

## Puahue School Board of Trustees Meeting Minutes

**Date:** 11th September 2020 6PM **Via Zoom**

**Welcome:** Scott, Jenny, Lisa, Julie, Lee, Josh

Apologies Cedric.

Declarations of interests None

### 1. Decisions

#### 1.1 Principals September report (tabled as read) matters arising not listed in Business

Board reviewed the principal's report and discussed various topics raised. Discussed the strategic goal of 3-C: Children Leading Learning, students developing resilience and the "Wheel of choice" to assist students to use "strategies" to resolve what would be considered low level incidents at school. Property discussed in further agenda items.

#### 1.2 Ratification of August 2020 accounts totalling \$42,316.41

Moved: Josh Seconded: Lisa

### 2. Business: For Discussion and/or Resolution

#### 2.1 Building projects progress updates - Scott to provide update

Livingstone's appointed for AMS & LSC projects as per Greenstone recommendation. Letter of intent has been provided to Livingstone construction, informing them that they have won the tender pending MOE approval and requesting that they prepare their H&S documentation for approval prior. Pre-construction meeting scheduled for week commencing 21st September. Scott advised as of today MOE has approved all funding for works to begin.

#### 2.2 Pool Sheds New quotes updated to discuss proceeding

Board discussed the pool shed project. Coresteel vs. Versatile etc. Versatile original pricing came in around 20K cheaper overall. Scott has requested updated pricing from Versatile. Versatile cant proceed until March 2021. Poolfix looking for deposit to proceed with pool work. MOE does not allow payment of

deposits. Board decided to get additional quotes for the pool work given we are not under massive time pressure to proceed this side of Christmas.

Board agreed next steps to be: Scott to get updated pricing from Versatile and seek additional quotes from other pool companies for the depth increase and pool fencing.

**Motions:**

•

**3. In Committee Business:**

3.1 Teacher appointment process Board moved into committee at: 6:20PM board moved out of committee at 6:30 PM.

**4. Monitoring**

4.1 Set calendar dates for BOT meeting: 10th November 6PM.

**5. Administration**

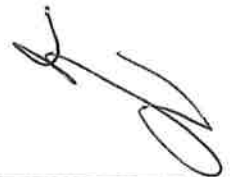
5.1 Correspondence: For Noting and/or Discussion

5.2 Matters arising from previous minutes

**6. Early Identification of Agenda Items for Next Meeting**

Policy review: TBC based on oldest, or any needing changing.

Meeting closed: 6:40PM.



PRINCIPAL'S REPORT FOR THE PUAHUE SCHOOL BOARD OF TRUSTEES 11<sup>th</sup>  
September 2020

**ROLL 157**

**Recent Events**

Book Character Day September 8<sup>th</sup>  
Keeping ourselves Safe Programme

**Coming Events**

Big Nix Squash tournament

**Teaching and Learning (Strategic Goals)**

**Strategic Goals**

- **3-C:Children Leading Learning, students developing resilience.** Recognising the limitations of students at various ages to employ diverse strategies to address incidents, disagreements and conflict. We are developing a wheel of choice to assist students to use more than 1 strategy to resolve low level incidents at school independently. Our students are very good at “ignore and walk away” however this does not always prevent subsequent similar incidents involving the same or other students from recurring. This tool is been personalised to fit with other school imagery and will be printed on sign board to be located in many locations around the school as well as in classrooms. The intention is it will be modelled as part of virtue assembly and reinforced by staff and peer mediators and we will measure it’s impact over time.



**Personnel**

Banked Staffing position – 2020/21 - End of year Balance \$26,900.

## Staffing

- Mrs Perkins has settled well into room 1 and the students are enjoying working with their new teacher.
- A new learning support coordinator has been appointed and will commence the position in 2021
- Pat Poland has signed a new fixed term contract to complete my sabbatical release in 2021 over 10 weeks.
- Staff have been consulted with on classroom level changes for 2021, Changes will be announced to the parents in November.
- Person specifications are under development for the Assistant Principal vacancy, staff are also being consulted on these before the position is advertised. It is intended to announce the appointment at the same time of classroom shifts for 2021.

## Property

### 5YA budget unallocated funds \$46,500

### 5YA, AMS and LSC space projects.

- Letter of intent has been provided to Livingstone construction, informing them that they have won the tender pending MOE approval and requesting that they prepare their H&S documentation for approval prior
- Pre Construction meeting scheduled for week commencing 21st September.
- Is their design components we removed that we should consider putting back into the design

### Pool and Pool Sheds

- Additional pricing was received from Coresteel to replace the sheds using the existing concrete Pad. the price is in the folder.
- Versatile have updated their price for consideration now that we are aware of our final tender price and what we have remaining do we wish to proceed with the project? Build would now be in 2021.
- Pool Fix have been asked to update their quote for the pool upgrade which is in the folder. They are asking for a deposit upon signing a contract as per below, however they cannot proceed for 12 months.

**PAYMENT SHOULD BE MADE AS FOLLOWS**

A. On Signing of this Contract a deposit is required of 10%	<u>\$ 5,765.00</u>
B. Contract balance remaining to be paid is:	<u>\$51,894.85</u>
<b>This balance to be paid as follows:</b>	
(1). A progress payment prior to commencing site work being 45% of the contract balance amounting to:	<u>\$22,352.00</u>
(2). A further progress payment of 30% of the remaining balance to be paid on completion of Fibreglassing:	<u>\$15,568.00</u>
(3). The final payment being the balance of the contract price shall be paid immediately on completion of all work detailed in the contract amounting to:	<u>\$ 13,974.85</u>

## Finance

- Accounts to be ratified for August totalling \$42,316.41
- Projected closing balance information \$168,159.00

## Health and safety

- Monthly building and ground checks are up to date.
- Water testing is up to date.

## Motions

- 

Scott Wilson  
PRINCIPAL