



Pukekohe North School

"Setting our akonga on the path of lifelong learning"



57 Princes Street, Pukekohe
0800 785 366
www.pukekohenorth.school.nz



Pukekohe North School Board Meeting
Wednesday 10th May 2023
4.00.p.m. –6.00.p.m.

Item	
	Karakia
	Apologies
	New Declarations of Interest
	Sign in register
	Previous Meeting <ul style="list-style-type: none">• Matter arising• Approval of minutes• Update of Actions from last meeting

Present	James Thomas The Commissioner Jim Stafford-Bush – Principal Sarah Cole – Staff Rep Wanita Marsh Charlie Tuhua Suzanne Konelio Robert Hita Ioane Ioane Nganeko Oti – Minute Taker
Apologies	Nil
Karakia	Robert Hita
Trustee Declaration of Interest	Charlie Tuhua – Kapahaka Robert Hita - Kapahaka
Sign in register	
Previous minutes Matters arising Approval of minutes Update of action from last meeting	Passed by Commissioner – James Thomas
Action	



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Item 1	Governance
Topic	Commissioner – James Thomas
Discussion	<p>Commissioner explains his role moving forward after his hand over as the current board to the newly elected board.</p> <p>He will remain in our school, not as our Commissioner but as our special advisor till the end of Term 3.</p> <p>James asks for speaking rights once the presiding member is chosen.</p>
Action	Discussion will follow Presiding Member Election regarding Speaking Rights for James and his role at our School
Motion	

Item 2	Governance
Topic	Presiding Member Election
Discussion	<p>Commissioner explains the election process</p> <p>Charlie asks who is eliable to be voted as a presiding member? All except the Principal and Staff Rep can sit as presiding member.</p> <p>Jim asked "how long is the presiding member hold their position for? – usually the first meeting of the year – February, but because this board is out of the circle Commissioner is unclear and will return with a answer.</p> <p>Conflict of Interest Sarah asks What happens with this? Does the person/s of declared interest have to remove themselves from the discussion or room? What happens here? No obvious answer to this question – depending on the situation – Person/s of Interests don't need to remove themselves, just can't have a say to the decisions being made!</p>
Action/Decision	<p>James calls for nominations for presiding member</p> <p>Charlie nominted Suzanne – second Wanita Suzanne excepted</p> <p>loane nominated Charlie – Robert Second Charlie excepted</p> <p>Votes In - James declares Suzanne as presiding member.</p>



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Item 3	Governance
Topic	James Thomas – Special Advisor
Discussion	<p>James leaves meeting for board discussion.</p> <p>Jim advisors the Board that the MOE has said James will remain as a Special Advisor to the School and Board until the end of term 2 possible the end of term 3. Then if the board are happy with the progress of how the school is running they can advise James he is no longer needed.</p> <p>He explains the importance of having him and encourages the board to use his knowledge during this time that he is with us. James is only a advisor, he has no voting rights.</p> <p>Sarah asks - with James not being our School Commissioner or LSM, but a Special Advisor to the Principal and Board, "Will he be recieving support from the Ministry of Education and who will pay for his services?" James is fully supported by the Ministry of Education, however, due to our surplus of over \$200,000 the board will have this expense of roughly \$4000 in total.</p> <p>Charlies asks to view the agreement at the next meeting.</p>
Action/Decision	Agreement between Board and MOE regarding James to be viewed at next meeting.
Motion	Jim asks for James to have speaking rights at every meeting moving forward. All Agreed - Carried

Item 4	Governance
Topic	Meeting Dates
Discussion	<p>James re-enters the meeting.</p> <p>Presiding Member advises James that the Board agrees to him having speaking rights at every meeting, and give thanks to him for the service he has done and continues to give to our school.</p> <p>Discussion about when to hold the board meetings, either, week 3 and week 8 of each term, or Monthly.</p> <p>James explains – RAMs Reports Day to Day Reports – Principal to discuss Over Night Reports – Presiding Member</p>



