

**PUKETE PRIMARY SCHOOL
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES
HELD 25 OCTOBER 2017 AT 5.30PM**

PRESENT	Kylea Heaton (Chairperson), Katrina Jamieson, Gavin Oliver (Principal), Teresa Smith, Amie Whenuaroa, Ant Cuthers and Frank Jackson
IN ATTENDANCE	Nil
APOLOGIES	Nil
RATIFICATION OF MEETING AGENDA	RESOLVED: That the agenda as tabled be ratified.
DECLARATION OF INTERESTS	There were no changes to declarations of interests for this meeting
MINUTES OF PREVIOUS MEETING	RESOLVED: That the minutes of 20 September 2017 meeting be adopted. (With 1 change to Principal's report: 2 fixed term positions should be 3 fixed term positions)
MATTERS ARISING	Nil
CORRESPONDENCE	<p>Inwards Correspondence</p> <ul style="list-style-type: none"> · BOT Training on Health and Safety available early November in Morrinsville. ● Email from MOE approving appointment of permanent teachers. <p>Outwards correspondence</p> <ul style="list-style-type: none"> ● Nil <p>RESOLVED: That the inwards correspondence be received.</p> <p>ACTION: Kylea to investigate BOT training in 2018 with NZSTA.</p>

**PRINCIPAL'S
REPORT**

RESOLVED: That the Principal's Report as tabled be adopted less recommendations.

Updates to report:

- Gavin presented a Reading Recovery Report as well as a Record of Oral Language Report.
- Attendance Report shows overall our student attendance is very good.
- Property Update shows Tenders close on 30 October 2017 for various upgrades around the school.
- ERO visit meeting times were discussed and BOT members cleared time to attend these.
- BOT members signed the BOT Code of Conduct forms and these were given to Michele Ellery to file.
- A new Physical Restraint of Children policy has been issued by School Docs. **ACTION:** Investigate whether Gavin can authorise new Support Staff to restrain children on behalf of the BOT without the Board having to meet.
- Senior Camps have had the Police checks completed and the BOT gave approval for the camps to proceed subject to signing off on safety documentation.
- **RESOLVED:** The Board approved the Principal's recommendations as listed below.
 1. Gavin Oliver (Principal) and Anthony Cuthers (Board member)have Board approval to accept the "Best Value" quotes for the three 5YA projects currently out for tender. They are;1,sewer line repairs,2,toilet upgrades,3,roofing.
 2. The Year 4 camp to Ngaruawahia and the Year 5 camp to Raglan is approved subject to the Principal and Chairperson signing off the safety documentation.
 3. The Board of Trustees approve the appointment of 5 permanent teaching positions before the end of the year.
 4. The following teachers be appointed to fixed term fulltime teaching positions for the 2018 school

	<p>year; Matt Down, Lee-Ann Riddington and Nicole Hayhurst.</p> <p>5. 7 support staff are authorised by the Board to restrain a child when there is an immediate risk that a child will injure themselves or others.</p> <p>6. The Board of Trustees approve Mountain Biking Week.</p>
COMPLAINTS POLICY	A complaints policy and procedure draft plan was presented and discussed. Further actions to be carried out on this with approval sought on 08 November 2017.
GOVERNANCE POLICY	This will continue to be worked on in time for 10 November 2017.
FINANCIAL REPORT	<p>RESOLVED: That the September accounts as tabled be ratified and the accounts for payment approved.</p> <p>ACTION: Gavin to check the petty cash figures, Go Bus and New World amounts.</p> <p>ACTION: Joy James to be removed as signatory on accounts and Michele Ellery to be added. Kylea Heaton to be added also.</p>
GENERAL	<ul style="list-style-type: none"> ● 22 November 2017 set as next meeting date. ● Board approved a notice regarding a “Light Party” as an alternative to Halloween can be sent out with the 27 October newsletter. ● BOT approved the use of BigFoot during Senior mountain biking week.
	There being no further business the meeting closed at 7.30pm.

Accepted as a true and correct record,

.....Chairperson

Dated:.....

