

BOT Minutes

Wednesday 27th March 2018

Pukekawa School



Meeting opened: 6.35pm

Present: Karen McCulloch (Principal), Catherine Tafto (Chair), Melanie Thomas (Secretary), Virginia Craig (Staff rep), Jacqueline Anderson, Natasha McLellan (P.T.A.)

Apologies.

Declaration of Interest: Nil

Motion that the above is accepted: Moved/Seconded

Strategic Decisions (Moved/Seconded)

- Purchase heat pumps for office area – Fujitsu x 2 \$4,075 APPROVED

Monitoring/Self Review

Principals Report (Karen McCulloch)

- See attached
- Calf Club – October 26th October, Group day 1st November
- Student data (100 students)
 - Data strong despite, new students under achieving, beginning of year lapse of study, will keep reporting against national standards until ministry provides new direction. Identified strategies to help those requiring additional support

Property Report (Karen McCulloch)

- See attached

Financial report (Karen McCulloch) Tabled and moved that the cheques be accepted. Seconded Natasha

- Outstanding debt 2016 – family to be contacted via letter from BOT - Jacqui
 - Accounts passed for purpose
 - Accept the draft accounts

Health and Safety Report - Part of principal's report

- Nov review external contractor - Trevor Gardener completed
 - Report received and working through requirements
 - Clatter bridge – Referred playground repair company Catherine
 - Cushion from bark requires topping up – Grant request to get bark (Mel)
- Playground safety check report – March 2018
 - Safety check list to be recreated for 2018
 - Tim to review list and fix what he can
 - Review outstanding items at next meeting
- Camp Medication Protocol
 - Communicate early on protocol and add to policy pre-next camp
- Black and Yellow tape for visibility on steps on new hub

Staff Report

- Union meeting, how to attract and retain teachers - increase wages, less children per teacher

Strategic Discussion/General Business

- Watson & Watson - 3-year painting plan. Stage 2 booked for end of term 1, 13th April - Front side pool and bus shelter, staff room, Stage 3 (Old junior block) and stage 4 (Gym)
 - Paint playground TBC (grant to be applied for)
- Modern learning environment (Completed)
 - Final budget update to be requested
 - Review performance of Project Managers
- Hub opening
 - Friday 6th April communicated in newsletter
 - Opening, BBQ current families, previous families, students, teachers.
 - Location steps by building, children practicing 4 songs, Nation Anthem, Welcome, Blessing, Catherine to MC, Ross Logan to cut ribbon, afternoon tea
- Property
 - Old furniture stock take, sold desks, removed old ones to shed, using formica in afterschool room, once hub finalised then will review what junior school wants
 - Area between gym and classroom to be concrete
 - Hedge by sand pit/barrier to block
- Playground edge – quote required and sponsored - Jacqui
- Line marking quoted for ground markings \$1,378, 2nd quote to come
- Lino needs to be stripped and polished throughout school, prioritise areas of concern
 - Sick bay, toilets, hallway, staffroom, gymnasium (different treatment)
 - Finalise hub and review funds available
- History of school – faces, families and stories
- Ride-on mower has had a full service, replacement to be investigated for 2018
- Afterschool care
 - Health & Safety plan completed, located in room 4
- Investigate swim coaching Term 4 2018 – Onewhero Swim school & Fulton swim school - under way (Mel)
- School lunch service – approach garage for a weekly service, working through options - Jacqui
- Minutes on website – Catherine
- Environment group – update on 2018 strategy to be communicated
 - Mel suggested children grow seeds to sell plants at calf club
 - Silver Environmental
 - Everyone in school involved is unusual but awesome
 - Process to be completed utilising Waikato environmental staff
- Whanau system – strengthen role eg new entrants and house colours – tear drop flags for each house (Mel)
- School Notice Board - sponsorship for signage investigate to cover painting off board \$1k pa – (Jacqui)
- Investigate opportunity to focus on grants in 2018 for school – Mel
- Calf Club – ideas to spend fund on in 2018 - Mel
 - Small gazebo to utilise at events – light weight mobile one – PTA organising
 - Noticeboards with lift up front to protect notices
 - Camp 2018 \$1,000
 - New hessian fencing
 - Roll of honor board
- Charter review training for BOT - Catherine
- Working Bee Saturday 10th March – garden tidy up not well supported
 - How do we keep up with our gardens?
- Uniform, reviewed another supplier – cheaper option and a black hoodie. Felt current uniform was more robust and voted to stay with current uniform and supplier

- Strategic review 2019 - Charter review to make our school attractive to teachers and well being of our teachers, strategic direction for the COL
- Camp feedback – communication to parents was good, children enjoyed themselves, activities great, parent selection needs to be more transparent next time
- Bring your own device – trial those who parents will allow their children to bring them to school

Minutes of the previous Meeting & In Committee minutes. Tabled Catherine that minutes be accepted. Seconded Mel

Correspondence: Tabled Karen moved the correspondence be accepted. Seconded Mel

Meeting Closed 8.45pm

Next Meeting Date, Wednesday 23rd May 2018 6.30pm

ACTION	PERSONNEL	DUE DATE
Outstanding debt 2016 – family to be contacted via letter from BOT	Jacqui	
Clatter bridge – Referred playground repair company	Catherine	
Cushion from bark requires topping up – Grant request to get bark	Mel	
Investigate swim coaching Term 4 2018 – Onewhero Swim school & Fulton swim school	Mel	
School lunch service – approach garage for a weekly service, working through options	Jacqui	
Playground edge – quote required and sponsored	Jacqui	
Whanau system – strengthen role eg new entrants and house colours – tear drop flags for each house	Mel	
School Notice Board - sponsorship for signage investigate to cover painting off board \$1k	Jacqui	
Investigate opportunity to focus on grants in 2018 for school	Mel	
Charter review training for BOT	Catherine	