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Action/Decision	<p>Board has agreed to monthly meetings – held every Wednesday - 2nd week of every month – 6pm – 8pm.</p> <p>Dates: Wednesday 14th June Wednesday 9th August Wednesday 13th September Wednesday 11th October Wednesday 8th November Wednesday 13th December</p>
Motion	

Item 5	Governance
Topic	Board Policies
Discussion	<p>All policies tabled have been signed by Dr Shane Edwards – previous Commissioner.</p> <ul style="list-style-type: none"> • Delegation of Responsibilities to Principal Policy Principal delegation is \$5000 without Board approval anything after this he is to seek permission from Board. Board should at the beginning of each year confirm these delegations. • Public Attending Board Meeting Policy This policy will sit in the front office and will be made available for whanau prior to meeting. Along with the Agenda of the board meeting and dates of the board meetings. <p>Is there a Board, Code of Conduct? Yes this is with the Induction Folder, which is currently being put together by Jim and James. Jim will send this out before the next board meeting.</p> <p>James discussed training for Board Members, as a group discuss what training you would want, either face to face or online.</p> <p>Are Policies found on School Docs? and Are they being reviewed and by who? Everyone can view our policies on School Docs, the login details are found on our school website. At present Education Outside the Classroom (EOTC) policy is up for reviewal, this can be reviewed by yourselves using the login details.</p>
Action/Decision	Board members are asked to let Suzanne know what board training



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	<p>they are wanting to do? Suzanne to advise whats available.</p> <p>Board members are to review the current policy Education Outside the Classroom (EOTC), through School Docs.</p>
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Item 6	Curriculum
Topic	Te Mataiaho – The Refreshed NZ Curriculum
Discussion	<p>Jim explains that the document gives alot of great ideas, and expresses the excitment it brings to the school.</p> <p>Understand – Know – Do is the new format of this document</p> <p>Charlies asks</p> <ol style="list-style-type: none">1. What capacity and capability do our staff have to deliever this? And what resources are required if any?2. What does the Strategic Plan look like with this? <ul style="list-style-type: none">• Jim explains our strategic plan says<ul style="list-style-type: none">- Thats what we are gunna have put in place for our kids- Thats what I want to do with our kids – thats the driver! From New Entrant to Year 9. <p>Resources is currently being development from the Ministry of Education as we speak.</p> <p>Charlies asks - with our Teacher Aspirations what do we currently have now thats gunna get us there?</p> <p>Jim - PACT – Progress and Consistency Tool – Writing Exemplars, which shows where and how our children should be writing and reading at each level.</p> <p>Going forward how are we guna meet expectations or exceed it? Make sure that we have everything informental lets start the child here and moving in this direction, making our education plans simple and entering data into HERO, which tract every childs progress</p> <p>Suzanne asks - How can the board help the staff and tamariki to get them through this?</p> <p>Charlie - How will you keep accountability? Jim will report back to the board at each meeting showing the progress that we are making!</p>



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	<p>PLD on the NZ Curriculum was held on the 24th April at the AKL Ministry of Education, this was not available in Maori for our Rumaki Staff, they met with our Maori Facilitators and they looked at how it would work for our Maori students.</p> <ul style="list-style-type: none"> • Strategic Plan <p>Charlie asks to see the Strategic Plan for the Year not the 2 to 3 year – each term will show its costs and achievements, when can we see this?</p> <p>Strategic Plan is parallor with the Budget</p> <p>Reporting each month should show or indicate by now We should have done this? Have we done it? Where are we at? Why haven't we done this?</p>
Action/Decision	<p>Jim to send out the strategic plan and budget with minutes.</p> <p>Also Jim and Suzanne to make another meeting day for the board to go through the strategic plan and budget</p>
Motion	

Item 7	Curriculum
Topic	Year 7 & 8 Awhitu Camp
Discussion	<p>Future Camp – in July and October – non residential Most likely daily at the Pukekohe High School or Pukekohe North. Extend to the Pukekohe Intermediate School students.</p> <p>Motivational Mondays – Senior Leaders will read to the kids telling them about Lisa Carrington – Why she important? Why we should look up to her. Engaging our tamariki to read and Parents to read to them.</p>
Action/Decision	
Motion	

