

Minutes of the Pukerua Bay School Board of Trustees meeting
held in the Staff Room Pukerua Bay School
on the 14 June 2018

Present: Ms T Taylor-Jorgensen - Principal Mrs C Burgess - Minute Secretary
Ms H Green - Parent Rep Mr N Vincent - Parent Rep
Ms C Twyford - Chairperson Mr N Snowling - Parent Rep
Mrs K Evans - Parent Rep

In Attendance: Ann Jebson, Rachel Prebble, Iain Maclean, and Kate Dreaver.
Andrew Wooster (Deputy Principal joined the meeting at 6.40pm)

Opening: 6.30pm

Apologies: Mrs J Graham

Minutes and Actions:

Minutes of Previous Meeting:

The minutes of the meeting held on the 17 May 2018, previously circulated were tabled at the meeting.

It was proposed that the minutes for the May meeting be accepted.

Proposed: Ms Twyford

Seconded: Mr Snowling

Carried: Unanimously

Actions:

- 1) Independent Principal for selection panel - completed
- 2) Consultation with staff re qualities for new principal - completed
- 3) Maude Miller contacted by Conor - completed
- 4) Letter to Hall Committee - Conor and Neil - completed
- 5) Invite to Hall Committee to May meeting - completed
- 6) Neil - Contact NZSTA re evaluation tool - Neil advised that he had spoken to NZSTA - there is a free tool - He will send a link to board members - it can take 1 hour to do it in a meeting or the board members do it themselves and then come back to meeting to do evaluation and results. It was decided that the board would do it together in a meeting - time to be made on the August meeting agenda to do this.
Neil to action this.

Action Point

Hall:

Conor welcomed the hall committee and the Chairperson of the Residents' Association to the meeting. She explained why the email about assuming direct management of the Hall had been sent to the Hall committee and why the BoT had made that decision.

Discussion was had about the issues with the current hall hire processes; the relationship between the Board and the hall committee; and the Boards responsibilities as a PCBU.

It was agreed that another meeting be held to discuss the matter further.

The Hall committee and the Chairperson of the Residents' Association left the meeting at 7.10pm.

There was further discussion and debate around how the Board should proceed with this issue. It was decided that an email would be sent to Kate and a meeting be arranged between Conor, Nick, Kate and Iain.

Action Point

Correspondence In:

Letter from Iain MacLean - Residents Association - email circulated to Board members

Email received regarding change of zone for Papakowhai School

Email received regarding ERO survey

Principals Recruitment Process Update:

Advert has been placed in the Education Gazette.

Packs are ready for applicants.

Principals Reports:

Tara spoke to the Principal's report previously circulated and tabled at the meeting.

Tara advised that Basketball hoop rope in hall had been identified as a hazard. It has been lowered to minimise the risk. Andrew Wooster is working with a parent to secure this.

Discussion took place regarding the quote received to supply and install new door in Te Motu iti. The quote is for \$2600.00 plus gst, after discussion it was decided that Andrew will get another quote from another company

Action Point

It was proposed that the Principal's report be accepted.

Proposed: Ms Twyford

Seconded: Mr Vincent

Carried: Unanimously

Cat Lunjevich - Resignation Leave

Tara advised the Board that she had received a letter from Catherine Lunjevich regarding her acceptance of a year long position at the Ministry of Education and that she would like the Board to consider a year's leave.

The Board were advised that Catherine's position was not a permanent position and was .8.

Discussion took place regarding this.

It was proposed that Catherine's resignation be accepted.

Proposed: Conor Twyford

Seconded: Tara Taylor-Jorgensen

Carried: Unanimously

Tara advised that the SENCO position had been advertised in the education gazette as a .8 position fixed term to the end of the year.

Staff Rep Report:

Conor and Jacqui have not met this month. Conor will email her to make a time to meet.

Action Point

Leave Request:

Philippa Needham has requested leave without pay to travel overseas in September.

It was proposed that the Board accepted Philippa's request for leave without pay for 10 days from the 17 September to the 28 September

Proposed: Ms Taylor-Jorgensen

Seconded: Ms Evans

Carried: Unanimously

Finance Report:

Nick represented the Finance report previously circulated and tabled at the meeting.

It was proposed that the finance report be accepted.

Proposed: Mr Vincent

Seconded: Ms Twyford

Carried: Unanimously

Policies:

Reporting to Parents:

The Policy previously circulated was tabled at the meeting. Assembly times need to be change from fortnightly to regular.

It was proposed that the policy be accepted amendments.

Proposed: Mr Vincent

Seconded: Mrs Evans

Carried: Unanimously

Term Dates 2019

The proposed term dates for 2019 are as follows:

Term 1: 07 February - 12 April

Term 2: 29 April - 05 July

Term 3 : 22 July - 27 September

Term 4: 14 October - 20 December

It was proposed that the above term dates be accepted for 2019.

Proposed: Ms Twyford

Seconded: Ms Taylor-Jorgensen

Carried: Unanimously

Farewell Assembly:

Farewell assembly for Tara will be held on Thursday at 9.30am.

There being no further general business the meeting closed at 8.55pm.

The next meeting will be held on the 9 August 2018

Conor Twyford
Chairperson