

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 4



At the **Puketapu School Board of Trustees - 2025 Meeting 5** on **29 Jul 2025** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Wednesday, 25 June 2025
Time:	5:30 pm to 6:50 pm (NZST)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Cara Knuckey, Doug Keith, Hayley Adams, Megan Corin, Steph Julian, Katherine Pascoe
Attendees:	Micaela Westrupp, Paula Martin, Alisha Kerr, Avon Lewis
Apologies:	Paora Rauputu (Chair)

1. Opening Meeting

1.1 Welcome and Karakia

As Paora has put in his apologies, Steph is Acting Chair, opened meeting and welcomed everyone.

Karakia Timata: Katherine

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2025 Meeting 3 20 May 2025, the minutes were confirmed as presented.



Acceptance of Minutes

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

Decision Date:	25 Jun 2025
Mover:	Hayley Adams
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: Completed on 25 Jun 2025	Steph Julian

Due Date	Action Title	Owner(s)
5 Aug 2024	Hang out spaces for senior students Status: On Hold	Katherine Pascoe
16 Aug 2024	Revising Status: In Progress	Katherine Pascoe
27 Jun 2025	Thank you for Ka Ora Ka Ako team Status: Completed on 25 Jun 2025	Katherine Pascoe

1.4 Interests Register

1.5 Correspondence

Inward:

28 May: Email: Resignation of Staff Member (discussed In Committee)

Outward:

None

2. Management Reports

2.1 Principal's Report

Principal's Report, including Board Assurances for Term 2.

Accepted as read.

Duress button. Updated quote received for slightly lower cost. Board agrees sensible safety measure. Katherine will go ahead with installation.



Acceptance of Principal's Report

That the Principal's Report be accepted.

Decision Date: 25 Jun 2025
Mover: Megan Corin
Seconder: Hayley Adams
Outcome: Approved

Katherine presentation of NPPA Whiria Elevate trip to Gisborne.

20 Taranaki Principals, visited 10 Gisborne Schools.

Incredible learning, great initiatives, great connections. Inspiring. Would like to take SLT to view some of the schools to see how we can learn from them.

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)

May Finance Report

Almost mid way through the year, tracking ok. Mid year review to be carried out after June report received.

Banking staffing overuse is steady.



Acceptance of Finance Report

That the May Financial Report be accepted.

Decision Date: 25 Jun 2025

Mover: Doug Keith

Seconder: Steph Julian

Outcome: Approved

3. Major Decisions and Discussions

3.1 Enrolment Scheme

No action required at this time.

Next decision will be in September for 2026 places.

3.2 Field Drainage

Second quote received that is significantly lower than first.

Two totally different approaches to same problem. Both focussing on slowing/reducing water flow at courts end of field, reducing run off down bike track toward neighbours' properties.

Smaller solution may be enough. If not, may be able to be added to / extended.



Acceptance of Drainage Work Quote

The Board agrees to engage Denis Wheeler to undertake the drainage work as described, subject to satisfactory answers to the questions:

1. Does this include restoring the bike track where the soak hole and trench run through it?
2. When could this be done? (Hoping sooner rather than later - ideally within the school holidays but that is a very short lead time. If it can be done during holidays it removes the requirement for police vetting and some of the childproofing)
3. Are there any other costs that DW foresee coming up as part of this that are not included in the estimate?

Decision Date: 25 Jun 2025

Mover: Hayley Adams

Seconder: Doug Keith

Outcome: Approved

3.3 Audited Financial Statement FY2024

On 10 June we received the signed financial statements for FY2024 plus the draft management letter with findings/recommendations. Have met with Karyn Brett from Education Services (ESL) to address a number of these.

Findings discussed.

1. Deferred cyclical maintenance - We know why delayed. Very happy with plan and how school is looking and being maintained. Going forward, clarifying what year CM is carried out and minuting any changes, with reasons why.
2. Capital budgeting - Have spoken with Education Services and have a plan for 2026 budget, "cash payment for painting" and "cost of painting due". MOE projects not an issue this year as we have none.

3. Principal Wellbeing Funding - Board confident that spending was entirely fitting to intended purpose of promoting Principal wellbeing, discussed and approved by board before spending. Not issue going forward as no further wellbeing funding received.
4. Deficit budgeting - Would not normally be deficit budget but have had surplus several years running.
5. Payroll controls - Have adopted further recommendations from Auditor
6. Cyclical Maintenance Approval - Board to minute and sign off CM plan each year. Included as agenda item in current meeting.
7. Engagement between School and its accounting service provider - We have an existing, long running supplier relationship with ESL. ESL will develop a document to address this finding.
8. Manual Journals - journals are included in monthly financial reports, however ESL will now provide a manual list to come to BOT each month
9. Employee paid additional hours - Quirk of capped reliever rates. Our school will always prioritise the wellbeing of students and staff, putting the best teachers in front of students at the teacher's proper rate of pay. Where possible, employees are contracted.
10. Segregation of Duties - working within limits to improve this - eg, three office employees doing different tasks, cross checking.

Board generally happy with findings. Do not feel there is anything of major concern. Management responses will be "Noted" to all points.

3.4 Cyclical Maintenance Plan

Current Cyclical Maintenance plan presented to Board.



Acceptance of Cyclical Maintenance Plan

That the Cyclical Maintenance Plan be accepted as presented

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

3.5 Board Election

Parent election being managed by Schooled / Election Pilot.

Staff election by Paula Martin.

The election timetable below is the official election timetable, based on the chosen election date of **Wednesday 10 September** for both elections.

Electoral Roll closes **Wednesday 16 July**

Call For Nominations **Friday 18 July**

Close Supplementary Roll **Monday 4 August**

Nominations Close **12 noon Wednesday 6 August**

Voting Papers Issued **Wednesday 13 August**

Election Day **Wednesday 10 September**

Close Poll **4pm on Election Day**

Count Votes & Declare Results **Tuesday 16 September**

New Board Takes Office **Wednesday 17 September**

Who is re-standing? Doug is not, but all others are.

Discussion around shoulder tapping replacements, new people who may be interested to stand or could be appointed/co-opted later.

4. Other Business

4.1 Items for Next Meeting

- Half year student progress data

4.2 Connecting with our whānau

Excellent turnout at Puanga Celebration. Good to see so many Board and community.

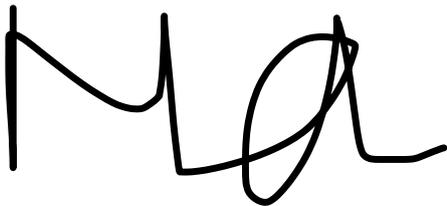
Home & School holding bingo night in Term 3.

5. In Committee (6:45-6:50)

5.1 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2025 Meeting 5 - 29 Jul 2025, 5:30 pm

Karakia Whakakapi: Paula



Hayley Adams
29 Jul 2025



Katherine Pascoe
29 Jul 2025