



*Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6pm on Monday 28th November 2011 in the Staff Room*

SECTION A: ADMINISTRATION

- A1 Administration
Board Annual Work Plan

SECTION B: MATTERS FOR DISCUSSION

- B1 Finance Report
- B1 2012 Annual Plan Targets

SECTION C: MATTERS FOR DECISION

- C1 10 Year Plan
- C2 Balance Sheet Budget

SECTION D: Information Reports

- D1 Principal's Information Report

SECTION E: GENERAL BUSINESS

SECTION F: MEETING REVIEW AND PLANNING

SECTION G: DISCRETIONARY TIME

SECTION K: OTHER MATTERS

Angela Ian John Willy Tom Lindsey Sam

(b) **Apologies:** Michael

Visitor: Peter Mathias

(c) **General Business:** The following additional items were proposed for discussion under General Business:

Item	Time Allocation
Lift proposal	10

(d) **Meeting Timetable:** There were no adjustments made to the meeting time table

(e) **Timekeeper:** The timekeeper for the meeting was Angela

(f) **Declarations of Interest:** There were no Declarations of interest declared in respect of agenda items

The following changes are to be made to the Board's register of interests.

Interested Party	Interest
John Slee	Member of College Sports – Sports Advisory Group

(g) **Correspondence**

Members were invited to view the correspondence folder

(h) **Minutes**

The following minutes were presented for approval

Date of Meeting	Board/Committee
31 October 2011	October Meeting of the Board of Trustees

(i) **Items for Approval**

Activity/Event	Approval
Overnight and / or potentially hazardous activities for meeting of 28 November 2011	
<ul style="list-style-type: none">Young Enterprise. National Awards Competition (5). 3 days. Wellington. Depart 10.00am Wednesday 30 November, return 12.30pm Friday 2 December 2011	

<ul style="list-style-type: none"> Duke of Edinburg Tramp. Gold qualifying (9). 5 days. Mt Ruapehu. Depart 5.00am Wednesday 3 January 2012, return 6.00pm Sunday 7 January 2012. 	
<ul style="list-style-type: none"> Year 10 Activity Week. "Amazing Race" Trip (24). 5 days. Greater Auckland. Depart 7.30am Monday 5 December, return Friday 9 December 2011 	
<ul style="list-style-type: none"> Sports Competition. National SS Touch Competition (11). 4 days. Hamilton. Depart 4.00pm Thursday 8 December, return 7.00pm Sunday 11 December 2011 	
<ul style="list-style-type: none"> Athletics Competition. NZSS Athletics and Road Race (7). 4 days. Wellington. Depart 8.00am Thursday 8 December, return 10.00pm Sunday 11 December 2011 	
<ul style="list-style-type: none"> Leadership Camp. Year 13 Leadership Camp (150). 2 days. Camp Adair. Depart 8.30am Wednesday 25 January 2012, return 4.00pm Thursday 26 January 2012 	
<ul style="list-style-type: none"> Cultural Trip. Maori students to Waitangi Day celebrations (10). 3 days. Waitangi/ Kaeo. Depart 7.30am Saturday 4 February, return 7.00pm Monday 6 February 2012. 	

In respect of the above items, the Principal certifies that all necessary legal and regulatory requirements have been complied with.

THAT the administration items on this agenda are accepted with the following correction the date in Section E General Business E1 should read April 2012.

**Lindsey
Carried
BOT/28112011/001**

SECTION B: MATTERS FOR DISCUSSION

- B1 Finance Report**
THAT the finance report was accepted.

**Lindsey
Carried
BOT/31102011/002**

SECTION C: MATTERS FOR DECISION

- C1 10 Year Plan**
THAT the 10 Year Plan be accepted with the Pool work to be moved to 2011/12 year & Block C work to commence in 2012.

Lindsey

**Carried
BOT/31102011/002**

SECTION D: INFORMATION REPORTS

- D1 Principal's Information Report**
Peter spoke to the report.
The board wishes to record their support for the "Cops in Schools" programme.

THAT the Principals Information Report is accepted.

**Angela
Carried
BOT/31102011/003**

D2 Risk Management Report

Peter spoke to the report.

It was suggested a list of students with current first aid certificates could be included in the RAMS for EOTC events.

Suggestion that \$20K should be provided in the 2012 budget for operation of Risk Management.

SECTION E: GENERAL BUSINESS

E1 Turf

John advised that Tiger Turf Ltd is prepared to hold their quote to replace the Turf until April 2011.

E2 Application for Leave

THAT the application from Dave Cantley requesting leave from 21st May 2012 to 16th July 2012 is approved.

**Angela
Carried
BOT/31102011/004**

SECTION K: OTHER MATTERS

There being no further matters the meeting closed at 7.30pm

Chairperson

Date

(i) **Items for Approval**

Activity/Event Overnight and / or potentially hazardous activities for meeting of 28 November 2011	Approval
• Young Enterprise. National Awards Competition (5). 3 days. Wellington. Depart 10.00am Wednesday 30 November, return 12.30pm Friday 2 December	
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In respect of the above items, the Principal certifies that all necessary legal and regulatory requirements have been complied with.

