

**PUKETE PRIMARY SCHOOL  
MINUTES OF PUKETE SCHOOL BOARD OF TRUSTEES  
HELD 21 MARCH 2018 AT 5.30PM**

<b>PRESENT</b>	Kylea Heaton (Chairperson), Katrina Jamieson, Gavin Oliver (Principal), Amie Whenuaroa
<b>APOLOGIES</b>	Teresa Smith, Frank Jackson
<b>ABSENT</b>	Anthony Cuthers
<b>IN ATTENDANCE</b>	Michele Ellery ( Minute Secretary )
<b>RATIFICATION OF MEETING AGENDA</b>	<b>RESOLVED:</b> Standard Agenda
<b>DECLARATION OF INTERESTS</b>	There were no changes to declarations of interests for this meeting
<b>MINUTES OF PREVIOUS MEETING</b>	<b>RESOLVED:</b> That the minutes of 21 February 2018 meeting be adopted.
<b>MATTERS ARISING</b>	<ul style="list-style-type: none"> <li>● Frank is still to meet with Councillor Dave MacPherson.</li> <li>● OIA was sent just after the last meeting</li> </ul>
<b>CORRESPONDENCE</b>	<p><b>Inwards Correspondence</b></p> <ul style="list-style-type: none"> <li>● Te Pae Here Kahui Ako - COL Handbook</li> <li>● STA News</li> <li>● Education Gazette</li> <li>● Email - Government summit to review Education ( Amie has put her name forward to attend)</li> </ul> <p><b>Outwards correspondence</b></p> <ul style="list-style-type: none"> <li>● Nil</li> </ul> <p><b>RESOLVED:</b> That the inwards correspondence be received.</p>

<p><b>PRINCIPAL'S REPORT</b></p>	<p><b>RESOLVED:</b> That the Principal's Report as tabled be adopted less recommendations.</p> <ul style="list-style-type: none"> <li>• The amended 2018 budget be approved.</li> </ul> <p><b>MOTION:</b> Gavin and Anthony have authority to proceed with the security upgrade work with a 5YA budget of \$15,000. The cameras will not be turned on until the Board have finalised their camera surveillance policy.</p>
<p><b>FINANCIAL REPORT</b></p>	<p><b>RESOLVED:</b> That the March accounts as tabled be ratified and the accounts for payment approved.</p>
<p><b>GENERAL</b></p>	<ul style="list-style-type: none"> <li>• The Board ratified the appointing of a fixed term teacher into Jacina Stapletons position.</li> <li>• RAMS have been set for the cooking of food at the Gala.</li> <li>• There will be reviews undertaken with regards to asthma procedures, managing minor and moderate injuries of both students, staff and adults.</li> <li>• The Camera Surveillance Guidelines should at least cover security plus health and wellbeing.</li> </ul>
	<p><b>There being no further business the meeting closed at 7.05pm.</b></p>

Accepted as a true and correct record,

.....Chairperson

Dated:.....