

CONFIRMED MINUTES

BOARD OF TRUSTEES



Learning Together
Akona Piri Tahī

At the **BOT Meeting** on **21 Mar 2023** these minutes were **confirmed with the following changes:**

Draft Budget was circulated to members present for consideration.

Name:	Te Puke Primary School
Date:	Tuesday, 21 February 2023
Time:	5:15 pm to 6:50 pm (NZDT)
Location:	Te Puke Primary Staffroom, 43 Cameron Rd
Board Members:	Rona Wheeldon (Chair), Andrea Dance, Gosia Costar, John White, Krystal Cooper, Lorraine Doughty, Matthew Armstrong
Attendees:	Monique Verwey

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

It is noted that the Te Puke Primary School Minutes from the meeting held on the 6th of December 2022 are a true and accurate record.

Moved:- Krystal Cooper. Seconded:- Lorraine Doughty

OTHER BUSINESS:-

John asked that the details in the Flying Minutes be more precise with some of the information. Noted.

1.2 Correspondence

Information discussed about the PLG (Professional Learning Group) set up for Andrea Dance for 2023.

1.3 Interests Register

No comments and questions

1.4 Whanaugatanga

- Steady number of people enrolling at our kura since our open days in January, which was unexpected but pleasing. This is reflective of the community hearing good things about TPPS.
- The recent Meet the Teacher afternoon survey features some fantastic feedback about TPPS.
- Ngakau Mahaki is at capacity with 2 kaiako. The question was asked about opening up the class to more students if the need was there; we currently have a waitlist. Andrea explained they have

gone up to a Level 3 Te Reo focus, and we needed to use this year to embed this into the class, both for kaiako and tamariki.

2. Major Decisions and Discussions

2.1 Property Update

- New basketball court surface is well utilised.
- Wooden poles holding up the new canopy will get a rubber coating as prone to splinters.
- Rona asked "what does a complete canopy look like", what else is required to make the most out of it. Ideally it should have drop down plastic sides for weather protection, a laid turf for student comfort during assemblies and games and stage which would be an extension of the existing Ngakau Mahaki deck.
- Rona questioned if our kura should be using some reserves as a BOT contribution to costs to achieve the full vision of the canopy. Matt was concerned about water flow under the canopy if raining during assemblies, drainage was checked at the onset of the project, only so much we can protect against.
- Next step, determine scope of budget to complete canopy wish list. Get 2 to 3 quotes for sides and turf. Community sponsors suggested, pay for a drop down side, sponsor name on it. Investigate possibility of other grants.



Quotes for canopy sides and turf

Quotes for canopy sides and turf

Due Date: 10 Mar 2023

Owner: Andrea Dance



Investigate funding options

Investigate funding options

Due Date: 10 Mar 2023

Owner: Monique Verwey

2.2 AOV/ Data 2022

- Discussed data.
- Confirmed tracking groups for 2023 are taken from last years data.

3. Board Annual Work Plan

3.1 2023 Review Schedule

- Lorraine, discussed Analysis of Variance regarding BoT tracked groups.



Front gate change

Investigate how to remove/change wording on entrance gate

Due Date: 31 Mar 2023

Owner: Andrea Dance



Hero - survey feedback

Put School Doc upcoming reviews on Hero for parent engagement

Due Date: 31 Mar 2023
Owner: Krystal Cooper



School Doc updates

Update School Docs - enrolment policy to include co-hort entry
- remove footwear policy in uniform

Due Date: 31 Mar 2023
Owner: Andrea Dance



Upcoming School Docs policies

Remind BOT to read upcoming school docs reviews before the next meeting

Due Date: 5 Mar 2023
Owner: Monique Verwey

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

- Krystal has created a video on Hero, shared to BOT as a link for PD. Members who had watched it were very impressed.



Questions on Hero

Remind BOT to view the video link on Hero and have any questions ready for next meeting

Due Date: 5 Mar 2023
Owner: Monique Verwey

5. Management Reports

5.1 Principal discussion points

- Discussed notes in agenda
- Mission and Vision, does the BOT sit for an extra meeting to discuss this or online?
- Ngahere Kura, currently not in use, possible unknown health and safety issues. A working bee is needed to clean the area up. John White is still keen to help with native plantings in the area.
- Discussion about Andrea's 2023 Professional Learning Plan going forward. Local principals group has been set up. Price for consultants has risen from 3k to 3.8k to be part of group, one principal not participating has pushed cost up. Wendy is the facilitator, from Evaluation Associates and will have sessions with Rona as well.
- The Board supports this arrangement and the additional cost.
Moved:- Lorraine Doughty Seconded:- Gosia Costar
- **OTHER BUSINESS:-** Krystal gave an update on the school lunch program. Continuing issues with what is provided and what the students will actually eat. High wastage some

days, Krystal and the MOE continue to have discussions with the chef with not much progress. Very strict criteria and tied into prep for a quantity of schools.

5.2 Finance Report

Pay period data discussed and what the figures mean.

5.3 Health & Safety Review

- Rona discussed Health and Safety Act and responsibilities of the board as detailed in the agenda
- School Docs should accurately reflect what is actually done. Change what needs to be changed.
- **OTHER BUSINESS:-** Matt raised the point about staff staying on site until the evening and coming in on the weekends and their personal safety. TPPS needs to check it's policies and procedures for these times to ensure they are adhered to and staff remain as safe as possible.

6. Other Business

6.1 PATAI

7. Close Meeting

7.1 Close the meeting

Next meeting: BOT Meeting - 21 Mar 2023, 5:15 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Quotes for canopy sides and turf Due Date: 10 Mar 2023	Andrea Dance
2.1	Investigate funding options Due Date: 10 Mar 2023	Monique Verwey
3.1	Front gate change Due Date: 31 Mar 2023	Andrea Dance
3.1	Hero - survey feedback Due Date: 31 Mar 2023	Krystal Cooper
3.1	School Doc updates Due Date: 31 Mar 2023	Andrea Dance
3.1	Upcoming School Docs policies Due Date: 5 Mar 2023	Monique Verwey
4.1	Questions on Hero Due Date: 5 Mar 2023	Monique Verwey

Signature: _____

Date: _____