(j) Board Annual Work Plan

Changes to the Board's Annual Work Plan

Board Annual Work Plan

	Jan	Feb-Apr Term One	May-Jul Term Two	Jul-Sep Term Three	Oct-Dec Term Four
Board	Election of chair	April – Review enrolment zone	July – STA Conference	Elect student rep	
Plans	Confirm annual work plan	Feb -approve Charter and annual plan Mar - Annual Report to MOE. Mar - Audited accounts to MoE	Apr - Annual report on previous year, financial statements & analysis of variance provided to Secretary.	August – Board planning day Sep - review charter & begin development for next year.	Dec - Draft strategic & annual plans finalised. Oct continue review charter & begin development for next year.
Policy Reviews	Confirm policy review cycle	Policy reviews as per cycle	Policy reviews as per cycle	Policy reviews as per cycle	Policy reviews as per cycle
Student Achievement		Feb - Variance reports, NCEA & other results. Mar- Yr 9 and 10 incoming data Mar – Confirm Achievement targets	Monitoring & interpretation of student progress.	Monitoring & interpretation of student progress.	Evaluate data. Set targets for strategic & annual plans.
Student engagement		Gather baseline data re Māori / Pasifika & special needs.	Receive reports. Monitor attendance & achievement.	Receive reports. Monitor attendance & achievement.	Receive reports. Monitor attendance & achievement.
Learning programmes		Monitor implementation of the curriculum plan.	Monitor implementation of the curriculum plan.	Monitor implementation of the curriculum plan.	Evaluate. Approve curriculum plan for the following year.
Employment/ Professional Learning	Confirm delegations to principal	Mar – report on previous year’s appraisals – principals appraisal Start of appraisals. Term 1 Prof Learning Prog	Term 2 Prof Learning Prog May – confirm principals performance agreement	Term 3 Prof Learning Prog	Professional learning report – priorities for following year
School climate & environment	Start of year procedures	Monitor issues re school safety. Health & safety reports. Emergency safety procedure reports.	Monitor issues re school safety. Health & safety reports. Emergency safety procedure reports.	Monitor issues re school safety. Health & safety reports. Emergency safety procedure reports.	Oct – Report on annual student surveys
Asset Management		Mar 31 – draft accounts to auditors Mar 1 st - Roll numbers to MoE. Feb – Business Plan report Feb / April Finance reports	Finalise 1 Jul roll. Review spending / budgets. June Finance reports	Review spending / budgets. Aug – Business Plan report Aug - Finance reports	Establish budget priorities for the following year. Budget timetable approved. Oct / Dec - Finance reports
Asset Management		Monitoring of maintenance & 5YA projects.	Monitoring of maintenance & 5YA projects.	Monitoring of maintenance & 5YA projects.	Plan maintenance & capital works from allocated funding. Review long term property plans.
Property		Mar - Asset Management report	June - Asset Management report	Aug - Asset Management report	Oct - Review Asset Management
Community Consultation	Confirm consultation programme	Consultation & reporting. Public Meeting re 2012 goals	Consultation & reporting to parents	Consultation & reporting.	Incorporate consultation into plans & priorities. Board newsletter to community

RECOMMENDATION:

1. **THAT** the administration items on this agenda be accepted.
-

Trustees are reminded of section 7(4) of the Board's standing orders, which provides as follows:

- (4) Where an item is not on the agenda for a meeting, that item must be dealt with in accordance with section 46A of LGOIMA.

Section 46A of the Local Government Official Information and Meetings Act 1987 provides as follows:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if -
- (a) The local authority by resolution so decides; and
 - (b) The presiding member explains at the meeting at a time when it is open to the public, -
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

- 7A Where an item is not on the agenda for a meeting, -
- (a) That item may be discussed at that meeting if -
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

SECTION B: MATTERS FOR DISCUSSION

Items in this section of the agenda are high-priority matters requiring careful deliberation by the Board.

SUBJECT	Finance Report to end October 2011
Agenda reference	Section B , Item 1
Meeting Date	31 October 2011
Author	Paulene Bond
Recommendations	That the finance report is received
Summary	
Time allocation	10 minutes

DISCUSSION

Variance Report October 2011

Grant Income: Operations grants 96 %; other grants 70%.

Investment Income: 50%

Learning Resources: Year to date 76%

- Department. Art 35%, Drama 80%, Photography 96%, Music 121%, English 80%, French 81%, Japanese 69%, Maori 90%, Media 102%, Maths 91%, PE 84% , Out Door Ed -648%, Science 95%, Ag Hort -4% Social Sciences 85%, Commerce 71%, ESOL 112%, Learning Support 142%, Guidance 78%, Careers 101%, Gateway 79%, Transition 48%, Home Ec 97%, Information Management 108%, Technical 24%, Te Kotahitanga 79% Library 107%.

