



# Puahue School

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## Board of Trustees Meeting Minutes

**Date:** Wednesday 3rd March, 2022 6PM

**Welcome:** [Cedric](#), [Julie](#), [Lisa](#), [Scott](#), [Josh](#)

Apologies: [Jennie](#), [Lee](#)

Declarations of interests: [None](#)

### [Minutes of November 2021 Meeting](#)

1.1 Matters arising: [None](#)

## 2. Decisions

2.1 Appointment of board chair for 2022

[Appointment of Josh as board chair.](#)

2.2 Principals Report (tabled as read)

## ROLL 145 as of March 03, 2022

### Recent Events

- Teacher Only Day
- School Camp
- Junior swimming display
- Swimming sports
- Taku Wairua program (room 6)

### Coming Events

- Parent Interviews

## Teaching and Learning (Strategic Goals)



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1. Start of year testing to establish a clear baseline for where children are at the beginning of 2022 is well underway.
  - a. Writing Samples were collected and moderated across the staff with 2 students selected for teachers to monitor progress during the year as part of their professional growth cycle conversations for appraisal.
  - b. Running records have been collected across the school. It has been noticed that students who have been at school 24 months or less have been impacted more than students year 3 up from last year's disruptions to learning.
  - c. Maths testing is nearing completion
2. A sample of standardised tests will be moderated across years 3 - 6 to compare (scaled soring) gains over the 12 month period to ascertain the lost learning impact.

## **Next Step**

- Set targets for the MOE in relation to reading, writing and maths. (At this stage it is expected that the targets will be set by mid-March to submit to the MOE).
3. The staff had a teacher only day with Anaru Morgan on Cultural Capability - strengthening their own pepeha, and introducing Karakia that we can use in school settings.

## **Next Step**

- Bring Pepeha into meetings to make it more mainstream, and adopt and practice karakia in class.

Assessment for learning - PLD, initial meeting with MOE facilitator has scoped out the plan for the next 6 months which Julie will support. Once the plan is complete, staff meetings and metrics will be determined for milestone reporting.

## **Personnel**

1. Banked Staffing position 2022/23 - \$4,882 Credit
2. There is a significant shortage of relief and part-time teachers available, we have had to staff a classroom with support from teacher aides.



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3. The covid response plan will be used to determine what or when “learning, supervision and distance learning will occur”, staffing shortages and supervision will be on the card in the coming days/weeks. As of Monday 28th, 2 teachers and 2 teacher aides are not at school and 38 students away.

## Property

### **Moe Property Budget remaining for remaining projects.**

Close off documentation for 2020 school building projects was completed Feb 28th with retentions due March 1st, final payment owed to the school for the completion of the 2021 projects is \$63,455. To come from the \$45,932 unspent from project 21666. This will leave \$58,500 and \$8,976 allocated specifically to the pool project making a current total combined of \$67,476 to be used. The total build estimation is \$130,000 inclusive of demo and associated trades.

### **Pool Shed.**

The demolition of the pool sheds is scheduled to begin on 7th March, with the build anticipated to begin on the 15th. MOE's advice is that we can contribute up to \$30,000 of board funds if required without prior approval making our available balance without MOE prior approval 97,476.

Whilst the pool is an approved 5 YA project it required the close off docs and the pool project documentation to be approved by our property advisor to proceed. She has verbally said she will approve this as soon as she has seen all the docs due to her on Friday. She is coming to school for a site visit as part of her annual school visit on Monday with the project underway.



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School financial position once reimbursed from MOE will be \$252,448 with an additional \$67,476 to contribute to the pool project. Totalling \$319,924. We have already paid \$33,265 towards this project which would put us in a surplus position of around \$222,000 at completion. The Boards contribution would be approximately \$50,000

**I move that the board continues to proceed with the pool project in anticipation of the approval to come from the MOE, in the coming days.**

**Room 5 and 6 Break out space quotes** - 1 of 4 companies have provided a price to build the 2 breakout rooms in rooms 5 and 6. The other 3 are having supply issues with Joinery, the 1 price so far is \$48 896 plus GST. My recommendation at this time is to put these on hold until the pool is complete and then make a decision if we can get additional quotes.

