Assistant - play therapy
- Elijah Keith - Learning Assistant - juniors
- Jody Hall - Learning Assistant - literacy support

#### **Strategic Goals**

Updates provided (will be provided each meeting).

#### **Priority Students**

Students who are just below. (Very low/special needs students have other interventions, learning assistants, funding.)

Teachers have identified children. Names will not be shared but progress will be.

#### **SLT Professional Development**

All Board clear and happy with this plan.

#### **Principal Appraisal**

Progressing. Elg Anderson will meet with members of staff and board as part of appraisal.

#### **Principal Wellbeing**

Principal has \$6000 to spend. At this stage only asking for \$3,050. May be more later in the year but not spending for sake of it.



#### **Principal Wellbeing**

Board accepts Principal Wellbeing spending proposal as at March (detailed in Principal's Report). May be added to later in the year.

<b>Decision Date:</b>	19 Mar 2024
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</b>	Hayley Adams
<b>Outcome:</b>	Approved

#### **Board Training**

Any interest in Board Training in Wellington? Paora will go. Meg may go to the weekend portion. Katherine - depending on what is on agenda.



### **Board Meeting with Cath Leger, ERO**

Board would like to hear from Cath towards the end of the year.

Katherine to arrange with Cath, perhaps Meeting 7.

Update 14 May: ERO leaving us be for a little while to see how we are progressing. Will be back in touch later in the year.

**Due Date:** 18 Jun 2024

**Owner:** Katherine Pascoe

*Further discussions were carried out In Committee.*

## **2.2 Finance Report**

The February Financial Report arrived today so the Board has not yet had a chance to review.

Will approve via flying minutes. All board please read and ask any questions to Paula,

Paula will answer questions to all and raise flying minutes.



### **February Financial Report**

Circulate February Financial Report. Request any questions to be sent to Paula.

Collate questions and answers. Circulate questions and answers via Flying Minutes for acceptance of February report.

**Due Date:** 7 May 2024

**Owner:** Paula Martin

**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**

Call for Expressions of Interest was circulated 20 February 2024. 28 days have now passed since EOI went out. No one has requested a by election.

Two EOIs received. Two very different candidates.

*Discussion of Pro's and Cons of two candidates carried out In Committee after main meeting, outcome and actions minuted here.*

Majority agreement to select Doug Keith to fill casual vacancy.



### **Selection of Casual Board Vacancy**

Paora to call both potential candidates for casual vacancy and let them know the outcome of the board's decision.

**Due Date:** 22 Mar 2024  
**Owner:** Paora Rauputu



### **Set up of new Board Member**

Paula will arrange for the relevant eligibility forms, police vetting, Appendix 2, BoardPro access for the new board member.

**Due Date:** 29 Mar 2024  
**Owner:** Paula Martin

## **3.2 School Charter & Strategic Aims**

Included in Principal's Report.

No longer needed as a separate agenda item.

## **3.3 Principal Appraisal**

Included in Principal's Report.

No longer needed as a separate agenda item.

## **3.4 Enrollment Scheme**

No student places have been made available this term. No action required at this stage.

## **3.5 Security at School**

### **Call outs after 9pm**

Don't like the idea of any person (eg, Caretaker Raymond) coming here on their own, especially late at night.

Proposal that any alarms after 8pm in summer, 6pm in winter, go to an alarm company for response. There will be a cost, but safety is a concern.

Agreed. Board has responsibility to keep all staff safe.

### **Security Cameras**

Starting with some dummy cameras around the pool area. Ray has sourced some. Katherine will follow up.

## **3.6 Budget Spending**

*This agenda item was discussed in committee.*



### **Fencing around the Courts**

Paula and Katherine to follow up court fencing situation with Tiger Turf.

Update 14 May: We will not need a fence and a canopy. Once decision is made re canopy will decide if fence is needed.

Do we need a fence at all? We don't believe we do. Action cancelled.

**Due Date:** 30 Apr 2024  
**Owner:** Katherine Pascoe



### **Additional Funds for Employment of Staff at Break Times**

Approximately \$20k requested to support students at break times. 95% of incidents happen at unstructured time. Looking to employ additional staff for these times.

Board approves. There is a definite need.