Local Funds: Net result (93) %

- Trading: Income \$149134, Expense \$150296
- International Students income \$216375, Expenditure \$77403
- Donations: \$66361; (Includes Parent donations \$62991)

Administration: 82%

Property: Year to date 87%

Capital Purchases: 104% - Musical Instruments \$19039 (supported by \$10000 NZCT grant and income from instrument hire which is reflected in the local funds ledgers); ICT Projector \$997; Library Shelving \$4846, Library Books \$15573; Gym Mats \$4110 (Supported by a Grant); Text Books \$12965, Computers etc \$57788; Furniture \$9731.

Banked Staffing: current overuse is 15.52 FTTE at a cost of \$38203; staffing usage is expected to spike in PP 2419 due to holiday pay being paid out at the end of any fixed term contracts. It is still expected that we will finish the year with a close to zero balance in banked staffing.

General – Monthly reports are produced for all budget holders and contact is made with departments where expenditure is 10% variance on the expected 83% for this period. Budget holders have been asked to have all expenditure approved before orders are placed. A forecast ledger is being kept with information received from budget holders which allows more effective monitoring of the cash flow and department budgets. This new method of monitoring has been well supported by budget holders.

Finance Report October 2011

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Summary INCOME & EXPENDITURE REPORT for the period ending October 2011

ACTUAL LY TO DATE			ACTUAL THIS MONTH	ACTUAL YR TO DATE	BUDGET ANNUAL	Variance to Budget	% Spent/ Rec to date
INCOME							
2,569,008	GOVERNMENT GRANTS	2.	243,118	2,227,866	2,706,703	(478,837)	82
5,092,667	MOE TEACHER SALARIES		304,270	5,628,862	6,060,335	(431,473)	93
1,600,940	MOE USE OF LAND & BUILDINGS		160,095	1,600,949	1,921,136	(320,187)	83
32,008	INVESTMENT INCOME		2,748	17,462	35,000	(17,538)	50
LOCALLY RAISED FUNDS							
163,659	Donations/Fundraising/Activities	1.	26,204	209,751	186,600	23,151	112
141,679	International Students		(5,034)	138,972	133,136	5,836	104
3,107	Community Education		(5,394)	1,436	11,527	(10,091)	12
34,769	Net Trading		(530)	(4,641)	41,200	(45,841)	(11)
343,214			15,246	345,518	372,463	(26,945)	93
9,637,837	TOTAL INCOME		722,729	9,820,657	11,095,637	(1,274,980)	89
less EXPENSES							
LEARNING RESOURCE EXPENSES							
5,482	Library	4.	(47)	5,197	4,855	(342)	107
340,445	Curriula		26,630	296,056	365,090	69,034	81
53,450	Curriula Other		1,959	45,793	75,050	29,257	61
36,891	Extra Curriula		11,398	61,507	73,440	11,933	84
53,753	Staff Development		2,051	65,459	97,800	32,341	67
866,159	Staff Expenses		50,509	568,977	761,813	192,836	75
1,356,180			92,500	1,042,989	1,378,048	335,059	76
ADMINISTRATION EXPENSES							
20,625	Audit/Accounting	5.	1,722	17,223	20,667	3,444	83
32,901	BOT Expenses		610	9,126	16,963	7,837	54
19,105	Communication		1,615	15,997	17,200	1,203	93
72,154	General/Consumables/Legal		3,613	47,388	41,706	(5,682)	114
17,258	Risk Management		0	23,446	17,500	(5,946)	134
344,482	Staff Expenses		30,242	350,893	453,124	102,231	77
506,525			37,802	464,073	567,160	103,087	82
PROPERTY EXPENSES							
21,562	Caretaking/Cleaning	6.	1,058	23,176	22,500	(676)	103
7,219	Consultancy & Contract Services		46	2,484	10,000	7,516	25
30,907	Grounds		3,799	24,222	32,900	8,678	74
174,170	Heat, Light, Water		13,021	128,192	175,000	46,808	73
632	Rates		124	720	1,300	580	55
163,325	R&M/Cyclical Maintenance		8,958	172,853	159,436	(13,417)	108
323,352	Staff Expenses		33,155	341,130	391,593	50,463	87
721,167			60,161	692,777	792,729	99,952	87
4,927,232	MOE TEACHERS SALARIES		304,270	5,628,862	6,060,335	431,473	93
1,600,940	MOE USE OF LAND & BUILDINGS		160,095	1,600,949	1,921,136	320,187	83
333,330	DEPRECIATION		30,000	300,000	360,000	60,000	83
0	IMPAIRMENT FIXED ASSETS / DEBT		0	0	0	0	0
(900)	GAIN/LOSS ON SALE - FIXED ASSET		0	0	0	0	0
9,444,474	TOTAL EXPENDITURE		684,828	9,729,650	11,079,408	1,349,758	88
193,363	Surplus (Deficit)		37,901	91,007	16,229	74,778	561
Income less expenditure transferred to Equity							
Estimated Cash Flow							
0	Add Back - Cyclical Maintenance		0	0	0	0	0
333,330	Add Back - Depreciation Expense		30,000	300,000	360,000	60,000	83
(190,159)	less - FIXED ASSET PURCHASES	4.	(18,926)	(190,386)	(182,385)	(8,001)	104
0	less - Finance Lease & Loan Repay	4.	0	0	0	0	0
336,534	Estimated Cash Movement		48,975	200,621	193,844	6,777	103
Note cash movements in Balance Sheet items are not included above							

