

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2024 MEETING 5



At the **Puketapu School Board of Trustees - 2024 Meeting 6** on **10 Sept 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 6 August 2024
<b>Time:</b>	5:00 pm to 7:05 pm (NZST)
<b>Location:</b>	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
<b>Board Members:</b>	Cara Knuckey, Hayley Adams, Megan Corin, Doug Keith
<b>Attendees:</b>	Amanda O'Dowda, Katherine Pascoe, Micaela Westrupp, Paula Martin
<b>Apologies:</b>	Paora Rauputu (Chair), Steph Julian

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Acting Chair: Katherine Pascoe

Karakia Timata: Paula

Kia uru uru mai

A hau ora, a hau kaha, a hau maia

Ki runga, ki raro, ki roto, ki waho

Rirerire hau paimarire

Acknowledgement of the passing of former student Te Omeka Akariri-Buckley last week. A big personality. Very heavy for our school. Many staff members attended his tangi yesterday. Thanks to Katherine for ensuring this could happen.

Acknowledgement of the passing of Katherine's grandfather the previous week.

#### 1.2 Confirm Minutes

**Puketapu School Board of Trustees - 2024 Meeting 4 18 Jun 2024**, the minutes were confirmed as presented.



#### Acceptance of Minutes

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

**Decision Date:** 6 Aug 2024  
**Mover:** Megan Corin  
**Seconded:** Katherine Pascoe

**Outcome:** Approved

### 1.3 Actions From Previous Meetings

Due Date	Action Title	Owner
12 Apr 2024	Board Communication with Community <b>Status:</b> In Progress	Steph Julian
22 May 2024	Connecting with Staff <b>Status:</b> In Progress	Katherine Pascoe
18 Jun 2024	Board Meeting with Cath Leger, ERO <b>Status:</b> Completed on 20 Jun 2024	Katherine Pascoe
27 Jun 2024	Coffee cart for Puanga Celebration <b>Status:</b> Completed on 27 Jun 2024	Paora Rauputu
5 Aug 2024	Grants for major school projects <b>Status:</b> Completed on 18 Jun 2024	Katherine Pascoe
5 Aug 2024	Meeting with Elg Anderson <b>Status:</b> Completed on 24 Jun 2024	Paora Rauputu
5 Aug 2024	Inclusion of NZSTA Code of Conduct for Board Members on SchoolDocs <b>Status:</b> Completed on 23 Jun 2024	Katherine Pascoe
5 Aug 2024	Hang out spaces for senior students <b>Status:</b> In Progress	Katherine Pascoe
31 Dec 2024	Tomokanga and Building Namings <b>Status:</b> In Progress	Katherine Pascoe

### 1.4 Interests Register

### 1.5 Correspondence

New maths timeline from Minister Erica Stanford - don't know much about it yet, quite prescribed, promising resources.

Retirement of part time staff member at the end of August. Need to acknowledge - teacher has provided several years of service across different roles and provided valuable contribution to our kura.

Roll Return - Applying for Level 4B for 2025. Now providing 20-30 minutes of Te Reo Māori in every classroom. Significant increase since start of year. Level 4B would mean approx \$25K funding for staff PLD.

## 2. Management Reports

### 2.1 Principal's Report

#### AoV

Data shared with Board at meeting.

*The overall trends indicate we are not progressing our students' achievement data as we expected to across all core areas. Responses and actions to this are indicated below each subject area.*

*It is notable that we are currently in a holding pattern with the change of government and new curriculum directives still anticipated from the MoE. However, we believe the programmes we have introduced and are introducing align with the direction the MoE is taking. We are halfway through the year and anticipate better results after more consolidation. Additionally, a look into teacher capabilities, targeted support for teachers, and a review of how our teachers are moderating assessments is required*

*We are focussed on increasing the achievement of Māori students and are working with our MAC advisor to increase our skills, knowledge and practices to better support our ākonga Māori.*

*Additionally, we have Brooke, from Potential to Performance, working with us in the second half of the year. She will do a review of our curriculum focussing on our current results and strategies for our learners at all levels of the curriculum.*

This is very disappointing and not what we were expecting. Teachers are not aware of this data yet - will be presented to them on Monday. Need to be careful how we present to the teachers as they will be disappointed also. Board want to acknowledge there is a lot of mahi and care being put in by teachers. This is not just a Puketapu School problem, it is nationwide.

Gifted and Talented - we have engaged Brooke at Potential for Performance. Will be at next Board meeting. Definitely a gap in our kura. We don't have a G&T policy or process - we know we need it. Looking at strategies for all kids.

SLT having a very good look at what we are doing and what we can do differently and what the board can fund for this - eg online programmes

Also means there are more priority target students for teacher focus.

Don't want to jump ahead of government plans - don't want to introduce something then have to change.

We need to have high expectations for our students.

Seven teachers going on Massey University Structured Literacy PLD, starting August. Made sure these were providers that meant we can use resources we already have in our school. We have good resources so important our teachers trained to teach using those.

## **Puanga**

Puanga discussion themes to be shared. (To follow) Puanga celebration was amazing - families really pleased, culture recognised, welcomed. Great community event. Great things to work on for next year but such a wonderful first time.

