



Puahue School Board of Trustees Minutes

Date: Wednesday 21st May 2025

Present: Lisa, Julie, Scott, Rebecca, Fran, Erika, Sam, Megan

Apologies: -

Meeting began at 6pm

Megan was welcomed to the board as their secretary

Previous Minutes:

[Review previous minutes](#)

We would like to accept the minutes from the previous meeting.

Moved by: Julie

Seconded by: Sam

Principals Report:

[Link to the Principal's Report](#)

Principals report accepted

Moved by: Julie

Seconded by: Sam

Financial Report/s:

[Link to Financial Report](#)

March Report

[March accounts totalling \\$39,731.67 to be ratified](#)

Sport Waikato grant has been received, a percentage of the goods was purchased before the grant was received into the school bank account, which didn't cross any accountability conditions.

Question was raised over the use of the BOT General code for non budgeted items. Discussion was held about coding to most appropriate ledger code for future budget purposes as it may make the BOT General code look like the board spends alot of money on fees and expenses.

Moved by: Lisa

Seconded by: Erika

[2024 Audited accounts to be ratified](#)

Moved by: Lisa

Seconded by: Scott

[Audit management letter - 2 recommendations](#)

The principal has provided assurance that the recommended changes in the payroll,

timesheets, leave reports and changes to the Ed Pay master file as per updated best practice 2025.

Moved by: Lisa

Seconded by: Julie

Policy Reviews:

School Docs

The board completed it's Term 2 School Docs review.

Other

Request to include emergency procedure drills to be included in the Principals Board Report as and when they occur.

Business for discussion and/or resolution:

PD BOT 2025

Look at bringing back assemblies with parents

How would the community like the BOT to engage with them

Do we look at bringing back 'Board Bites' as a blurb for Facebook / email? Lisa will follow this up

Mihi Whaakatau at the start of each term to welcome in families

ERO visit update

Ero are due to visit the school next Monday 26th May for 3 days.

Scott discussed the programme provided from ERO

Update on storage container

This is due to arrive on site next week and will sit on piles

Feedback from Puahue Hall AGM

The school to extend their WIFI to the hall

Moved by: Scott

Seconded by: Lisa

The hall will look into the power fee the school was charged, which is of \$1,200.00 for the last 2 years.

Board Assurance- Teacher aides/learning interventions employed based on funding.

School wide teacher aide hours have significantly increased over the years

Previous staff wellbeing survey was re-shared

The Room 2 teacher position has been advertised in the Education Gazette and on social media via the schools facebook page.

In Committee Business:

The BOT moved into committee at 19:44 and moved out of committee at 20:27

<u>Monitoring:</u>
Nil
<u>Administration:</u>
Nil
<u>Early Identification of Agenda Items for Next Meeting:</u>
Introduction of BOT members Add to the agenda te tiriti and a community engagement Have we heard back from the Hall Committee? Power fee to be more transparent Should the BOT do a teacher workplace survey? Principal sabbatical application for 2026
<u>Next Meeting:</u>
Wednesday 18th June Meeting closed at 8:30pm
<u>Signed:</u> <i>L Sharp.</i> Board Chair <i>23-05-25</i>