Pukekohe High School

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BALANCE SHEET REPORT
of Financial Position as at October 2011

LAST YEAR TO DATE		THIS YEAR TO DATE	BUDGET END OF YEAR	YEAR END LAST YEAR
	CURRENT ASSETS			
	BANK ACCOUNTS			
49,849	BANK Cheque A/c 00	129,224	156,467	38,523
100	Petty Cash	100	0	100
460	80000.02 Bank Account 02	473	0	462
59	80000.03 Bank Account 03	918	0	59
18,389	80000.04 International Students Tr	121,388	0	2,285
401,872	80000.05 BNZ Autocall 25	353,046	0	641
0	80002.00 Principal's Visa	0	0	0
404,940	80100-110 Term Investments	355,682	400,000	205,991
875,669		960,831	556,467	248,061
	RECEIVABLES			
26,175	Debtors Control	86,109	0	470,111
0	Sundry Debtors	6,750	600,000	554,567
3,146	Prepayments	870	6,000	5,931
29,321		93,729	606,000	1,030,609
	INVENTORY			
69,924	Stock	31,949	65,000	62,448
	less CURRENT LIABILITIES			
	ACCOUNTS PAYABLE			
127,075	Creditor's Control	64,641	0	87,221
(183)	Sundry Creditors	196	100,000	3,709
126,892		64,837	100,000	90,930
	ACCRUALS / OTHER LIABILITIES			
55,851	Salary & Other Accruals	50,451	570,000	562,491
0	Cyclical Maintenance - Current	45,033	0	36,700
0	Prog. Maint External Paint - Curren	70,306	72,500	70,306
43,803	GST	56,185	0	32,252
(1)	Clearing Accounts	(389)	0	(105)
0	Suspense	0	0	0
99,653		221,586	642,500	701,644
	INCOME IN ADVANCE			
783	Income in Advance	3,335	0	13,230
0	MOE Grants in Advance	357,408	0	0
85,945	International Students Funds in Ad	103,013	100,000	110,376
4,581	Other Funds in Advance	3,659	0	3,636
47,664	Trust Accounts	52,710	0	52,710
13,435	Student Funds in Advance	12,472	30,000	14,089
152,408		532,597	130,000	194,041
	MOE PROPERTY FUNDING			
22,473	MOE 5 Year Property - Projects	60,923	65,000	348,769
573,488	Equals WORKING CAPITAL	206,566	289,967	5,734
	Add FIXED ASSETS			
1,920,530	Fixed Assets b/fwd at WDV	1,741,560	1,741,560	2,107,137
190,159	Add Fixed Assets purchased this ye	190,386	182,385	0
(333,330)	Less Depreciation - Current Year	(300,000)	(360,000)	(365,577)
1,777,359		1,631,946	1,563,945	1,741,560
	Less TERM LIABILITIES			
131,099	Cyclical Maintenance - Term	164,413	245,000	164,413
214,623	Prog. Maint External Paint - Term	158,108	115,000	158,108
345,722		322,521	360,000	322,521
2,005,125	TOTAL NET ASSETS	1,515,991	1,493,912	1,424,773
	REPRESENTED BY:			
1,816,824	ACCUMULATED FUNDS	1,424,974	1,477,683	1,816,824
0	Increase in Equity	0	0	0
193,363	Surplus (Deficit)	91,007	16,229	(392,052)
2,010,187	TOTAL EQUITY	1,515,981	1,493,912	1,424,772

Pukekohe High School

Financial Report October 2011

KEY FIGURES

	THIS YEAR TO DATE	ANNUAL BUDGET	ACTUAL LAST YEAR
Net Operating Surplus/(Deficit)	91,007	16,229	(391,851)
Working Capital	206,566	289,967	58,644
Quick Ratio (Acid Test)	1.20	1.23	0.99

Working Capital (current assets less current liabilities) indicates whether a school has the resources to pay its bills in the immediate future.

A ratio of 1.0 or greater is acceptable. Below this may indicate problems.