## **Bikes in Schools**

We have received all the money, spent on bike tracks and bike container but no bikes? Did we put some aside? \$17k received in 2017, \$2500 (for bike track) in 2018, \$15k received in 2020. Bike track cost \$16721, container cost \$15,325. Minutes in April 2021 carried over \$13,400 for bike container, spent in 2022.

## **Property**

Requirement to move Library (currently in Room19) into Te Puna Ako space to free up Room 19 for overflow new entrant class. Have unused space between staff room and Room 18 which can be used as new resource room. Big shelves need to be moved out of Te Puna Ako space. Shelves required in new resource area - but big shelves will not fit so looking to re-purpose/cut down. We need the classroom space by Term 4 so time short. One quote received for \$12k. Katherine to get more quotes.

Ka Ora Ka Ako Shed - to replace the two hired shipping containers. Will be funded by Ka Ora Ka Ako accumulated underspend to end of Term 1 - credit to team for reducing waste and packaging costs - space needed for more and safer bulk food storage. Quote received from Kiwispan. Contract price quoted is \$67k inc GST for build - may need more for ground clearance, prep - should not be much. Being done with Ministry consent and processes, Architect People project managing. MoE compliance items resolved. Financial Approval application to be completed. Board agrees to proceed - project not to exceed accumulated underspend \$90k - should be well under this figure.

Drainage issues - since installation of bike track, neighbours have reported flooding issues. Have sent multiple photos and video. Seems to have become worse since new buildings. MOE Property adviser consulted. Engineers report being sought to come up with solution. Will update board as we know more.

## 2.2 Finance Report

50% of the year gone, 55% of budget spent. Changes to cyclical maintenance and provision show as spike but now confident we are setting aside enough.

No major concerns. Staffing tracking ok. Half year financial review will be undertaken on receipt of July Report (early August) and presented to Board at Meeting 6.

**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 Enrolment Scheme

For 2025 we will have three enrolment periods (Terms 1-3), advertised each term for enrolment in the following term.

For Term 1 we will advertise "up to 5 places for Year 0-1 students". This will be dependent on staffing numbers and enrolments from within the home zone so no out of zone places are guaranteed at this stage.

We continue to work with ECEs to encourage early enrolment for pre-schoolers to give better visibility of numbers.

### 3.2 Kahui Ako Update

Update from Amanda on Kahui Ako

Positions for next 2 years being advertised, September interviews. These are two-year positions, all have to re-apply

Katherine on interview panel.

Amanda keen to do another two years. An excellent experience. Growing as a kahui ako, lots of change, new school on board. As an overall, aim for ALL students achieving at year 11 (and how learning at lower years leads to this) looking at data and patterns to see where we can improve.

Coherent pathways: eg. observing high schools to see skills and behaviours needed for success and how primary can build those skills more effectively.

### 3.3 Themes Raised with Community at Puanga Celebration

Themes to be circulated to Board.

See Principal's report notes.



#### **Puanga Community Voice Themes**

Themes from Puanga Celebration community voice to be circulated to Board

**Due Date:** 16 Aug 2024

**Owner:** Katherine Pascoe

## 4. Other Business

### 4.1 Items for Next Meeting

- Brooke Trenwith, Potential To Performance, to present to Board
- Mid Year Financial Review
- Update on Design Technology programme

### 4.2 Connecting with our whānau

Kathryn Berkett Board funded evening - supporting parents with strategies for children with anxiety - Wednesday 7 August. Approximately 50 guests registered so far. Would be good to see board there.

## 5. In Committee (6.35pm)

### 5.1 Blue Sky Thinking



#### Senior Play and Hang Out Spaces

Katherine to talk to Andrew about getting student voice for senior student areas, what other schools do, what the kids want.

<b>Due Date:</b>	10 Sept 2024
<b>Owner:</b>	Katherine Pascoe

### 5.2 Any Concerns

Discussion in Committee

Decision: Another learning assistant has requested leave without pay for the second half of Term 3 (5 weeks). Approved as school is able to cover.

### 5.3 Close the meeting

**Next meeting:** Puketapu School Board of Trustees - 2024 Meeting 6 - 10 Sept 2024, 5:30 pm

## Approved decisions made between meetings



### Staff Unpaid Leave Request

One of our Learning Assistants has requested leave to go to a family event in Australia next term.

She works 3 days per week so it is 6 days leave without pay across two calendar weeks.

As the next meeting isn't until August and I am sure staff member would like to have confirmation earlier in order to book flights, please would you vote on this flying minute. Thank you.

The motion will be: That staff member be approved to take leave without pay from 2-16 September 2024 (6 days).

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 4 Jul 2024

**Outcome:** Approved

Karakia Whakakapi: Hayley

Unuhia, unuhia!

Unuhia ki te uru tapu nui!

Kia wātea, kia mā mā, te ngākau, te tinana, te wairua i te ara takatū.

Koia rā e Rongo, whakairia ake ki runga.

Kia wātea. Kia wātea. Ae rā, kua wātea!

Hau pai mārire!

Doug Keith  
13 Sep 2024

Hayley Adams  
18 Sep 2024