**Decision Date:** 19 Mar 2024  
**Mover:** Paora Rauputu  
**Seconder:** Cara Knuckey  
**Outcome:** Approved



### **Topping up Funds for Guidance Counsellor Engagement**

Board to top up funds to engage Guidance Counsellor Steve Harvey for two days per week.

Board approves

**Decision Date:** 19 Mar 2024  
**Mover:** Paora Rauputu  
**Seconder:** Cara Knuckey  
**Outcome:** Approved

## **3.7 Board Chair Training**

Paora went to NZSTA training recently.

Learnings:

- Good practice to put minutes on school web site. Going forward, once they are confirmed by Board at following meeting, minutes will be posted up (will be one meeting in arrears)
- E-resolutions (eg Flying Minutes) must be unanimous
- NZSTA only sends to Board Chair, not all Board! Will forward from now on.
- Needs Health and Safety element in Principal's Report (we do this)
- Not the function of the Board to have money in the bank. What do we do with our excess? See Budget Spending section.
- Encourage the rest of the Board to do NZSTA training

## **3.8 Library/Friendship Space**

*This agenda item was discussed in committee.*

## **3.9 Year 6 Camp RAMS**

Approval of RAMS in advance of Year 6 Camp.

Police vetting. All parents have submitted police vetting. Still waiting police return for four. Have reviewed all results returned and made decisions accordingly.

Board approval of RAMS is required for approval for Year 6s to go on camp. Broadly same as previous camps to Te Wera.

Approval required before Friday, read and approve via e vote

## 4. Board Annual Work Plan

### 4.1 Policy / Procedural Reviews

Included in Principal's Report.

No longer needed as a separate agenda item.

### 4.2 Board Assurances

Included in Principal's Report.

No longer needed as a separate agenda item.

## 5. Other Business

### 5.1 Items for Next Meeting

- Revisioning/Reviewing our School Values

### 5.2 Connecting with our whānau

Haven't done anything to connect/interact with community for a while: Didn't do pool picnic this year, Ngatai's farewell was cancelled.



### Board Communication with Community

Hayley to draft letter from the Board to Community.

Update 14 May: Envisioning a visual welcome to new board - eg, photos of group, with tamariki. Many parents don't know board. Last election was last public comms. Steph and Hayley to work together, notice out to welcome Doug, plus intro to what Board does. However, gets big - leads into community consultation. Does need to be thought out a little more. Can go out on Hero, Facebook and web. Intro - what the Board does, who is on the Board.

Steph and Hayley to make a plan. Intro first (before next hui) with welcome to Doug. Paula to arrange a group photo.

**Due Date:** 12 Apr 2024

**Owner:** Hayley Adams

Perhaps a whānau hui?

Suggestion - probably time to review values? 2017 was previous values review. Good practice to review every 5 years.

Consulting community about values and strategic aims consultation - very similar, lots of cross over - could we combine? Definitely asking same questions.

eg What is our graduate profile?

Not everyone will complete a survey, not everyone will come to whānau hui - sometimes informal chats work well, tent city example. Definitely need a variety of ways for people to communicate.

Katherine to look at revisioning. Will present at next meeting.

## 6. In Committee

### 6.1 Blue Sky Thinking

*This agenda item was discussed in committee.*

### 6.2 Any Concerns

*This agenda item was discussed in committee.*

### 6.3 Close the meeting

**Next meeting:** Puketapu School Board of Trustees - 2024 Meeting 3 - 14 May 2024, 5:00 pm

#### New Actions raised in this meeting

Item	Action Title	Owner
2.1	Board Meeting with Cath Leger, ERO <b>Due Date:</b> 18 Jun 2024	Katherine Pascoe
2.2	February Financial Report <b>Due Date:</b> 7 May 2024	Paula Martin
3.1	Selection of Casual Board Vacancy <b>Due Date:</b> 22 Mar 2024	Paora Rauputu
3.1	Set up of new Board Member <b>Due Date:</b> 29 Mar 2024	Paula Martin
3.6	Fencing around the Courts <b>Due Date:</b> 30 Apr 2024	Katherine Pascoe
5.2	Board Communication with Community <b>Due Date:</b> 12 Apr 2024	Hayley Adams

**In committee portion of meeting closed 7.50pm**

Karakia Whakakapi: Paora

Meeting closed 7.55pm



Megan Corin  
6 Jun 2024



Paora Rauputu  
15 May 2024