Key notes:

MOE BANKED STAFFING

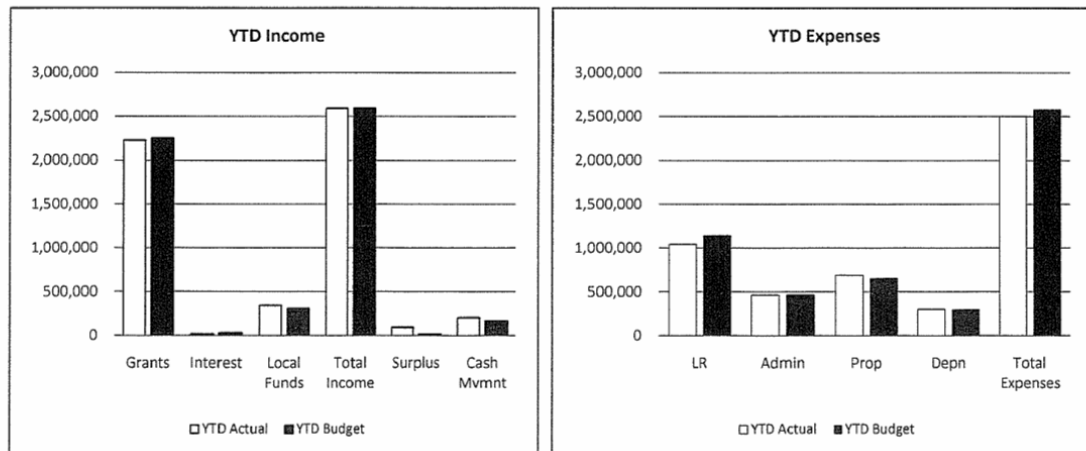
Estimated value of staffing asset / (liability) \$ (38,203)

FINANCIAL PERFORMANCE SUMMARY

Estimated % of Annual Budget spent or received for the year to date 83%

	THIS YEAR TO DATE	ANNUAL BUDGET	ANNUAL BUDGET %	ACTUAL LAST YEAR
Excluding MOE Teacher Salaries & Notional Lease				
INCOME				
Government Grants	2,227,866	2,706,703	82%	2,744,024
Interest Income	17,462	35,000	50%	36,351
NET Local Funds	345,518	372,463	93%	562,873
EXPENSES				
Learning Resources	1,042,989	1,378,048	76%	1,777,339
Administration	464,073	567,160	82%	665,199
Property	692,777	792,729	87%	926,984
Depreciation	300,000	360,000	83%	365,577
Net Operating Surplus/(Deficit)	91,007	16,229	561%	(391,851)

YEAR TO DATE COMPARATIVE (Excluding MOE Teacher Salaries & Notional Lease)



UNDERSTANDING YOUR MONTHLY REPORT

INCOME & EXPENDITURE STATEMENT

Net Operating Surplus/(Deficit)

If a school's income is greater than its expenses, the school will have a surplus. If expenses are greater than income, the school will have a deficit. It is good practice for schools to plan for a small surplus or zero deficit each year. This should ensure that the school's position does not deteriorate and may also generate a small cash reserve to cover unforeseen costs.

MOE Grants

These are recognised when received except for the operating grant which is spread equally across each month in the quarter when the installment is received. The portion applicable to future months is included in income in advance in the Statement of Financial Position.

BANK STAFFING

Bank Staffing enables Boards to use their staff resource and save (bank) staffing for use later in the staffing year. The bank staffing year runs to 31 March of the following year. Any overuse of the school's entitlement at the end of this period is deducted from the July Operations Grant.

VARIANCE (4th column)

This figure is the dollar amount of the total annual budget still to be received or spent this year to date. Note actual expenditure may not occur evenly throughout the year. Consider how the current spending compares to the total annual budget and what other spending is likely to be incurred during the remainder of the year. Similar consideration needs to be given to the income areas. Note any variance to budget will affect the school's financial position at the end of the year.

PERCENT (Last column) 83% (Estimated % this year to date)

This is the percentage of the total annual budget that has been received (income) or spent (expenses) to date. A simple analysis is to take the estimated percentage for the year to date (shown above) and compare this with the actual YTD percentage. Any items that have a percentage considerably higher or lower than above may need to be investigated or reviewed.

Timing of income & expenditure

Actual expenditure patterns do not occur evenly during the year. For example subscriptions are generally paid for in advance at the beginning of the year, as are many curricular resources. Repair and maintenance expenditure due to cash flow considerations may be generally expended in the latter part of the year.

Depreciation

When Assets are purchased, they are not shown as an expense. This is because they have an estimated useful life of more than one year. To reflect the diminishing value of these assets, and as a way of charging their cost as an expense each year, we use DEPRECIATION. This is charged equally across the asset's estimated useful life.

BALANCE SHEET

Current and non-current

Where liabilities are payable over a longer period the amounts are split into a current and term portion. This gives a better understanding of the immediate commitments of the school. Generally the rules are as follows:

Current Liabilities = payable within the next 12 months **Non Current Liabilities** = payable after the next 12 months

Working Capital

Working Capital (current assets less current liabilities) indicates whether a school has the resources to pay its bills in the immediate future. It shows the amount of money available for general purposes after meeting all its current liabilities. Consideration should also be given to the cash funds held for longer term projects or in reserve.

Quick Ratio

This ratio measures the schools ability to meet short term obligations from its immediate current assets. A ratio of 1.0 or greater is acceptable. Below this may indicate problems.

