

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 5



At the **Puketapu School Board of Trustees - 2025 Meeting 6** on **2 Sept 2025** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 29 July 2025
Time:	5:30 pm to 7:25 pm (NZST)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Doug Keith, Hayley Adams, Megan Corin, Katherine Pascoe
Attendees:	Micaela Westrupp, Paula Martin
Apologies:	Steph Julian, Alisha Kerr, Cara Knuckey, Avon Lewis

1. Opening Meeting

1.1 Welcome and Karakia

Karakia Timata: **Hayley**

Whanaungatanga, reconnecting.

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2025 Meeting 4 25 Jun 2025, the minutes were confirmed as presented.



Minutes of Previous Meeting

That the minutes of the meeting of the previous meeting of 25 June be accepted as presented.

Decision Date:	29 Jul 2025
Mover:	Hayley Adams
Seconder:	Katherine Pascoe
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: 23 July: Email from parent (to be discussed In Committee)

Outward: None

2. Management Reports

2.1 Principal's Report

Taken as read.

Property: Drainage work - bike track not yet repaired but hoping to complete imminently. New drainage did not cope with July 4 flooding - but nothing did. May need to look at replacing sump at Northpoint Way end of field.

Principal Appraisal: Meeting between Elg Anderson hasn't taken place yet - next month.

2.2 Finance Report

June Financial Report

Full [June Financial Report](#) Tracking very well. Have made some savings. Banking Staffing back in credit, however Term 3 is usually high illness.

Mid Year Financial Review

Katherine and Paula have started review. Some changes suggested, Paora to review.

Update from Education Services re Auditor comment:

Education Services (ESL) has received a few queries from schools regarding an audit recommendation suggesting that schools review all journals processed by ESL. It's worth noting that Baker Tilly is one of only two audit firms nationwide making this recommendation.

Each month, ESL includes a full ledger in the financial report which clearly lists all journal entries (marked with "JNL"). If the Board notes in the meeting minutes that they have reviewed the ledger and journal entries when the financial reports are tabled, this will be enough to meet the auditor's recommendation.

Board please note: Please ensure full Financial Report is reviewed each month (larger, linked document) as journals are not listed in the Governance 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)

Financial Report: The Board has checked and ratified the Financial Report for the month, as provided by Education Services, including the ledger and journal entries.

3. Major Decisions and Discussions

3.1 Feedback from Board Conference

Feedback from Paora following NZSBA conference.

Steph and Paora attended. Plenty of learning, great networking.

Steph unable to attend tonight due to family bereavement.

3.2 Mid Year Analysis of Variance

Presentation shared with Board.

New curriculum means goal posts have moved. Refreshing, new base line.

Board: Any teacher feedback on new curriculum?

Taking it all in, it is a lot, all at once, Still processing, absorbing, realigning, getting to know.

Have resources - really good feedback on Oxford resources.

Haven't had PLD yet - some PLD days coming up. Would have been good to have PLD before resources.

The numbers are what they are, but numbers for Māori students are much lower. This is very concerning. As a school we need to shift this.

Thank you Micaela for compiling. Huge job collating data.

3.3 Strategic Plan

Katherine shared summarised community voice: parent/community/student voice collected, meetings with Damon Ritai, initial thoughts, key messages, insights.

Looking at core values, Year 8 learner profile, whānau aspirations - clear themes coming through.

From this, SLT have put down ideas as starting point for Strategic Plan.

Last time process led by Board, however far more mandated by MOE than previously: Attendance will be huge part, plus new curriculum - what we have to do, what is important to Puketapu, what we want to do. New template may be coming out next year, but not yet - for now continue as usual.

Strategic Plan needs to tie into updated Vision, Values - should all be aligned.

Some great ideas from information gathering will be good for Annual Plan, but not broad enough for Strategic Plan.

As with last Strat Plan, three main pou, each with an overarching aim, underpinned by initiatives.