Item 8	Curriculum
Topic	Kahui Mana Awhina – Memorandum of Understanding
Discussion	<p>Charlie handed out the calander of the year for the Kapahaka Roopu.</p> <p>MOU regarding the relationship and partnership between the Kapahaka Roopu and the Board. Charlie explains Kahui Mana Awhina – it is a Rebranding of the last committee. Kahui is more than just a committee it supports, tautoko and basicly its the korowai to wrap around our Kapahaka Group.</p>



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	<p>Charlie asks if there was any questions about the MOU? Charlie moves for the MOU to be tabled for discussion</p>
Action/Decision	<p>After reading through the MOU - Sarah questions the credit/debit card – we have a credit card policy that stipulates that there is to be 1 card only and feels this may put the board at risk going against our policy. James being commissioner at the time this MOU was first done, he had suggested a debit card not a credit card.</p> <p>That the agreement sounds like a separate entity – Robert says it is not.</p> <p>Sarah feels more discussion and amendments needs to be done prior to any agreements being made. This MOU is to be tabled at the next meeting.</p> <p>Suzanne to meet with Jim to find a solution for funds to be discussed regardsing up coming wananga.</p>
Motion	

Item 9	Personnel
Topic	New Entrant Teacher Vacancy
Discussion	<p>Sarah asks what is happening with the New Entrant Vacancy? Jim – explains what happened with the interviews. Current Teacher will cover this new entrant class till the end of the year.</p> <ul style="list-style-type: none"> • Employment of our Takaro Hauora Position. Her funding finishes at the end of Term 2 – Board to discuss if employment can continue and how will it be funded? • Charlie raised question regarding our previous Deputy Principal (DP) position – What is happening with this? He would like to see a DP employed. <p>Jim explains that to continue our Takaro Hauora Position this will be where it will be funded.</p> <p>Charlie requests the following Staffing – FTTE - Whats available? Breakdown of Unit Holders</p>
Action/Decision	<p>Board to discuss employment of Takaro Hauora Position at next meeting</p> <p>Jim to include in his principals report the following</p>

	Staffing – FTTE Unit Holders
Motion	

Item 10	Finance
Topic	Reporting to Board
Discussion	<p>There are 2 reports Which reports would you like?</p> <ul style="list-style-type: none"> • Technology Purchase 4 laptops 10 – Tablets 2 Ipads for Office <p>Total - \$9010.46</p> <p>Board Members Meeting Payments When would they like their payments made to each of them.</p>
Action/Decision	<p>Board would like something easier to read, broken down to 2 pages – to be discussed at the next meeting</p> <p>Board excepts and approves payments for the purchase of new laptops, tablets and Ipads of the total - \$9010.46</p> <p>Board Meeting Payments to members will be made at the end of each the year. All agreed – Carried</p>
Motion	

Confirmed next meeting date: Wednesday 14th June 2023
 Karakia whakamutunga: loane loane
 Meeting closed at: 6.10pm

Signed as True & Accurate by: 

Position: Presiding Member – *Suzanne Konelio*
 Date: *14.06.2023*

Board Action Plan

Green – Actioned – Yellow – Pending – Red – Out Overdue

What	Actions	Who	When
Special Advisor Agreement with School	To be viewed at next Meeting	Jim Stafford-Bush	June 14th 2023
Board Training	Board members to advise presiding member of what training they would like	Suzanne Konelio	June 14th 2023
Board Code of Conduct & Induction folder	To provide induction folder to board Board code of Conduct Strategic Plan Budget	Jim Stafford-Bush	June 14th 2023
Extra Meeting Day	Revise Strategic Plan and Budget	Jim Stafford-Bush Suzanne Konelio	June 14th 2023
MOU between Kahui Mana Awhina & Board	To discuss MOU	Board	June 14th 2023
Employment of Takaro Hauora Position	Board to discuss the employment of our Takaro Hauora Position	Board	June 14th 2023