Total Equity

This is the total net value of the school. It has accumulated since the school began. If the school achieves a surplus, this will increase the value of the school. A deficit result will decrease the value of the school.

SUBJECT	2012 Annual Plan / Targets
Agenda reference	Section B , Item 2
Meeting Date	28 November 2011
Author	Ian McKinnon
Recommendations	
Summary	Purpose of this agenda item is to obtain Board input into the targets and annual plan goals for 2012
Time allocation	60 minutes

DISCUSSION

The Board's work plan lists the following tasks for term four with regards developing the annual plan for 2012 and the updating of the charter.

- Oct continue review charter & begin development for next year.
- Evaluate data. Set targets for strategic & annual plans.

The school's strategic group (leadership team, faculty leaders, deans) have been meeting for this same purpose. This has involved:

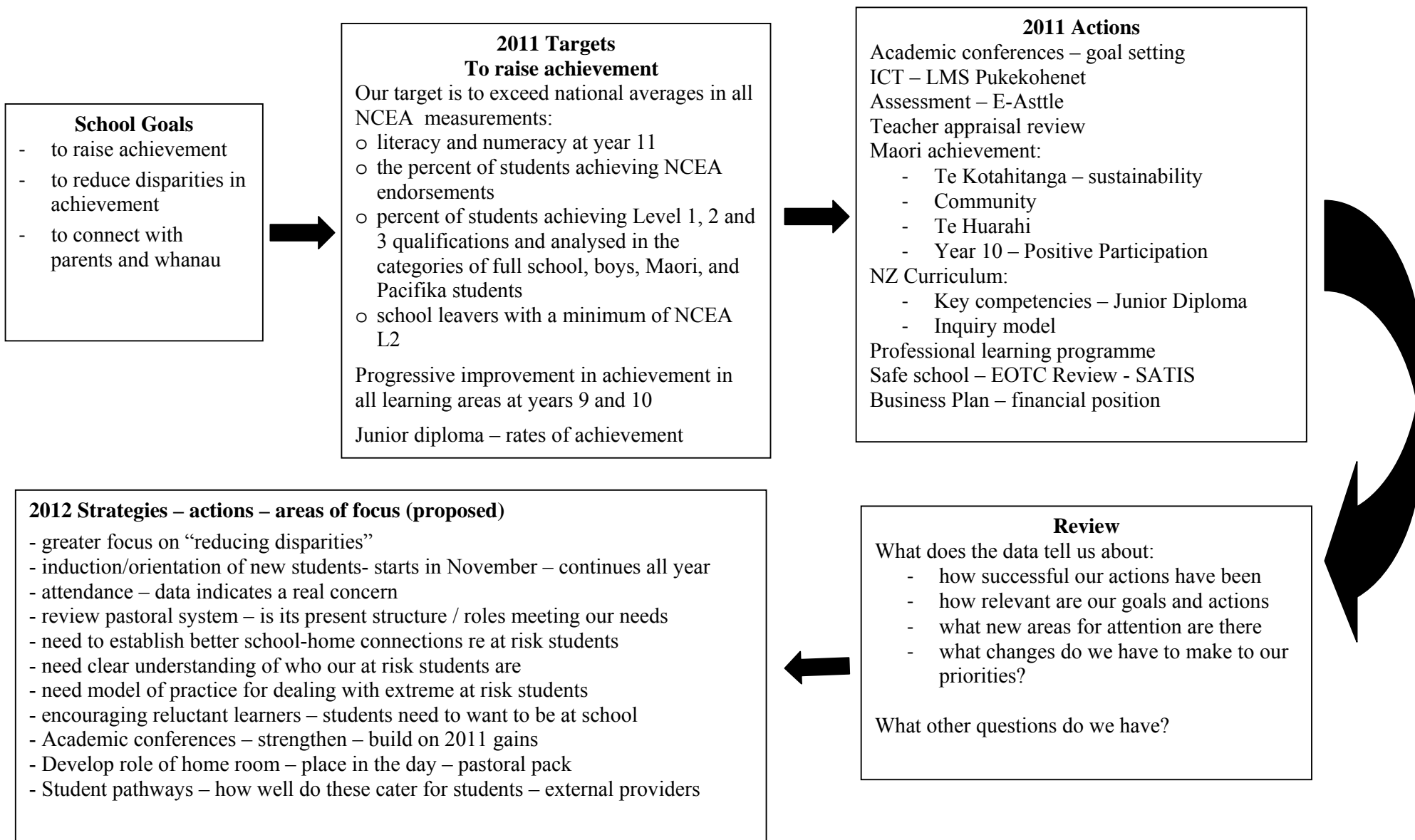
- Checking the data
- Identifying from the data areas of focus for next year

Our model for this purpose is attached – Planning Overview

Also attached are items of data that we have considered and the 2011 school charter. Refer also to the Schoolsmart data distributed with the October agenda

2012 Annual Plan

Planning overview



SECTION C: MATTERS FOR DECISION

Items in this section of the agenda are high-priority matters requiring careful deliberation and a decision by the Board.

