



Puahue School

Board of Trustees Agenda and Minutes

Date: Monday 20th, 6PM

Feb 2023

1. Welcome: Scott, Julie, Cedric, Lisa, Jemimah, Fran, Sam.

Apologies:

Declarations of interests: Nothing

Minutes of December 2022 Meeting

1.1 Matters arising:

Scott raised whether it is necessary for a callout fee to be agreed upon when it is necessary for a staff member to come out to the school. We all agree this would be a great idea. Scott will investigate upon an appropriate fee.

1.2 Open discussion, anything to add to our board meetings and/or processes.

Lisa queried whether our staff were up to date with their first aid training. Scott thinks those staff who need their certificates updated are booked in for April.

2. Decisions

2.1 Appoint a Presiding Member- Cedric is happy to continue in this role.

Finances- Fran is happy to oversee this.

2.2 Principals Report PDF in folder, Matters arising not listed in Business.

2.3 Ratification of December Accounts totalling \$23,322.09

Moved by Sam/Seconded by Cedric

2.4 Ratification of January Accounts totalling \$21,053.84



Puahue School

Moved by Sam/Seconded by Cedric

Discussion was had regarding the response to the civil defense emergency. In hindsight we agreed that a brief notification (email or text message) from Scott to the BOT would be useful.

3. Business: For Discussion and/or Resolution

3.1 Sealing of the car park 3 quotes to review

Cedric ran through the carpark quotes. Cedric recommended we accept the quote from KBL.

3.2 2023 - 2025 draft strategic plan for discussion

We made one addition to the strategic plan- whanau actively engaged in goal 3. Strengthening connections and partnerships.

Motions:

The Board would like to move that we accept the quote from KBL.

Moved by Cedric/Seconded by Lisa

The Board would like to move the 10yr PP repaint funds to be put aside on a yearly basis in anticipation for 2028.

Moved by Scott/Seconded by Jemimah

The Board would like to move the strategic goals plan for 2023-2025

Moved by Samm/ Seconded by Fran

3. In Committee Business: nil



Puahue School

4. Monitoring

4.1 School doc Policy review

Legislation and Administration Policy

- Legislation and Administration Policy
- Student Attendance
- Enrolment
- Privacy
- Official Information Requests
- Uniform / Dress Code
- Boarding House/Hostel Policies*

Board review

Board review

Board review

Community
username

puahue

Community
password

3879

5. Administration

6. Strategy

6.1 Open discussion/General businesses

7. Early Identification of Agenda Items for Next Meeting

7.1 ratify 10Ypp for next year (audit requirement)

Ratified 7pm

Next meeting date/time.

April 3rd 6pm