



## Puahue School Board of Trustees Agenda/Minutes

**Date:** Wednesday 6th November 2024  
**Present:** Fran, Julie, Lisa, Sam & Erika  
**Apologies:** Rebecca, Scott

### **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](#)

### **Financial Report/s:**

[Link to Financial Report](#)

- Ratification of September Accounts totalling \$29,588.77

[Link to Financial Report](#)

- Ratification of October Accounts totalling \$19,284.60

*Moved by: Erika*

*Seconded by: Fran*

### **Policy Review:**

N/A

### **Business for discussion and/or resolution:**

- Community Survey results and actions
  - 71 Responses - far better result than previous years
  - Positive feedback, especially regarding Te Reo & areas to improve on
  - A few items to follow up on with Scott

### **In Committee Business:**

- Nil

**Monitoring:**

- Nil

**Administration:**

Open discussion / general business:

- Discussion around risk register
  - Left this for tonight's meeting - will wait to include Scott
- Discussion around Roles & Responsibilities
  - BOT isn't required to have specific roles per person
  - Need to update Code of Conduct
- NSTA hosts online webinars. Can sign up to these online.
- UPCOMING EVENTS:
  - Farewell Assembly for Pam - Friday 22nd November - morning
  - PTA Disco now confirmed - Thursday 28th November 5:30pm - 7pm
  - End of Year lunch after Prizegiving - BOT & Teachers - 12th December
- Use of School Pool after Hours:
  - Document signed when keys are purchased.
  - Do we also need to have a document within the School Docs platform?
- Refresh Classroom Furniture - Rooms 5 & 6:
  - Current furniture was donated from another school, so due to be upgraded.
  - Scott has quotes from two companies, he would like to purchase some furniture from one company and the rest from the other.
  
  - Permission for Scott to proceed in the purchasing of new furniture
  - Moved by: Lisa
  - Seconded by: Julie

**Early Identification of Agenda Items for Next Meeting:**

- Draft Annual Plan
- Draft Budget

**Next Meeting:**

To be confirmed

Signed:



Board Chair