

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 7



At the **Puketapu School Board of Trustees - 2024 Meeting 8 on 3 Dec 2024** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 29 October 2024
Time:	5:40 pm to 7:30 pm (NZDT)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Cara Knuckey, Hayley Adams, Megan Corin, Steph Julian, Doug Keith
Attendees:	Amanda O'Dowda, Katherine Pascoe, Micaela Westrupp, Paula Martin
Apologies:	Paora Rauputu (Chair)
Guests/Notes:	Damon Ritai

1. Opening Meeting

1.1 Welcome and Karakia

Karakia Timata: Hayley

Welcome from Acting Chair Steph

Welcome to Damon Ritai, facilitator for Māori Achievement Cluster

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2024 Meeting 6 10 Sept 2024, the minutes were confirmed as presented.



Acceptance of Minutes

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

Decision Date:	29 Oct 2024
Mover:	Hayley Adams
Seconder:	Megan Corin
Outcome:	Approved

1.3 Actions From Previous Meetings

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

Due Date	Action Title	Owner(s)
22 May 2024	Connecting with Staff Status: Completed on 22 Oct 2024	Katherine Pascoe
5 Aug 2024	Hang out spaces for senior students Status: In Progress	Katherine Pascoe
16 Aug 2024	Puanga Community Voice Themes Status: In Progress	Katherine Pascoe
10 Sept 2024	Senior Play and Hang Out Spaces Status: Completed on 29 Oct 2024	Katherine Pascoe
27 Sept 2024	Police BBQ at Cross Country Status: Completed on 12 Sept 2024	Hayley Adams
31 Dec 2024	Tomokanga and Building Namings Status: In Progress	Katherine Pascoe

1.4 Interests Register

1.5 Correspondence

Inward:

- Resignation from Brody Lindsay
- Resignation from Jess McLeod

Outward:

None



Acceptance of Resignations

That the Board accepts the resignations from these two teachers, reluctantly and with thanks for their contribution to our kura. We wish them both all the very best in their new adventures.

Decision Date: 29 Oct 2024
Mover: Hayley Adams
Seconder: Doug Keith
Outcome: Approved

2. Management Reports

2.1 Principal's Report

Principal's Report accepted as read.



Approval of 6 new teaching staff in 2025

That the Board approves the appointment of six new teaching staff for the 2025 school year.

Decision Date: 29 Oct 2024
Mover: Hayley Adams
Seconder: Steph Julian
Outcome: Approved

PE & Health Report

Survey open until Friday, responses being received. Will remind parents again this week. Hayley volunteered to circulate with iPad at end of school day encouraging others to complete.



Acceptance of Principal's Report

That the Principal's Report be accepted as presented.

Decision Date: 29 Oct 2024
Mover: Doug Keith
Seconders: Hayley Adams
Outcome: Approved

2.2 Finance Report

September 2024 Finance Report not yet received. Will be circulated.

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 Damon Ritai - MAC Presentation

Damon Ritai Origin of Puketapu presentation, as presented to staff last week.

Looking at themes, aligning to narrative/kaupapa. Looking at origin story and what sits behind it. Important to connect with Puketapu hapū, part of their vision.

Themes around vitality, community, care of whenua, food resilience, knowledge of and connection with maunga, respect, tikanga, reinvigoration of mauri.

Essential to speak with community, bring on journey, reviewing our vision, values.

Many opportunities - local places, knowledge, learning.

3.2 Enrolment Scheme

At the close of applications we had three out of zone applications. Two have accepted, one is deciding between Puketapu and Bell Block.

Next enrolment period is Term 2. Decision of whether or not to offer places required in Term 1 2025.

3.3 Year 8 Camp @ TOPEC

Year 8 Camp at TOPEC in November. Camp Proposal recirculated.

Lead teacher no longer able to attend due to family commitment. Katherine will be attending as lead, looking at options for other teaching staff attending.

Camp parent meeting at TOPEC this week.

TOPEC update their RAMS daily, daily briefing. They do not send their RAMS out, however Board can view their RAMS at TOPEC. While at Camp, Katherine will be checking the TOPEC RAMS daily. Hayley also at camp.



Year 8 Camp 2024

That the Board gives approval for the Year 8 Camp to go ahead at TOPEC. The Board is comfortable with Katherine and Hayley checking RAMS daily at camp.

Decision Date: 29 Oct 2024

Mover:	Hayley Adams
Seconder:	Megan Corin
Outcome:	Approved

3.4 Field Drainage

BCD Group have provided plans for fix of drainage issue in field (provided to the Board.)

The estimated cost of the proposed solution is significant so we are working with the Ministry of Education to see how this can be funded or if there are some other steps we could take to reduce the issue.

4. Other Business

4.1 Items for Next Meeting

- Annual Plan for approval
- Confirmed staffing for 2025
- Draft Budget 2025
- Confirmation of board payments 2024

4.2 Connecting with our whānau

Hayley supporting parents to do Health & PE Survey this week.

SOMAD coming up in December. Board could do something to support? eg, sell raffle tickets

Several Board will be at Grad Dinner.

Would be good to do a family picnic in early part of Term 1 next year.

5. In Committee (7:05-7:30)

5.1 Blue Sky Thinking

5.2 Any Concerns

5.3 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2024 Meeting 8 - 3 Dec 2024, 5:30 pm

Approved decisions made between meetings



Agreement to Proceed with Field Drainage Solution Planning

That the Board agrees to proceed with the proposal by BCD Group to investigate and develop a plan to resolve the drainage issue at the north end of our property.

BCD Group was recommended to us by Glen of Architect People (who project manage our school MOE work). BCD Group have investigated and prepared the attached report.

The cost of the next stage is \$7,600 +GST and this will give us a plan to resolve the issue.

The initial investigation document is also attached.

Please vote by Friday morning so we can advise BCD Group if they are to go ahead with the next stage .

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

0 Opposed:

0 Abstained:

Decision Date: 13 Sept 2024

Outcome: Approved

Thank you to Katherine and team

Karakia Whakakapi: Steph

Signature:_____

Date:_____