SUBJECT	10 Year Plan
Agenda reference	Section C, Item 1
Meeting Date	28 th November 2011
Author	Paulene Bond
Recommendations	<i>THAT the board approves the attached 10 Year Plan to be forwarded to the Ministry of Education.</i>
Summary	The board is required to present a 5YP Property Plan for approval to the Ministry of Education by the 30 th November 2011. Milne Property Management Ltd, in consultation with the board and staff has prepared the attached 5YA Summary.
Time allocation	10 mins

COMMENT

5YA Summary

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5YA Summary

School Name		Pukekohe High School		Profile No	103		Ref	5YA010312		
5YA AGREEMENT		Calendar Year of entry		2011	Budget	2,682,609		As planned	5,122,609	
Work planned for (calendar years)	2011	2012	2013	2014	2015	TOTAL				
	\$	\$	\$	\$	\$	\$	\$			
CAPITAL WORK										
								BOT Cont \$	5YA \$	Other MOE \$
Swimming Pool 1(Pool 1)										
1	Resurfacing pool	0	0	0	0	50,000	50,000		50,000	
2		0	0	0	0	0	0		0	
3		0	0	0	0	0	0		0	
4		0	0	0	0	0	0		0	
5		0	0	0	0	0	0		0	
6		0	0	0	0	0	0		0	
Block 100(Parkside replacement)										
1		0	0	0	0	0	0			
2		0	0	0	0	0	0			
3		0	0	0	0	0	0			
4		0	0	0	0	0	0			
5		0	0	0	0	0	0			
6		0	0	0	0	0	0			
Block A(MASSEY BLOCK)										
1	Fitout rooms for Food technology (See H Block	0	0	0	0	0	0		0	
2	Refurbish Massey Toilets	0	77,000	0	0	0	77,000		77,000	
3	Structural strengthening admin wing	0	440,000	0	0	0	440,000	140,000	300,000	
4	Lift replacement	150,000	0	0	0	0	150,000		150,000	
5		0	0	0	0	0	0		0	
6		0	0	0	0	0	0		0	
Block B(HALL)										
1	Hall refurb & replace flooring & stage access	220,000	0	0	0	0	220,000		220,000	
2	Accessible ramp to hall stage	20,000	0	0	0	0	20,000			20,000
3		0	0	0	0	0	0		0	
4		0	0	0	0	0	0		0	
5		0	0	0	0	0	0		0	
6		0	0	0	0	0	0		0	
Block C(A1 & A2)										
1	Dispose of S12, 13, 14 and build wharenui	550,000	0	0	0	0	550,000	400,000	150,000	
2		0	0	0	0	0	0		0	
3		0	0	0	0	0	0		0	
4		0	0	0	0	0	0		0	
5		0	0	0	0	0	0		0	
6		0	0	0	0	0	0		0	
Block D(BRYANT WEST BLOCK)										
1		0	0	0	0	0	0			
2		0	0	0	0	0	0			
3		0	0	0	0	0	0			
4		0	0	0	0	0	0			
5		0	0	0	0	0	0			
6		0	0	0	0	0	0			
Block E(BRYANT EAST)										
1	Refurbish art resource rooms and storage for	0	60,000	0	0	0	60,000		60,000	
2	Fitout audio visual resource room	0	40,000	0	0	0	40,000		40,000	
3		0	0	0	0	0	0		0	
4		0	0	0	0	0	0		0	
5		0	0	0	0	0	0		0	
6		0	0	0	0	0	0		0	
Block H(HOME ECONOMICS)										
1	New fitout for home ec rooms to meet hygiene	400,000	0	0	0	0	400,000		400,000	
2	Relocate food rooms to Massey Block	0	0	0	0	0	0			
3		0	0	0	0	0	0			
4		0	0	0	0	0	0			
5		0	0	0	0	0	0			
6		0	0	0	0	0	0			
Block M(MUSIC)										
1	Refurbish Music block incl practice rooms	0	187,000	0	0	0	187,000		187,000	
2	Fitout keyboard studio	0	40,000	0	0	0	40,000		40,000	
3		0	0	0	0	0	0		0	
4		0	0	0	0	0	0		0	
5		0	0	0	0	0	0		0	
6		0	0	0	0	0	0		0	
Block PA(AS & AC)										
1	Refurbish very old relocs G5, G6, G7 OR	0	0	0	0	0	0			
2	Dispose of G5, G6, G7 and build new for Hort.	0	0	150,000	0	0	150,000		150,000	
3		0	0	0	0	0	0			
4		0	0	0	0	0	0			
5		0	0	0	0	0	0			
6		0	0	0	0	0	0			
Block Y(YOULDEN BLOCK)										
1	Refurbish and provide technology project storage	0	60,000	0	0	0	60,000		60,000	
2		0	0	0	0	0	0			
3		0	0	0	0	0	0			
4		0	0	0	0	0	0			
5		0	0	0	0	0	0			
6		0	0	0	0	0	0			
Ancillary T(Block T)										
1	Refurbish toilets in Massey Courtyard	0	100,000	0	0	0	100,000		100,000	
2		0	0	0	0	0	0			
3		0	0	0	0	0	0			
4		0	0	0	0	0	0			
5		0	0	0	0	0	0			
6		0	0	0	0	0	0			
Site 1090(PUKEKOHE HIGH SCHOOL)										
1	Replace existing synthetic turf for H&S	127,000	0	0	0	0	127,000		127,000	
2	New turf lighting	0	100,000	0	0	0	100,000	100,000	0	
3	Demo toilet block T and make good Massey	0	80,000	0	0	0	80,000		80,000	
4	Covered areas for student shade and protection	0	0	0	0	90,000	90,000		90,000	
5	SNUP's school contribution	88,000	0	0	0	0	88,000		88,000	
6	SNUP's power upgrade	20,000	0	0	0	0	20,000		20,000	
7	Transformer and MSB upgrade	0	75,000	0	0	0	75,000		75,000	
8	Contingency	0	0	0	0	268,261	268,261		268,261	
9	Balance	0	0	0	0	110,348	110,348		110,348	

