

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 2



At the **Puketapu School Board of Trustees - 2025 Meeting 3** on **20 May 2025** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 25 March 2025
Time:	5:30 pm to 7:00 pm (NZDT)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Doug Keith, Hayley Adams, Megan Corin, Steph Julian
Attendees:	Amanda O'Dowda, Katherine Pascoe, Micaela Westrupp, Paula Martin
Apologies:	Cara Knuckey

1. Opening Meeting

1.1 Welcome and Karakia

Karakia Timatanga: Steph

Apologies from Cara and Avon.

Welcome from Paora. Circle to reconnect.

Amanda's last meeting before she becomes Principal of Lepperton School. Thank you to Amanda for her mahi over the past seven years. Lepperton School is lucky to have you.

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2025 Meeting 1 18 Feb 2025, the minutes were confirmed as presented.



Acceptance of Minutes

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

Decision Date:	25 Mar 2025
Mover:	Paora Rauputu
Seconder:	Doug Keith
Outcome:	Approved

1.3 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
12 Apr 2024	Board Communication with Community Status: In Progress	Steph Julian
5 Aug 2024	Hang out spaces for senior students Status: On Hold	Katherine Pascoe
16 Aug 2024	Revisioning Status: In Progress	Katherine Pascoe
31 Dec 2024	Tomokanga and Building Namings Status: Completed on 18 Feb 2025	Katherine Pascoe
7 Mar 2025	Year 6 Camp 2025: RAMS Review Status: Completed on 23 Mar 2025	Hayley Adams, Paora Rauputu

1.4 Interests Register

1.5 Correspondence

Inwards:

21 March 2025: Email: 2223 PUKETAPU SCHOOL (NEW PLYMOUTH) BOILER REPORT - confirming boiler has been removed

Outwards:

None

2. Management Reports

2.1 Principal's Report

Including update of Strategic Goals, sharing of Puketapu Origin story.

Behaviour has been a big challenge. Input from Brooke Trenwith has been really helpful. Behaviour a national issue.

As Amanda is finishing, will advertise DP roll to start as soon in Term 2 as possible. Advertisement to go out this week. Aim to interview in Week 1 of Term 2. Will contact Board with date closer to the time. New role will include teaching time, not fully released.

Strategic Goals: 10% increase goal is awesome, challenging.

Year 8 Camp: Will be in Week 10 of Term 4. Changed from early in Term 4 for warmer weather. Presents some challenges but also some benefits having Year 8s finish year with camp. Year 8 Graduation and final assembly in Week 11.



Year 8 Camp 2025

That the Year 8 Camp at TOPEC being held in Week 10 of Term 4 for 2025.

Decision Date: 25 Mar 2025
Mover: Katherine Pascoe
Seconder: Paora Rauputu
Outcome: Approved

Possibility of grant from NZCT. Could investigate funding Sensei Shane for the year.



NZCT Grant Application

That the school apply for a grant from NZCT to fund Sensei Shane programme for the whole year.

Decision Date: 25 Mar 2025
Mover: Megan Corin
Seconder: Steph Julian
Outcome: Approved

Puketapu School Origin Story

Board was shown video of Anaru Wilkie telling Puketapu origin story.

Thank you to Micaela for all her efforts editing and facilitating.

Wonderful to have these stories for our kids, precious knowing where they fit in, history, incredible people.

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)

February Financial Report: Most areas tracking to plan at this stage of the year. We are aware that our banking staffing is too high and needs to be addressed.

Query: Why is Banking Staffing not showing on the report?

Response from Education Services: *It will show again in April, this is standard every year. It does get recorded on your balance sheet if you have an overuse of over 5K. At the end of February it was not over 5K but will be over this threshold in March. Release will change in Term 2. We will be one staff member lower for one term before new teacher starts in Term 3.*

3. Major Decisions and Discussions

3.1 Enrolment Scheme

A meeting held with MOE today to review our zone. MOE very happy. Numbers are steady and no changes required. Data shared about where our students are (in or out of zone) and which schools students within our zone attend.

Interesting to see building consents in our area so low. Gut feeling is they will increase again. If student numbers increase to point of new classrooms being needed, important to go up, not cut into green spaces.

Next decision required Meeting 3 to determine if we will open any out of zone places in Term 3.

3.2 Changes to Budget

Request to increase capital expenditure:

C565 School Lunch Assets - increase from \$0 to \$90k, omitted from budget

(August 2024 minutes: *Board agrees to proceed - project not to exceed accumulated underspend \$90k - should be well under this figure.*)

C510 Furniture - increase from \$10k to \$23k Furniture ordered in 2024, not billed until February. These are both capital expenditure so not from our Bulk Grant budget.



Budget Changes - March 2025

That the changes to the budget for capital expenses be approved.

- C565 School Lunch Assets - increase from \$0 to \$90k
- C510 Furniture - increase from \$10k to \$23k

Decision Date: 25 Mar 2025
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved

3.3 Bad Debt Write Offs

Requesting permission to write off up to \$2,995.50 in unpaid debts from 31 students who have left our school.

These range from less than \$10 to one that is over \$500 (almost entirely sports teams over 8 years.)

The majority of all unpaid debts is sports fees.



Write off of Bad Debts

That up to \$2,995.50 in unpaid debts from former students be written off.

Decision Date: 25 Mar 2025
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved

3.4 Appointment of Returning Officer for 2025 Election

Suggestion to appoint Schooled as Returning Officer for 2025 Parent election. Financially neutral as costs come from MOE. This allows us to run an online election.

The school board passes a resolution appointing Eric Yu of Schooled as the Returning Officer for our Parent election.

Staff election will be run in house.

The school board passes a resolution appointing Paula Martin as the Returning Officer for our Staff election.



Returning Officers for 2025 Board Elections

That Eric Yu of Schooled is appointed as the Returning Officer for our Parent election.

That Paula Martin is appointed as the Returning Officer for our Staff election.

Decision Date: 25 Mar 2025
Mover: Paora Rauputu
Seconder: Megan Corin
Outcome: Approved

4. Other Business

4.1 Items for Next Meeting

4.2 Connecting with our whānau

Community Consultation - Thursday 10 April, 5.00-7.00pm

This will be the public viewing of our origin story, community consultation around the direction of the school and an opportunity to mingle with Board.

5. In Committee (6:45-7:00)

5.1 Blue Sky Thinking

5.2 Any Concerns

5.3 Close the meeting

Next meeting: No date for the next meeting has been set.

Karakia Whakakapi: Meg