

# CONFIRMED MINUTES

## BOT MEETING



Learning Together  
Akona Piri Tahī

At the **Board Meeting** on **23 May 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 28 March 2022
<b>Time:</b>	5:15 pm to 7:15 pm
<b>Location:</b>	Te Puke Primary Staffroom, 43 Cameron Rd
<b>Board Members:</b>	Rebecca Keating (Chair), Andrea Dance, Cath Luker, Gosia Costar, John White, Monique Verwey, Tania McCluskey
<b>Apologies:</b>	Lorraine Doughty, Mrs Rona Wheeldon

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Whānaungatanga -

We've had a positive start back to school after our two-week closure. We are seeing a high number of absentees, some very sick staff but no relievers are required due to lower student numbers and being able to cover one another in spaces. SLT also assist in class as needed.

#### 1.3 Confirm Minutes

**Board Meeting 2022 21 Feb 2022**, the minutes were confirmed as presented.



#### Native Tree Application

Tanya please forward the native trees application to Monique please for action.

**Due Date:** 8 Apr 2022

**Owner:** Monique Verwey

Minutes from 21 February 2022 confirmed, no matters arising

Moved:- John White. Seconded:- Gosia Costar. **All in favour**

### 1.4 Action Points arising from previous meeting.

Monique to confirm attendees to NZSTA Conference in October and book flights. Leaving Thursday, returning Sunday.

Following up accomodation options and meals.

### 1.5 Correspondence

Draft 10YPP has just been received and tabled.

Includes gutters, drainage, non-compliant sheeting, the leak in admin block through electrical fittings, replacement of heat pumps, replacement of meter board and upgrades to the pool. All fixes can be undertaken in the first year which is good as prices for materials will continue to rise.

B Block refurb is also included.

	<p><b>Project One: 5YA: Block A, B, BB, E, F, G, J, N, P: Roofing Repairs</b></p>
	<p>Block A - Lower Block A - Replace roof at admin end and replace gutter with an overflow, add a diverter to the flashing. The PVC skylights require replacement or removal as they are non-compliant. Aircon unit on timber to be replaced with steel bracket. Upper Block A - Repair and replace the gutter, spouting, downpipe and rotten barge. Replace rotten jambs and sill around the window frame.</p> <p>Block B - Rescrew lifting ridge screws and replace rusted screws. Roof requires cleaning and Lichen treatment.</p> <p>Block BB - Replace 3 x non-compliant clear sheets with trafficable solution.</p> <p>Block E - Remove and replace the existing roof and replace with coloursteel (longrun) on existing battens.</p> <p>Block F – Remove and replace existing roof with coloursteel</p>

	<p>(longrun) and remove skydome.</p> <p>Block G - Rescrew roof with profiles. Roof requires cleaning and spray for mould treatment. Repaint required.</p> <p>Block J - Rescrew roof with profiles and replace the rotting timber barge board. Repaint required.</p> <p>Block N - Treat rust, remove and replace with larger flashing.</p> <p>Block P - Remove and replace an existing roof with coloursteel (longrun) onto the same structure.</p> <p>Site: Replace bus shelter roof with steel.</p>
	<p>Subtotal = \$82,400</p> <p>Contingency and Consultants Fees = \$20,600.00</p> <p><b>Total = \$103,000.00</b></p>
	<p><b>Project Two: 5YA: A: Bathroom Refurbishment</b></p>
	<p>Student Bathrooms (Boys + Girls) - Upgrade of bathroom fittings, remove and replace pans x8, remove urinals x4 and replace with pans, sink and tapware x6, internal partitions, remove and remove and replace vinyl, sand and paint joinery and install hot water boiling unit.</p>
	<p>Subtotal = \$150,000.00</p> <p>Contingency and Consultants Fees = \$37,500.00</p> <p><b>Total = \$187,500.00</b></p>
	<p><b>Project Three: 5YA: Block A, E, F: Replace Heatpumps</b></p>
	<p>Block A - Remove and replace heatpump x1 in the principals office</p>

	<p>Block E - Remove and replace heatpump x1</p> <p>Block F - Remove and replace heatpump x1</p>
	<p>Subtotal = \$15,000</p> <p>Contingency and Consultants Fees = \$3750.00</p> <p><b>Total = \$18,750.00</b></p>
	<p><b>Project Four: 5YA: Block A, BB, J, G: Elec Works - Upgrade DB Boards / Meter Boxes / Pool Pumps</b></p>
	<p>Upgrade DB Boards in Block F and Pool.</p> <p>Upgrade Meter Board and replace fuse holder in Block G.</p> <p>Replace pumps x2 in Pool.</p>
	<p>Subtotal = \$7,000.00</p> <p>Contingency and Consultants Fees = \$1250.00</p> <p><b>Total = \$8,750.00</b></p>
	<p><b>Project Five: AMS: B: Internal Refurbishment</b></p>
	<p><b>GG to plan under \$200K.</b></p>
	<p>Subtotal = \$</p> <p>Contingency and Consultants Fees = \$</p> <p><b>Total = \$200,000.00</b></p>
	<p><b>Future Projects Year 6 – 10</b></p>
	<p><b>Block B Toilets</b></p> <p>Student Bathrooms (Boys + Girls) - Upgrade of bathroom fittings, remove and replace pans x8, urinals x4, sink and tapware x6, remove and remove and replace vinyl, sand and paint joinery and install hot water.</p>
	<p>Subtotal = \$150,000.00</p>

