

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 8



At the **Puketapu School Board of Trustees - 2025 Meeting 1** on **18 Feb 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 3 December 2024
<b>Time:</b>	5:30 pm to 7:30 pm (NZDT)
<b>Location:</b>	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
<b>Board Members:</b>	Paora Rauputu (Chair), Hayley Adams, Megan Corin, Steph Julian, Doug Keith
<b>Attendees:</b>	Amanda O'Dowda, Katherine Pascoe, Micaela Westrupp
<b>Apologies:</b>	Cara Knuckey, Paula Martin

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

#### 1.2 Confirm Minutes

**Puketapu School Board of Trustees - 2024 Meeting 7 29 Oct 2024**, the minutes were confirmed as presented.



#### Confirmation of Minutes

That the minutes of Meeting 7 be confirmed as presented

<b>Decision Date:</b>	3 Dec 2024
<b>Mover:</b>	Steph Julian
<b>Seconded:</b>	Doug Keith
<b>Outcome:</b>	Approved

#### 1.3 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
12 Apr 2024	Board Communication with Community <b>Status:</b> In Progress	Steph Julian
5 Aug 2024	Hang out spaces for senior students <b>Status:</b> On Hold	Katherine Pascoe
16 Aug 2024	Puanga Community Voice Themes <b>Status:</b> In Progress	Katherine Pascoe
10 Sept 2024	Senior Play and Hang Out Spaces <b>Status:</b> Completed on 29 Oct 2024	Katherine Pascoe

Due Date	Action Title	Owner(s)
31 Dec 2024	Tomokanga and Building Namings <b>Status:</b> Completed on 18 Feb 2025	Katherine Pascoe

## 1.4 Interests Register

## 1.5 Correspondence

## 2. Management Reports

### 2.1 Principal's Report

- Staffing for 2025 shared. Main changes:
  - Straight year 8
  - Specialist 0-1 team
  - Leadership units currently advertised
  - Inschool AP position advertised to support EOTC, student leadership and grow leadership capacity
- Strategic Goals in annual plan for 2024 have been achieved
- Ones around MAC to be continues for 2024, including wrap around for behavior
- Risk Management - broken arm at camp. All procedures and policies followed

### Annual Plan

Focus areas are:

- From the SCOT review
- NZC Refresh
- Lifting achievement
- MAC

Meg asked are we still focusing on digital learning and we discussed and we are through the strategic plan



### Acceptance of Annual Plan 2025

That the Annual Plan 2025 be accepted

**Decision Date:** 3 Dec 2024  
**Mover:** Megan Corin  
**Seconder:** Hayley Adams  
**Outcome:** Approved

### 2024 End of Year Data

End of Year data summary - taken as read. Pleased to see trajectory in right direction  
 Question asked around how data is triangulated. Answer given by Amanda  
 Discussion on big shift in Working Toward children

### Principal's Wellbeing

Confirmation that full \$6000 is being spent, during 2024 calendar year, as requested by Auditor.  
 (Full breakdown discussed In Committee)

## 2.2 Finance Report

Review of September 2024 Financial Report and October 2024 Report.

Taken as read.

**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 Board Photo

Photo was taken at the end of the meeting

### 3.2 2024 Budget Changes

2024 Budget changes were approved as requested.



#### Budget Changes

That the requested changes to the 2024 Budget be accepted.

<b>Decision Date:</b>	3 Dec 2024
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</b>	Hayley Adams
<b>Outcome:</b>	Approved

### 3.3 Enrolment Scheme

No action required until Meeting 1 2025.

### 3.4 Health & PE Survey Results

- Survey results was 90 response
- Actions:
  - Kia kaha, Keeping Ourselves Safe programme to be done biannually
  - Net safe on cyber safely to be done annually
  - Year 5 period talk parents can opt out

### 3.5 Board Remuneration for 2024

School trustees may be paid \$75 per meeting for a chairperson (up to \$825 per year) \$55 per meeting for a board member (including the Principal) (up to \$605 per year).

Confirmation for 2024 (8 meetings). Thank you to all Board for their attendance and mahi.

Individual amounts paid to each board member confirmed in committee.

### 3.6 Field Drainage

Awaiting an update. Likely that there will be some cost to school but hoping for MOE assistance.

### 3.7 2025 Draft Budget

Draft budget presented to Board.

Discussion on behavior support to be done in committee

Please get back to Katherine by 6/12/24 with any questions so we are ready to approve Term 1 2025

Draft budget accepted



#### **Draft Budget 2025**

That the draft budget for 2025 be approved.

<b>Decision Date:</b>	3 Dec 2024
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</b>	Hayley Adams
<b>Outcome:</b>	Approved

## 4. Other Business

### 4.1 Items for Next Meeting

- SLT to share learnings around new English and Math Curriculum

### 4.2 Connecting with our whānau

- Plan in place with MAC 2025

### 4.3 Dates for 2025 Meetings

Continuing Tuesdays on Week 3 and 8:

Term 1: 18 February, 25 March

Term 2: 13 May, 17 June

Term 3: 29 July, 2 September

Term 4: 21 October, 25 November

## 5. In Committee (7:12-7:25)

### 5.1 Blue Sky Thinking

### 5.2 Any Concerns

### 5.3 Close the meeting

**Next meeting:** Puketapu School Board of Trustees - 2025 Meeting 1 - 18 Feb 2025, 5:30 pm

Thank you to Katherine and team

Karakia Whakakapi: Paora