

Puahue School Board of Trustees Meeting Agenda

Date: 19th May 2020 6:00 pm, via Zoom Meeting

Welcome

Apologies: None

Declarations of interests: (Josh Davies, regarding quotes for staffroom repairs)

1. Decisions

1.1 Principals May Report (tabled as read) matters arising not listed in Business

ROLL 148 Special mention of roll at level 2, Monday 18th May, 139/148 Students present (94%).

Recent Events

Coming Events

Teaching and Learning (Strategic Goals)

Rural and roses Cluster PLD 1c.–

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Lower Waipa Digital Curriculum PLD –

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Next Steps


Strategic Goals

1b “strengthening partnerships and engagement with Parawera Marae” – The Hall committee are in the process of seeking a letter of support from the Marae for the hall funding application to improve the hall.

1c “Engage with collaborative partnerships with TA schools. Principals have worked together through the lockdown to attempt to continue to progress professional development objectives linked to our rural and roses cluster.

2a,b. reported under property

3c “Strengthening student resilience”. “the MOE has provided some links to wellbeing resources for


20/5/20

schools to use for the return to school, working through each class the majority of students are comfortable and well adjusted to being back at school.

There will be no written report from the school to parents at the end of the term we are working on a document to collaborate with parents on what strengths they saw in their child/ren during the lockdown and what areas they saw needed strengthening. This will form the bases of the parent interviews in either at the end of the term or early term 3.

Mid-year testing of students, normally we allow 4 weeks to test to gain accurate measures of where children are at once they return to school after the summer break. Post lockdown teachers have been asked to "ease" into the rigours of testing as to not create concern with students after a prolonged break.

Personnel

Banked Staffing position - 2020- end of year Balance \$16,000.

Staffing

- The Board/Staff gift has been purchased for Magda's farewell this Friday, She has purchased a piece of art for her new home she is building.

Property

5YA, AMS and LSC space projects

- The Architect is completing the final designs so that the project can be put to tender
- A couple of things have come up from the process that hadn't been picked up earlier during the design phase by our PM.
 - Since 2019 schools that complete works requiring a building consent are required to upgrade the buildings having work to a type 4 fire alarm system. This means 2 of 3 buildings require upgrading. We had the QS estimate the cost of doing all 3 and it came back approximately \$22,000. Which will take the savings from the QS back down to mid \$50K saved rather than close to the whole amount?
 - Re-roofing of block one was missed by the PM when getting the QS to estimate the scope of work in the concept design. Roofer estimate when conducting the condition report was between \$20-30K
- Due to the 2 aspects above I would recommend that we hold off on the pool improvements and shed upgrade until we have received the tenders to complete the designed improvements we approved. This will allow us to make an informed decision about

including a toilet to the pool sheds and keeping the pool the same depth or continuing with deepening it.

- Staff room water damage quotes have come in to “make good” and remove the wall to extend the staffroom the MOE has directed to appoint the builder and proceed with Greenstone completing the MOE forms to release the fees.

Finance

- **Accounts to be ratified for April totalling \$7,362.75**

- ***The Audited Accounts have been received and the following recommendations have been made in the management letter.***

The following key points need to be actioned in 2020

Health and safety

- Monthly building and ground checks are up to date.
- Water testing is up to date.
- The fire engineer visited as part of the scope of works for the reports for building and has made a few recommendations. Changing signs for fire egress points and glow in the dark step edging for egress points. (3 of the 6 sets of steps)

Board reviewed the principal's report.

1.2 Ratification of April 2020 accounts totalling \$7,362.75

Moved: Josh Seconded: Lisa

2. Business: For Discussion and/or Resolution

2.1 Audited Accounts discussion, actions to consider

The audit process is complete and nothing significant to note. A couple of minor points to ensure are officially minuted moving forward.

- Payroll Changes: print Edupay and Novopay staffing form and signs off to record the changes reflected in electronic actions.
- Review the cyclical maintenance and sign off annually in December minutes.
- Final Payroll Printout: this is always reviewed and signed off by the board chair, however, we should note this has been done in the board minutes.

2.2 Discuss the quotes for the staffroom repair and decide on a builder

MOE has said we can appoint a builder based on quotes and suggest we engage greenstone on a variation of our current projects to manage this small piece of work. Get the building work done, keep the invoices and we will be reimbursed. Board reviewed the underwriter assessment. Around 28K inclusive of project management and assessment fees. Board discussed 3 quotes supplied by local construction firms.

2.3 Changing Sheds decision to hold until the other works tenders are received

Board agreed to postpone the decision until we have a complete picture around capital commitments for the wider projects.

Motions:

Moved: TA Construction would be appointed as the builder for the staff room repair work, this is based on the lowest-priced quote, availability and existing work done at school to date.

3. In Committee Business: None

4. Monitoring

4.1 Next board meeting date set for: Tuesday 23rd June 6 PM

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

6.1 None

Meeting closed: 6:48 PM