

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 3



At the **Puketapu School Board of Trustees - 2025 Meeting 4** on **25 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 20 May 2025
<b>Time:</b>	5:30 pm to 7:00 pm (NZST)
<b>Location:</b>	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
<b>Board Members:</b>	Paora Rauputu (Chair), Cara Knuckey, Doug Keith, Hayley Adams, Megan Corin, Steph Julian
<b>Attendees:</b>	Katherine Pascoe, Micaela Westrupp, Paula Martin, Alisha Kerr

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Welcome and karakia from Paora.

Welcome Alisha Kerr, new Associate Principal.

Congratulations to Avon Lewis, new Deputy Principal. Avon is not at the meeting as he is with a school group at NYLD25.

Cara will be late to the meeting (arrived 5.45) Steph joining via Google Meet.

#### 1.2 Confirm Minutes

**Puketapu School Board of Trustees - 2025 Meeting 2 25 Mar 2025**, the minutes were confirmed as presented.



#### Acceptance of Minutes

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

<b>Decision Date:</b>	20 May 2025
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</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	Steph Julian
	<b>Status:</b> Completed on 25 Jun 2025	

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
5 Aug 2024	Hang out spaces for senior students <b>Status:</b> On Hold	Katherine Pascoe
16 Aug 2024	Revisoning <b>Status:</b> In Progress	Katherine Pascoe

## 1.4 Interests Register

## 1.5 Correspondence

### Inward:

- In Committee - Letter from Staff Member (discussed in committee)
- MOE - Enrolment Scheme Review (for signing - see agenda item below)
- Resignation of Karen Copestake
- Resignation of Vicki Pihama
- Invitation to Board member to attend National MAC hui  
Hayley and Cara have expressed interest. Large cost to release from teaching class so Hayley will attend.
- Milly Tuheke request for Maternity Leave  
Accepted. School to manage exact dates
- 2025 NZSBA AGM and Annual Conference  
Paora keen to attend. Earlybird registration closes Monday, so all to think about this - reply to Paula by Friday 23rd if you want to go.

### Outward:

- Letter of response to staff member (discussed in Committee)

## 2. Management Reports

### 2.1 Principal's Report

Term is very settled. Feeling very confident about the new SLT. Avon Lewis, Deputy Principal, Alisha Kerr, Associate Principal.

#### Assurances:

All police vetting for support staff has been re-done this year, so covered for next three years.

One member of staff (overseas trained) working with NZ Teachers Council to be fully registered. Have had some issues converting provisional registration to full. Katherine working with Teachers Council to resolve.

Professional growth cycles in place.

We also are recruiting for a teacher to cover maternity leave from 8 August (not 4 August as in report) until the end of the 2025 year.

Strategic goals - any questions? Going really well.

## MAC:

Micaela recently met with Damon. He has compiled info from Community Hui. In future, might do consultation off site - more neutral territory. Discussed Puanga, how we will run this year. Community involvement last year was great. opportunity to collect more community voice. Looking at draft strategy week 9. More about tomokanga then too. Feel like we have done the foundation part, now ready to get going with actions. Exciting.

## Property:

Waiting on compliance for new shed. Blue container finally gone - some clean up still to do. Senior playground - do we still want to go ahead? Hangout spaces, big rope swings, moveable objects. Would be great but comes down to budget. Could get plans get drawn up? Put on hold until after mid year finance review.

Home & School: Colour Run: Made \$15k. Lower than last year but reflects the times. Golf day this week - 19 teams - hoping for good turnout and good fundraising. Term 2 - Bingo night, Term 4 Book character parade with Scholastic Book Fair.

Statistics: Role is lower than this time last year. Steady. Similar trends in city schools.

## 2.2 Finance Report

**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)

### March and April Finance Reports

Available funds is lower as we have pre-loaded a few things, such as our Staff PD - Paid for Terms 1&2 and all year travel costs for Brooke Trenwith, paid for multiple staff to complete Te Ahu o te Reo (some refunds pending), Ka Ora Ka Ako shed. (Also, in March we spent all of our furniture budget.)

Banking staffing overuse coming down.

Ka ora Ka Ako team - staying within much reduced budget. Doing great job. Providing excellent meals for all tamariki even with much lower budget. Can we recognise them somehow? Suggest take them out for lunch/dinner so someone else cooks for them. Katherine to arrange.