	Contingency and Consultants Fees = \$37,500.00 <b>Total = \$187,500.00</b>
	<b>Heatpumps</b> Replace heat pumps x 2 in BB Block Room 6 Replace heatpump x 1 in Block A Admin Replace heatpump x 1 in Block J Staff Room Replace heatpump x 1 in Block G
	Subtotal = \$25,000 Contingency and Consultants Fees = \$6250.00 <b>Total = \$31,250.00</b>

Wish list - bathrooms in A Block and B Block, remove urinals

Move to approve Draft 10YPP Plan.

Moved:- Cath Luker.      Seconded:- Lorraine Doughty.      **All in favour**

## 1.6 Health & Safety

### Ngahere Kura

A team of the staff started cleaning out the site while school closed due to Covid-19. 2 skips of green waste removed so far. One of our kaiako knows has a contact who has volunteered to build the outside classroom on the side of the top field.

- An application has been made to the Bay of Plenty Regional Council School Sustainability and Resilience fund for \$2600.00 GST exclusive for 50 trees.
- RTLB are making available \$5000, less the skip cost.
- The MOE will redo the boundary fence where needed.
- Andrea to let neighbours know what is happening, letter box drop.
- Term 2, Cath Luker will be taking students down once a week.
- Hoping to arrange a parent working bee, a digger has been offered to help clear site.

**Pool Fence** - Tony has this as a job to get completed

**Sickbay visits** - update tabled, nothing of note.

## 1.7 Finance Report

### Draft Budget:-

Is the BOT professional development budget enough for the conference in Christchurch?

Increase BOT budget to cover costs by \$5000, to a total of \$9500

Moved:- Gosia Costar. Seconded:- Lorraine Doughty. **All in favour**

The Draft Budget for 2022 had been approved by the BOT with the addition of \$5000 for the BOT Conference

Moved:- John White Seconded:- Andrea Dance. **All in favour.**

#### **Financial accounts 2020:-**

- Change in accounting provider should correct errors in accounting practices noted in the Audit Management Letter
- SUE reports were not all being signed previously, now every report is signed
- There are no Chairperson's expenses. Chairperson signs of Principals Expenses
- Rebecca Keating is to be added as a signatory to the ASB account. Moved:- Andrea Dance. Seconded:- John White

Financials Accounts for 2020 and Audit Management Letter approved,

Moved:- John White. Seconded:- Cath Luker

5 batch payments to approve:-

17 Feb 2022. \$100,000.00

20 Feb 2022. \$62,967.56

20 Feb 2022. \$40,612.71

3 March 2022 \$1577.00

18 March 2022 \$20814.25

Moved :- Andrea Dance. Seconded:- Gosia Costar. **All in favour**

Financial statements:- February 2022 passed

Check long term asset items:- \$ (12K) and (\$37K)

Moved:- Gosia Costar Seconded. Lorraine Doughty. **All in favour**

## **2. Major Decisions and Discussions**

### **2.1 Property - UPDATE**

#### **5YA Property Manager Vote**

Andrea would like to put forward Rebecca Keating of Tawera Consulting as our project manager for the upcoming 5YA projects.

Board discussed and voted, no objections

Moved:- Andrea Dance. Seconded:- John White. **All in favour**

**Canopy.** - Consents have been lodged, must now wait

### 3. Board Annual Work Plan

#### 3.1 Implementation Audit and Reports

**Implementation Audit and Reports** - Everything has been completed, Term 1 is finished.

### 4. Compliance Reporting

#### 4.1 Current Numbers

#### 4.2 2022 Review Schedule

Going forward kaiako will be attending each meeting to give an overview of different programs. Next meeting in May will be Literacy and N4L, presented by Roni Sayer and Sarah Power

### 5. Management Reports

#### 5.1 Principals Report

Verbal Report

Generally all a bit flat at present, adults and children. The norm has changed. Some families are still doing distance learning, the website has had some updates. Planning and prepping for absences. Supporting each other through this. Team teaching has been positive.

### 6. Other Business

#### 6.1 General Business and Items for Next Meeting

#### 6.2 Enrolment Scheme Review

The MoE Enrolment Scheme for Te Puke is due for review, 3 years have passed.

Does TPPS want to stay in the scheme? Can opt-out possibly but MoE doing a review 2023. We are in the scheme with Te Ranga School and Fairhaven School. Andrea to have a conversation with principals Brendon and Paul then get back to the Ministry.

Discussion held around positive and negatives. What would happen with a negative event? Would we lose students? Or have an influx from other schools.



#### **Enrolment scheme**

Discuss enrolment scheme with Rona and Tania for their input.

**Due Date:** 8 Apr 2022

**Owner:** Andrea Dance

### 6.3 Closing Karakia

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

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

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