



Puahue School

Board of Trustees Minutes

Date: Wednesday 22nd May, 2024 6pm

1. Welcome: Fran, Julie, Lisa, Sam, Scott

Apologies:

Declarations of interests: Nothing

Minutes of April Meeting

1.1

2. Decisions

2.1 **Principals Report** Matters arising not listed in Business - attached

2.2 Ratification of March Accounts totalling \$36,787.83

2.2.1 Moved by Fran & Julie

2.3 Ratification of April Accounts totalling \$2,472.68

2.3.1 Moved by Lisa & Fran

2.4 Policy Review

<https://puahue.schooldocs.co.nz/>

Username: puahue

Password: 3879 - Click on "Current Review"

2.4.1 Employer Responsibility

2.4.1.1 Reviewed as a Whole Board & Submitted



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2.4.2 Appointment Procedure

2.4.2.1 Reviewed as a Whole Board & Submitted

2.4.3 Safety Checking

2.4.3.1 Reviewed as a Whole Board & Submitted

3. Business: For Discussion and/or Resolution

3.1 Board Training for Term 2 and 3 with NZSTA

Lisa contacted NZSTA

We are about to “employ” two new members, shall we wait and proceed with training once new members have begun? Voted YES.

3.2 Board Succession Planning for replacement of members stepped down

Jemmimah has stepped down effective immediately.

Casual Vacancy x2, will be advertised to school community and new members will be selected by board.

We will follow the ‘flow chart’ and if 10% or more eligible voters request an election, we will proceed with a by-election.

Shall we hold a “Meet the Board” event on Grandparents Day?

3.3 Hall car park contribution toward

Lisa attended the Hall meeting. Small turn out.

Discussion points:



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Sealing the Hall Car Park and how that money would come about.

\$52k was reduced with a 50% discount to \$26k (\$10k Grassroots Trust)

\$16k left to come from Stock Scheme

Will there be a contribution from the BOT as the school uses this frequently?

Puahue School is the main user of both Hall and Car Park

OPTIONS (as we see them):

Smaller amount towards total cost.

50% split (\$8,000).

No donation.

3.4 Power Levy Adjustment - Hall

Also discussed at the Hall Committee meeting was the slight increase in power bills recently.

This is split 3 ways yearly (Hall, School & Playcentre).

Lisa to ask the question - is the levy a fee or a third portion of actual costs?

Moving forward, Scott is proposing that we pay 50% of the yearly costs of the power along with Playcentre.

Motions:

- BOT Training will take place once new members have been appointed.

Moved by Lisa



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Seconded by Sam

- BOT Vacancy Letter to be sent home to School Community asap.

Moved by Julie

Seconded by Fran

- The board has agreed to contribute \$4,000 towards the cost of the Car Park resurfacing project.

Moved by Lisa

Seconded by Julie

3. In Committee Business:

Nil

4. Monitoring

Nil

5. Administration

5.1 Open Discussion/General Businesses

6. Early Identification of Agenda Items for Next Meeting

Next meeting:

Wednesday 19th June, 6pm

L Sharp