

# CONFIRMED MINUTES

## BOARD MEETING



Learning Together  
Akona Piri Tahī

At the **BOT Meeting** on **27 Jun 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 23 May 2022
<b>Time:</b>	5:15 pm to 7:20 pm
<b>Location:</b>	Board Room, TPPS
<b>Board Members:</b>	Lorraine Doughty, Rebecca Keating (Chair), Andrea Dance, Mrs Rona Wheeldon, Cath Luker, Gosia Costar, John White, Monique Verwey, Tania McCluskey

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Whānaungatanga -

#### 1.3 Campbell Finance Presentation

- Campbell ran through the finance report, pointing out areas the Board should be concentrating on when reviewing the monthly reports.
- Questions should be asked about payables by email prior to a meeting and sent to all trustees.
- We are currently tracking very well.
- Staff are aware that curriculum budgets will close by October.
- Check Sports Co-Ordinator wages are being coded correctly

#### 1.4 Confirm Minutes

**BOT Meeting 28 Mar 2022**, the minutes were confirmed as presented.

Minutes from 28 March 2022 confirmed as true and correct. No questions raised.

Moved:- John White    Seconded:- Cath Luker    **All in favour**

Discussion:- Andrea updated Rona on Enrolment scheme as she was not present at the last meeting. Zoning may be removed all together in future, this will be a directive from the MOE, not a choice by schools.

## **1.5 Action Points arising from previous meeting.**

No matters arising.

## **1.6 Correspondence**

No correspondence to table.

## **1.7 Finance Report**

# **2. Major Decisions and Discussions**

## **2.1 Property - UPDATE**

- Project Manager Brent Elton needs to close the SIP project for 33K, plus the RM 16 conversion, A Block and Translucent roofing projects. Plus issue any invoices required.

Are any/all defects complete? Contractor needs to come back to fill and paint trims around the skylights in A Block.

- Final 10YPP document has arrived. Copy to be emailed to the board for reference, was passed and approved in March 28th 2022 meeting.

## **2.2 Mentoring of new presiding member**

Current Chairperson Rebecca Keating is to mentor the next prospective chairperson. Discussions have been held and trustee Rona Wheeldon will be the mentee.

The possibility of having 2 mentees was discussed, but no other takers came forward. Full support is given to Rona.

# **3. Board Annual Work Plan**

## **3.1 Implementation Audit and Reports**

- Discussion around School Docs document.

- Student absentees discussed, still Covid fear out there which is affecting the figures. Truancy code being used and followed up.

- Health Ed survey extended for one week.

# **4. Compliance Reporting**

## **4.1 Current Numbers**

## **4.2 2022 Board work plan/ School Docs Review/ Board elections and RO**

- Move that we use NZSTA Common Election date - between 5th September and 23rd September 2022. Rebecca Keating to confirm the date. **All in favour**

- Move that we nominate Kayleen Metcalfe, school secretary, as the returning officer. Letter of appointment required. **All in favour**

- Cath Luker's staff position on the Board is also up for election. Staff have been informed position is available.

## 5. Management Reports

### 5.1 Principals Report

- Ngahere Kura will restart when the boundary fencing and outdoor space is ready. Date currently unknown. No speedy way to get it going any faster unfortunately. Volunteers will be needed.

- Could Menshed across from the school have some involvement with the Tuhura class? Cath Luker to ask.

- Amazing feedback from parents of boys about the set up of the new class. Measure of success:- data on incidents and very tight measures in place.

- Principals board report tabled as read. No questions from the BOT.

- Student progress and mid-year data is in the work plan but not yet presented? Term 1 did not allow for a lot of data, planned for later this term.

- Have an extra meeting for reviewing policies due to expire or make the next board meeting longer and include a meal break? To be decided.

Move that the Principals Appraisal be accepted:-

Moved:- Andrea Dance Seconded:- Lorraine Doughty. **All in favour**

### 5.2 Health and Safety Report

Findings from Health & Safety walk through, Rona Wheeldon and Tony Collins:-

- All guillotines have no guards, except the Library. New guards to be purchased, what is the cost? Remove guillotines in the mean time. Maybe paper cutters instead?

- There is significant case law regarding injury and amputation from unguarded equipment. Possibly purchase a specialised cutter for thicker stacks of paper?

- Bike track by the library is washing down the hill with heavy rain fall. Debris from the track is washing into swimming changing sheds and by the pool.

No sick bay incidents to report

## 6. Other Business

### 6.1 General Business and Items for Next Meeting

- Health & Safety Report Moved by Rona Wheeldon

Moved:- Rona Wheeldon. Seconded:- John White **All in favour**

- 10YPP - Final Report received but not presented to the board as all docs are not yet available. To be emailed when ready. Letter required back to Caitlyn Bonnar of Greenstone Group stating BOT have approved the report, the draft of which was passed in the 28th March 2022 meeting. Monique to complete letter.

- 3 quotes required for roofing projects. One from BOP Roofing, plus two more.

## 6.2 Closing Karakia

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** BOT Meeting - 27 Jun 2022, 5:15 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_