Wellbeing was key in current Strat Plan - coming from COVID time. Is it still as relevant? Yes - not COVID so much, but wellness in terms of economy, generational trauma, etc.

Draft pou aims are from themes that came through community voice. Lots of changes since last plan, initiatives do need to be updated from current plan.

Titles may not be right. 'Kawa' was a Taranaki kupu, but narrative now coming closer in to Puketapu, perhaps more fitting kupu? eg, 'Kawa o te Mauri Tangata Whenua' may be 'Ohonga Mauri Tangata'? Or perhaps using 'Ngakau'?. Would like to get further feedback from Damon.

Looked at updated Vision statement ideas - some suggestions shared. Vision needs to be short, punchy, something tamariki can remember, understand and live.

Looked at updated Values and statement ideas - statement which explains that Value in a way tamariki can understand and live.

Next steps - Katherine and SLT meeting with Damon again on Monday 4 August. Board feedback needed before then please.

Katherine will share draft documents. Board to review and provide feedback and whakaaro to Katherine directly onto the document by Sunday evening 3 August, in advance of meeting with Damon.

Board thanked Katherine and SLT and Damon for all their mahi to this point.



Feedback on Draft Strategic Plan

Review draft Strategic Aims document and provide feedback to Katherine directly in the document. To be completed by Sunday evening to allow Katherine to discuss with SLT and Damon on Monday 4 August.

Due Date: 3 Aug 2025

Owners: Cara Knuckey, Doug Keith, Hayley Adams, Megan Corin, Paora Rauputu, Steph Julian

3.4 Enrolment Scheme

We will be advertising in the same timelines as all the New Plymouth Schools. Dates not yet confirmed but usually early September, with all applications for enrolments for 2026, both in zone and out of zone, be done before the end of September 2025 to support class planning.

For 2026 we have three enrolment periods (Terms 1-3), advertised each term for enrolment in the following term.

For Term 1 we will advertise "up to 10 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.

3.5 Board Election

Update of progress:

Nominations close midday next Wednesday 6 August.

Currently two nominations received for Parent Rep, more expected. Board reminded to nominate themselves if they are still intending to re-stand.

Currently two nominations received for Staff Rep.

3.6 Donation Scheme

In the 1 July Roll Return, we have confirmed with the Ministry that Puketapu School will be part of the Donation Scheme for 2026.

3.7 2026 School Dates

Suggested dates for 2026. Hold over until next meeting - MOE may be changing the dates.

3.8 Change of Meeting 7 Date

Katherine, Micaela and Hayley will all be at the MAC Conference on Tuesday 21 October.

This will be the first meeting of the new Board.

Suggestion to move the meeting forward one week to Tuesday 14 October.

Agreed. Meeting date to be changed.

3.9 Meeting 6 - Final Meeting of Current Board

2 September is the last meeting of the current Board.

Would like to take Board out to celebrate their mahi.

Suggest meeting at Paora's workplace at 5pm, hold meeting then dinner 6:30pm

Paula to arrange.



Thank You Dinner for 2023-2025 Board

Dinner at to be arranged for Board as a thank you for their mahi over the past three years.

Due Date: 2 Sept 2025

Owner: Paula Martin

4. Other Business

4.1 Items for Next Meeting

Final meeting of the current Board.

- 2026 Dates
- Relook at Strategic Plan, Vision, Values

4.2 Connecting with our whānau

- Cross Country coming up
- Market Day
- Marist Dragons dress up day to raise money (Friday 1 August)

5. In Committee (7:20-7:25)

5.1 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2025 Meeting 6 - 2 Sept 2025, 5:20 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.3	Feedback on Draft Strategic Plan Due Date: 3 Aug 2025	Cara Knuckey, Doug Keith, Hayley Adams, Megan Corin, Paora Rauputu, Steph Julian
3.9	Thank You Dinner for 2023-2025 Board Due Date: 2 Sept 2025	Paula Martin

Karakia Whakakapi: **Meg**

