

# CONFIRMED MINUTES

## BOT MEETING



Learning Together  
Akona Piri Tahī

At the **BOT Meeting** on **7 Aug 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 12 June 2023
<b>Time:</b>	5:15 am to 7:11 pm (NZST)
<b>Location:</b>	Board Room, TPPS
<b>Board Members:</b>	Gosia Costar, Rona Wheeldon (Chair), Krystal Cooper, Andrea Dance, Lorraine Doughty, Matthew Armstrong, John White
<b>Attendees:</b>	Monique Verwey

### 1. Opening Meeting/ Karakia

#### 1.1 Confirm Minutes

**BOT Meeting 8 May 2023**, the minutes were confirmed as presented.

Minutes Moved:- Andrea Dance

Seconded:- Matt Armstrong

#### 1.2 Correspondence

Western Bay of Plenty, District Council group, visited Andrea.

- Government looking at 30km per hour speed limit around schools
- 2.4 million has been approved for Te Puke specifically for the creation of cycleways
- Possibilities:- Looking at cycleways on both sides of Cameron Road, narrowing the roadway. Bollards in the centre of the road. Second pedestrian crossing outside the dairy. Public surveys have yet to be initiated. Data needed.

#### 1.3 Whanaugatanga

- Discussed teacher's settlement, not the best deal in Andrea's opinion but decision accepted so can move forward.
- Increased CRT time could be a staffing issue, ie how is it covered, resourcing, no word as yet from the Ministry. Current CRT is 10 hours a term, 2 days.
- From now on, TPPS will only have one Deputy Principal.

- Aneta's current role will change to LSC/Senco based only. We have had two internal applicants who have experience both will be interviewed along with other applicants.

## 2. Major Decisions and Discussions

### 2.1 Property Update

- Rebecca Keating has noted the roofing quote we have received for works due next year is very high
- She will consult with the contractor re works to be undertaken, not do more than what is needed.

### 2.2 UNIFORM

- Very positive feedback from our school community regarding the new uniform design
- We are running low on some stocks and are ready to do our first order
- Whare Tees will also have the new design
- Kayleen to get a quote for pricing for supplying staff with a jacket, vest, and TPPS shirt. Any extras to be purchased by staff
- Board provides the two uniform items for all staff.

## 3. Board Annual Work Plan

### 3.1 2023 Review Schedule

- Question from Rona. **What does EOTC look like at TPPS?**
- Krystal went through the forms/process the school completes
- There is a pre-approval Google Doc for staff to complete. RAMS (Risk analysis) is completed before the event. RAMS is needed from the organisation as well if suitable
- A review post the trip for the more risky events would be good. Review any incidents etc, need for change of processes? Review critical risks eg. surfing, skiing, kayaking
- Reporting back to the board after the more major EOTC trips
- Are parent helpers reading, understanding and acknowledging the RAMS. This is done with the Team Leader or TIC of trip.

#### Term 2 self-review

- Robust policy held for cyber safety. A recent outside breach was shut down quickly, and the alert system worked.
- Health statement adopted last year
- Rona suggested a PLB (Personal Locator Beacon) could be a great asset for our outdoor trips, costing around \$300/400 each. School to look at purchasing 2.



## Research PLB's

Research PLB's

**Due Date:** 30 Jun 2023

**Owner:** Monique Verwey

## 4. Actions from Previous Meetings

### 4.1 Actions points from previous meetings

- Game On Turf, amended quote for the area. The turf is only inside the structure. The quote came back better.
- The creative canvas Blinds quote confirmed
- Games on the turf are multi-use
- 18K from the last Fun Run to cover the blind cost

It is moved that 25K from the Boards Projects Budget be used towards the turf cost, the remainder being \$38730.07 to be withdrawn from reserves.

**Moved:- John White Seconded:- Lorraine Doughty**

## 5. Management Reports

### 5.1 Principal report

Question was asked, what does Te Reo in classes look like for Ngakau Mahaki:- Teaching at level 2, waiata, conversing. In all classes, instructions are given in Te Reo and our tamariki can mihi and some are responding.

### 5.2 Finance Report

Campbell Waugh visit notes :-

Cyclical maintenance explained, MOE don't factor in inflation which ultimately is not realistic.

- costs increasing
- potential issues going forward
- costs are only a estimate
- roof quote being re quoted
- seperate cyclical maintenance account? Get it out of the bottom line?
- Investment of 150K is painting money for 5 years going forward
- 'Year last done' in the chart is not accurate
- Painting does not have to be done in the year stated if in good condition

Latest financial report:-

- Special Ed funding, payments are behind from the MOE
- Board funded staffing, this is not yet touched. We are in a good position.
- Everything is going well
- Graphs appreciated from Campbells latest report, shows the school is trending well
- Long Term Expenditure, includes grants which equate to assets, expense is offset in income

Roll number currently 326

New entrants at 46. 6 more due T3. 6 new enrolments last Friday.

Still noticing high transiency.

### **5.3 Health & Safety Review**

## **6. Other Business**

### **6.1 General Business**

Question from Andrea to Matt:-

Can an apprentice hours be charged out on an invoice? The cost of paying an apprentice is on the employing company usually, only 25% of the time can be charged out. The employing company pays for training the apprentice. The school was recently charged apprentice and electricians hours on a bill.

Question asked about recent behavioural issues in some classes:-

Marked improvement in behaviours.

## **7. Close Meeting**

### **7.1 Close the meeting**

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

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

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