

## **BOT Minutes**

**Wednesday 23<sup>rd</sup> May 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)**

- Teachers Aide contract approved to 22 June 18
- Line markings completed

### **Monitoring/Self Review**

#### **Principals Report (Karen McCulloch)**

- See attached
- Maori Kapa Haka underway

#### **Property Report (Karen McCulloch)**

- See attached
- Heat pump – installed in office, quote for Hub to have 2 heat pump \$5,500 - APPROVED to purchase
- Furniture \$3k in MOE property to spend on furniture – Karen to purchase furniture listed in principal report
- Gym wall hole needs fixing – Karen to get quote
- Concrete outside garden shed and hose area – Karen to see Rymond
- Bell for hub – Karen getting quote
- Girls toilet consider ceratone for walls and ceiling

**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
- Consider a system that collates all payments and generates reports - Jacqui

#### **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 \$70
  - Cushion bark requires topping up – Grant request to get bark (Mel) \$220 scuff mat
  - New quote from Catherine, Mel to put in Grant Application for playground repairs & bark
- Playground safety check report – April 2018
  - Safety check list to be recreated for 2018 – Catherine
  - May review - Natasha
  - Tim to review list and fix what he can
  - Review outstanding items at next meeting
- Black and Yellow tape for visibility on steps on new hub - completed
- Reviewing Asthma policy from Asthma Respiratory Foundation and creating an Asthma Policy and ensuring any other medication policies are updated – draft to be circulated - Catherine

## Staff Report

- Busy time of year with build up to Reports and Sharing the Learning

### Strategic Discussion/General Business

- Watson & Watson - 3-year painting plan. Stage 2 booked for 7<sup>th</sup> 22<sup>nd</sup> July - Front side pool and bus shelter, road frontage, 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
- Property
  - Area between gym and classroom to be concrete
  - Hedge by sand pit/barrier to block
- Playground edge – quote required and sponsored – Jacqui
- 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
- Investigate swim coaching Term 4 2018 – Onewhero Swim school & Fulton swim school - under way (Mel)
- School lunch service – approach garage for a weekly service, suggest Tues to Thurs - Jacqui
- Environment group – update on 2018 strategy to be communicated
  - Silver Environmental
    - 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 - \$300 per term, Rangiriri Hire (Morgan) confirmed sponsorship to cover painting off board \$1k pa – (Jacqui)
- Calf Club – ideas to spend fund on in 2018 - Mel
  - Noticeboards with lift up front to protect notices
  - Camp 2018 \$1,000
  - New hessian fencing
  - Roll of honor board
- Working Bee Saturday 10<sup>th</sup> March – garden tidy up not well supported
  - How do we keep up with our gardens?
- Charter Review, addressing lack of diversity on the board (Catherine)
  - Letter to our Maori families
  - Notice to all families in newsletter
- **Charter review** – discussed responses from our community, reviewed charters from other schools, have made suggestions for the review of our Charter. Will review revised Charter at next meeting - Karen
- Teachers only day – 27<sup>th</sup> August
- Market Day- 24<sup>th</sup> June, Sunday \$10 per table from 10am, flier to be designed - Mel
- Carpark – review bus drop of in mornings with Onewhero and Tuakau buses - Karen

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

**Correspondence:** Tabled Karen moved the correspondence be accepted. Seconded Jacqui

ACTION	PERSONNEL	DUE DATE
Playground repairs - new quote for all work separate out	Catherine	
Charter review – lack of diversity on board, letter to maori families and noice to all school families	Catherine	
Finalise Asthma Policy and circulate draft	Catherine	
Outstanding debt 2016 – family to be contacted via letter from BOT , letter to be circulated for approval	Jacqui	
School lunch service –garage weekly service, Tuesday to Thursday, working through options	Jacqui	
Playground edge – quote required and sponsored	Jacqui	
School Notice Board - sponsorship secured \$300 per term, Rangiriri Hire – graphic to be supplied and new paintiing to be organised	Jacqui	
Gym wall hole needs fixing – quote required	Karen	
Concrete outside garden shed and hose area – Karen to see Raymond	Karen	
Bell for hub – quote required	Karen	
Charter review – modify exisitng charter	Karen	
Review carpark in morning with buses	Karen	
Cushion bark requires topping up – Grant request to get bark and repair playgorund	Mel	
Investigate swim coaching Term 4 2018 – Onewhero Swim school & Fulton swim school	Mel	
Whanau system – strengthen role eg new entrants and house colours – tear drop flags for each house	Mel	
Market Day – 24 <sup>th</sup> June, advertising	Mel	