

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 6



At the **Puketapu School Board of Trustees - 2025 Meeting 7** on **14 Oct 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 2 September 2025
<b>Time:</b>	5:20 pm to 6:25 pm (NZST)
<b>Location:</b>	Maori Business Network, Level 5, Ngamotu House, 139 Devon Street West
<b>Board Members:</b>	Paora Rauputu (Chair), Cara Knuckey, Doug Keith, Hayley Adams, Megan Corin, Steph Julian, Katherine Pascoe
<b>Attendees:</b>	Micaela Westrupp, Paula Martin, Alisha Kerr
<b>Apologies:</b>	Avon Lewis

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

This is the final meeting of our current Board of Trustees. Board Election finishes next week, 10 September. Next meeting will be with new Board.

Karakia Timatatanga: **Paora**

Welcome to and background of Ngāmotu House.

#### 1.2 Confirm Minutes

**Puketapu School Board of Trustees - 2025 Meeting 5 29 Jul 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>	2 Sept 2025
<b>Mover:</b>	Hayley Adams
<b>Seconder:</b>	Doug Keith
<b>Outcome:</b>	Approved

#### 1.3 Actions From Previous Meetings

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

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
16 Aug 2024	Revisioning <b>Status:</b> Completed on 12 Oct 2025	Katherine Pascoe
3 Aug 2025	Feedback on Draft Strategic Plan <b>Status:</b> Completed on 5 Aug 2025	Cara Knuckey, Doug Keith, Hayley Adams, Megan Corin, Paora Rauputu, Steph Julian
2 Sept 2025	Thank You Dinner for 2023-2025 Board <b>Status:</b> Completed on 21 Aug 2025	Paula Martin

## 1.4 Interests Register

Added Dayna Lewis, wife of DP Avon Lewis, who is doing some reliever days for us.

## 1.5 Correspondence

### Inward:

4 August: Request for maternity leave (In Committee)

15 August: Letter from Term 3 Class Reps re Swings

We would love to get more swings! We don't have the budget this year. What about something other than swings? Katherine will ask at NZPF next week and arrange for quotes. Reply letter from Paora to the Term reps.



### Letter from Board for Class Leaders

Katherine and Paora to put together a letter of reply to the Class Reps.

**Due Date:** 30 Sept 2025

**Owners:** Katherine Pascoe, Paora Rauputu

31 August: Request for staff LWOP (In Committee)

### Outward:

1 August: Board response to D MacDonald (In Committee)

## 2. Management Reports

### 2.1 Principal's Report

Corrections to Principal's Report:

- Induction of new staff: This programme has not been able to occur in Term 3 yet.
- Staff Professional Development update, the Progress Report from Work with Brooke has an unfinished sentence. This should read "Continuing to refine our approaches to challenging behaviors."
- Board Chair meeting with Elg Anderson for the principal's appraisal has not yet taken place. Feed back at the next meeting.

## 2.2 Finance Report

[July Financial Report](#) - emailed 18 August 2025.

Tracking well and generally keeping on budget. Banking staffing is currently showing underuse which is excellent for this time of year. SLT supporting by teaching in class at times.



### Acceptance of July Financial Report

That the Financial Report for July be accepted as presented.

<b>Decision Date:</b>	2 Sept 2025
<b>Mover:</b>	Hayley Adams
<b>Seconder:</b>	Paora Rauputu
<b>Outcome:</b>	Approved

**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 Strategic Plan

Draft 2026-2028 Strategic Plan/ Vision/ Values

Further feedback and discussion around draft [Strategic plan ideas July:](#)

Board very happy with updated vision, values and whakatauki under each values. Discussion around "kid speak" explanation for each value.

Very happy with initiatives under each pou. Included specific initiative for Māori achievement. SLT have taken MOE advice to ensure all requirements covered. Links back well to must haves. A lot in the plan. Board very happy with draft so far.

Katherine will continue to refine and present to the next Board for final sign off.

### 3.2 Enrolment Scheme

Confirmed dates received from NPPA. Notices will go out on Wednesday 10 September and Saturday 13 September. All out of zone applications must be received by 4.00pm Friday 10 October. In zone enrolments are encouraged to be in by this time also. If a ballot is required it must take place Wednesday 15 October, parents notified by Friday 17 October. All places must be confirmed by 31 October.

As per previous minutes, the Board has agreed to offer "up to 10" places for Year 0-1 students in Term 1.

### 3.3 2026 School Dates

No further information has been received from the MOE concerning possible changes, so at this stage we are proposing:

Term 1: Monday 2 February - Thursday 2 April (84 half days)

Term 2: Monday 20 April - Friday 3 July (106 half days)

Term 3: Monday 20 July - Friday 25 September (100 half days)

Term 4: Monday 12 October - Tuesday 15 December (92 half days)

Head Start Hui is not a day of instruction so could be on Friday 30 January - alternatively if Head Start Hui happens on Monday 2 February, year will need to be extended to Wednesday 16 December. Other than that, Board is happy to confirm these dates.



#### 2026 Dates

Subject to setting of Head Start Hui date (which is not a day of instruction), Board accepts the proposed 2026 dates.

**Decision Date:** 2 Sept 2025  
**Mover:** Paora Rauputu  
**Seconder:** Megan Corin  
**Outcome:** Approved

### 3.4 Budget Changes

Changes requested to budget presented.

Specific questions answered:

- The reduction in cost for engagement with hapu is because there is not been as much engagement as we had predicted.
- For Marautanga, we budgeted 5k to go towards te reo Māori for the year but have been able to use level 4b funding instead.

Changes will be reflected in the August Financial Report.



#### Budget Changes

That the changes to the budget be accepted as presented.

**Decision Date:** 2 Sept 2025  
**Mover:** Paora Rauputu  
**Seconder:** Doug Keith  
**Outcome:** Approved

### 3.5 Suspension Meeting Process

[Draft Document](#) for how the Board conducts suspension meetings has been reviewed. Comments have been received from Board into the document.

Change made to clarify that Principal is at meeting to be available to clarify information already provided in the suspension report and is not the chair of the meeting.

In Step 4: adjust wording to make clear the expected positive behaviour.

If going out to family, would need a family focussed version to go to families, based on school values and positive behaviour.

Should have a script that is read at the start of each meeting to set expectations for all, also based on school values.

Must align with SchoolDocs.

Katherine will review changes and present at next Board meeting.

### 3.6 Year 8 Camp Proposal

Year 8 Camp 2025 - Services Agreement received.

Board member(s) to review RAMS will be identified after Board election.

Board accepted in principle so camp can proceed.



#### Year 8 Camp 2025 Approval in Principle

Board accepted in principle so camp can proceed.

**Decision Date:** 2 Sept 2025  
**Mover:** Paora Rauputu  
**Seconder:** Steph Julian  
**Outcome:** Approved

## 4. Other Business

### 4.1 Items for Next Meeting

- Induction of new Board
- Sign off Strategic Plan

### 4.2 Connecting with our whānau

## 5. In Committee (6:15-6:20)

### 5.1 Close the meeting

**Next meeting:** Puketapu School Board of Trustees - 2025 Meeting 7 - 14 Oct 2025, 5:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	Letter from Board for Class Leaders <b>Due Date:</b> 30 Sept 2025	Katherine Pascoe, Paora Rauputu

Thank you to Steph, Doug and Cara who are not re-standing for the Board. Thank you gifts presented.

Pāora, Hayley and Meg we hope to see you at the next meeting!

Karakia Whakakapi: **Paora**

