



Puahue School Board of Trustees Minutes

Date: Wednesday 19th February 2025
Present: Lisa, Julie, Scott, Rebecca, Fran, Erika, Sam
Apologies:

Previous Minutes:

[Link to the minutes of the previous meeting](#)

We would like to accept the minutes from the previous meeting.

Principals Report:

[Link to the Principal's Report](#)

- Principals report accepted and moved by Lisa

Financial Report/s:

[Link to Financial Report](#)

November Report

[November accounts totalling \\$15,276.61](#)

Moved by: Lisa

Seconded by: Julie

December Report

[December accounts totalling \\$13,067.33](#)

Moved by: Lisa

Seconded by: Erika

January Report

[January accounts totalling \\$18,944.70](#)

Moved by: Lisa

Seconded by: Fran

Policy Reviews:

- Health, Safety & Welfare Policy
- Safety Management System
- Risk Management
- Healthcare

When logged into [School Docs](#), you can find the upcoming reviews by finding: "Review Schedule & Board Assurances"

Members read through these individually, and discussed any issues or comments for each topic. All documents were reviewed and submitted.

Business for discussion and/or resolution:

- Education Review Office
 - We have had no further contact from ERO.
- BOT Professional Development
 - Online Courses Available
 - NZSBA Website
 - In our own time, please go over the "Introduction to School Boards"
<https://www.nzstaresourcecentre.org.nz/learningeventsresources?ald=ka0RF0000006hwmYAA>
 - Lisa to go over the data she gathered last year. This will decide our future PD.
 - Any PD would be separate from our usual meetings.
- Strategic Vision Planning to identify long term vision for the school. Initial brainstorming session would be hugely beneficial. All members are interested in this.

NB: Focus on our PD first, then lead into Vision Planning.

In Committee Business:

- Nil

Monitoring:

- Nil

Administration:

1. The Board delegates to the principal the following responsibilities and authorities:
 - A. **General Management & Administration**
 - a. Full responsibility for the day-to-day operations of Puhue School in line with board policies.
 - B. **Personnel Management**
 - a. Authority to appoint, manage, and support all staff, excluding senior leadership appointments, which require board approval.

- b. Responsibility for staff professional development, performance appraisals, and disciplinary processes (excluding termination, which requires board approval).
- C. **Student Discipline**
- a. Authority to suspend students in accordance with the **Education and Training Act 2020**, with all stand-downs and suspensions reported to the board.
- D. **Financial Management**
- a. Authority to approve expenditure within the **Puahue School annual budget**, with any expenditure over **\$10,000** requiring board approval.
- b. Responsibility for financial reporting to the board, ensuring fiscal accountability.
- E. **Property & Asset Management**
- a. Authority to approve routine maintenance and minor property projects **up to \$10,000** within the school's approved budget.
- b. Responsibility for ensuring Puahue School complies with all property and safety regulations.
- F. **Health & Safety**
- a. Full responsibility for ensuring a safe environment for students, staff, and visitors, including compliance with all **health and safety laws and policies**.
- G. **Curriculum & Student Achievement**
- a. Authority to implement the Puahue School curriculum in line with the **New Zealand Curriculum** and local priorities.
- b. Responsibility for reporting to the board on student achievement and progress at least once per term.
- H. **Community & Stakeholder Engagement**
- a. Authority to engage with parents, whānau, and the wider Puahue community on behalf of the school.
- b. Responsibility for ensuring complaints and concerns are managed in line with board policy.
- I. **Emergency Powers**
- a. Authority to take necessary action in emergencies to ensure the health, safety, and well-being of students and staff, reporting to the board as soon as practicable.

All board members move to delegate to the principal the above responsibilities.

Early Identification of Agenda Items for Next Meeting:

- Professional Development

Next Meeting:

Wednesday 26th March @ 6pm

Signed:



Board Chair