### Thank you for Ka Ora Ka Ako team

Katherine to take the Ka Ora, Ka Ako team out for lunch or dinner as a thank you for working so hard to provide meals for our tamariki with much lower budget.

**Due Date:** 27 Jun 2025  
**Owner:** Katherine Pascoe



### Acceptance of Financial Reports

That the March and April Financial Reports be accepted as presented

**Decision Date:** 20 May 2025  
**Mover:** Paora Rauputu  
**Seconder:** Doug Keith  
**Outcome:** Approved

### 3. Major Decisions and Discussions

#### 3.1 Enrolment Scheme

Met with Darryl Leath of MOE to review enrolment scheme.

MOE very happy with how it is being run, numbers etc.

Additional comments in report:

*Having completed the review it is a good opportunity to note to the Board the welcoming environment experienced at*

*Puketapu School. The leadership of the principal was evident as was the support of the staff. In having the opportunity*

*to see some of the modifications the Board has undertaken, I also witnessed the quality of the teaching and learning.*

*The staff were all actively teaching, and the students were engaged in their learning.*

*May I ask the Board to pass these observations as to their staff. Our school leaders and our teachers are a very under*

*recognised asset and it was a privilege to witness their efforts*

Excellent feedback. Important to communicate this with staff. Katherine will read this out to staff.

No spaces to be made available for Term 3.

Next action will be in Term 3 to determine if any spaces will be made available for 2026.

#### 3.2 Field Drainage

The amount of water running down the side of the field is still causing issues for our neighbours.

Last year surveyor BCD advised:

*BCD's analysis determined that a 35.4 m<sup>2</sup> soakage pit would be sufficient to soak/attenuate the additional runoff from the Bike and Field track for all events up to a 1-in-10 year storm event. Due to the observed onsite sediment runoff, some form of sediment protection and maintenance is recommended.*

*For events up to a 1-in-100 year storm event, a 330 mm height bund along the northern boundary, between 7A Northpoint Way and the Dillon Drive access, would be sufficient to divert overland flow to the accessway and prevent flooding into the northern neighbours. The bund side slopes should not exceed 1:2.*

*Along the accessway, a 330mm high brick facing wall will be sufficient to retain the flow in the accessway until it reaches Dillon Drive. BCD recommends carrying out a survey of the Dillon Drive end of the accessway and the front of 51 Dillon Drive to help refine the exact location at which the nib should end. A short length of masonry wall, onto which the bund can abut, will be used to provide a transition between the bund and the brick wall while ensuring the bund does not obstruct access to the Dillon Drive accessway.*

Proposal received to put in a soakage pit between the big playground and the field to reduce the amount of run off in downpours. Could start immediately, is police vetted, has worked with the school before. Quote attached.

Still a significant cost. No additional funding coming from MOE, school would have to fund. No guarantee that this would totally fix problem, but is one of the things recommended by surveyor last year. May also need to do more.

Work needs to be done but cost high - plenty of things we would rather spend funds on.

Due to cost, need to get second quote, but work can be done up to max \$25k. Suggested source second quote, circulate to Board. Flying minute to confirm selection.



### **Selection of provider for soakage pit**

Move that we will spend up to \$25k to fix problem, pending second quote, school can go ahead.

**Decision Date:** 20 May 2025  
**Mover:** Paora Rauputu  
**Seconder:** Megan Corin  
**Outcome:** Approved

### **3.3 Annual Report for 2024 FY**

Annual Report and Financial Statements for 2024 still with Auditor.

Have been assured they will meet the 31 May deadline.

Will circulate by flying minute as soon as received.

## **4. Other Business**

### **4.1 Items for Next Meeting**

Move Meeting 4 to Week 9 - Wednesday 25 June to be able to share MAC information

### **4.2 Connecting with our whānau**

Golf Day - this Friday

Puanga Event - Wednesday 18 June - would be great to have Board involved. Planning meeting coming up, will let Board know.

## **5. In Committee 6.25- 7:00)**

### **5.1 Blue Sky Thinking**

### **5.2 Any Concerns**

### **5.3 Close the meeting**

**Next meeting:** Puketapu School Board of Trustees - 2025 Meeting 4 - 25 Jun 2025, 5:30 pm

### **New Actions raised in this meeting**

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
2.2	Thank you for Ka Ora Ka Ako team <b>Due Date:</b> 27 Jun 2025	Katherine Pascoe

Karakia Whakakapi: Doug (in Committee), Paora