## **Bike track**

On hold, until we have laid the pad for the new pool sheds. I will ask the PTA to Seal the track so that it can serve both bikes and scooters increasing the versatility and use.

## **Wireless infrastructure upgrade**

Due to hardware supply shortages, the school's scheduled upgrade is delayed until further notice, we will continue to receive support with our current equipment and when there is a confirmed time for installation we will be notified.



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1. The financial position in school accounts as of March 2 is \$188,993.
2. Accounts to be ratified in the meeting
  - 2.1. Ratification of [November accounts](#) totalling \$19,757.31
  - 2.2. Ratification of [December accounts](#) totalling \$60,978.49
  - 2.3. Ratification of [January accounts](#) totalling \$1,912.17

## Health and safety

1. **Hazards** - Staffing ratios as we move forward, moving through the Teaching, supervising and home learning thresholds to keep people safe whilst working through the needs of the community and staff.
2. The alarm call-out response - with the recent alarm activation in relation to the recent break-in, one of the listed named contacts chose to do a drive-by the school in relation to the callout. This could be risky and after dark may be best left to the patrol to be sent ( they come out from TA).
  - Are listed contacts still happy to be on the contact list for after-hours alarm activations?
3. **Health and Safety Register**

No near miss or serious harm incidents to report.

## General



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- Principal Appraisal for 2021 was completed and David will continue to measure progress in 2022. Josh to share.

## **Assurance statements (school Docs)**

- School Planning and Reporting Documents
  - Charter/strategic plan and analysis of variance have been sent to the Ministry of Education
  - Documents for the Auditor to prepare the annual report have been submitted.
- We have had no concerns during 2021 regarding EEO in the appointment of any staff.
- All staff are briefed and implementing the procedures correctly for reporting and recording accidents, medicines, and managing minor/moderate injury or illness
- All non-teaching staff have current police vets on file.

## **Motions**

- **I move that the board continues to proceed with the pool project in anticipation of the approval to come from the MOE, in the coming days.**

Board discussed the principals report including discussions on: Achievement data & COVID impacts on collection of data & mitigations to ensure we can get the data as accurate as possible. Property Projects, Assurance Statements (SchoolDocs), after-hours alarm call out process - agreed standard process should be to send out a security guard if Scott cannot see anything on the cameras - board members should not go onsite. Agreed that new approach should be that if the alarm company cannot reach Scott - send



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a security officer to investigate.

2.3 Matters arising not listed in Business: [None](#)

2.4 Ratification of [November accounts](#) totalling \$19,757.31

[Moved: Julie Seconded: Lisa](#)

2.5 Ratification of [December accounts](#) totalling \$60,978.49

[Moved: Julie Seconded: Lisa](#)

2.6 Ratification of [January accounts](#) totalling \$1,912.17

[Moved: Julie Seconded: Lisa](#)

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

3.1 Uniform item offered by the hall committee Jennie to discuss.

Discussed the intention for the Hall Committee to sell shirts designed in the house colors/birds available for families to purchase at \$38-40 each. Intention would be that they are only worn on “sports days / house events” (of which there are only 3 per year normally) this would not be a replacement for a PE top. Board discussed potential challenges including the responsibility for the ongoing availability/distribution of the shirts, families that may not have spare budget to purchase shirts and how we ensure access to all children. Also sometimes there is a need to move children into different houses and how would we manage that.

**Action:** All board members present in the meeting agreed it would be a benefit to put this to the community for feedback as to whether or not the majority would support this considering price and usage frequency. Scott to discuss with Jennie to help with a Google form. Also potential for sponsorship to cover the costs of the shirts entirely.

#### Motions:

1. To proceed with the pool project in anticipation of the approval to come from the MOE, in the coming days .



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Moved: Scott Seconded: All - motion passed / present board members approved.

**4. In Committee Business:** Principals appraisal.

**5. Monitoring**

5.1

**6. Administration**

6.1 Matters arising from previous minutes: None

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

Meeting closed: 7:15PM. *Josh Davies*

Next meeting date/time: .