5YA Summary

School Name		Pukekohe High School				Profile No	103		Ref	5YA010312	
5YA AGREEMENT		Calendar Year of entry		2011		Budget	2,682,609		As planned	5,122,609	
Work planned for (calendar years)		2011	2012	2013	2014	2015	TOTAL				
		\$	\$	\$	\$	\$	\$				

CAPITAL WORK							BOT Cont \$	5YA \$	Other MOE \$
10		0	0	0	0	0	0	0	0
Site 5836(House # 20715 on School Site)									
1	0	0	0	0	0	0	0		
2	0	0	0	0	0	0	0		
3	0	0	0	0	0	0	0		
4	0	0	0	0	0	0	0		
5	0	0	0	0	0	0	0		
6	0	0	0	0	0	0	0		
Block New									
1	Horticultural Centre (with MIT)	0	0	1,620,000	0	0	1,620,000	1,470,000	150,000
2		0	0	0	0	0	0		
3		0	0	0	0	0	0		
4		0	0	0	0	0	0		
5		0	0	0	0	0	0		
6		0	0	0	0	0	0		

Total cost of Projects for Year	1,575,000	1,259,000	1,770,000	0	518,609	5,122,609	1,970,000	2,682,609	470,000
BOT/Community Contribution	400,000	0	1,570,000	0	0	1,970,000			
MOE Contribution (5YA)	1,005,000	959,000	200,000		518,609	2,682,609			
MOE Contribution (Other)	170,000	300,000				470,000			
Previous 5YA Remaining						0			
MOE Cash Flow Guidline % (5YA Expenditure only)	Up to 50%	Up to 62.5%	Up to 75%	Up to 90%	100%				
This Plan's Cash Flow % (5YA Expenditure only)	37.46%	73.21%	80.67%	80.67%	100.00%				

SUBJECT:	Balance Sheet Budget
Agenda reference:	Section C, Item 2
Meeting Date:	28 th November 2011
Author:	Paulene Bond
Report Category:	Discussion / Decision / Monitoring / Information
Recommendations:	<i>THAT the Board approves the attached Balance Sheet Budget for use in the Annual Accounts.</i>
Time allocation:	5 Mins

DISCUSSION

In preparation of the 2011 annual accounts we are advised that the Auditors require the board to approve a 'balance sheet' budget. This is a reporting requirement only based on our original operating budget for the 2011 year, which was approved in March 2011, and is not a forecast on actual performance to date. The auditors will be looking for evidence of Board approval of the Balance Sheet budget to enable these figures to be used our 2011 annual accounts.

18 October 2011

To the Board of Trustees

Pukekohe High School

We have prepared the following suggested Budget Statement of Financial Position (Balance Sheet) based on the Budget Statement of Comprehensive Income (Operating Budget) we have been given for the current year and the Statement of Financial Position (Balance Sheet) from your school's audited Financial Accounts for last year.

This Budget Statement of Position is an estimate of the Cash, Bank Balances, Fixed Assets, and amounts owed to and by the school at the end of the financial period based on your original operating budget.

It is one of the Ministry of Education requirements that such a Budget be prepared annually for your school. At the end of the year your auditors will be looking for evidence that this budget has been APPROVED by the Board. We recommend, that a copy of this Budget be attached to the minutes of the meeting in which such approval is minuted.

In preparing the budget Statement of Financial Position we have noted the following:

Summary

The annual budget is for a	Surplus of	\$	16,229.00	
The budget for capital expenditure is		\$	182,385.00	
The basic nett cash effect of this budget is	an increase of	\$		193,844

Depreciation

The actual charge for depreciation last year is greater than the budget for this year. However due to reduced capital spending in recent years this budget is adequate.

Capital Base

By planning to spend an amount equal to or greater than the provision for depreciation the 'capital base' of the school is maintained.

This budget does not do this, the budget may need to be revisited.

However due to the need to increase cash reserves in the short term this budget is adequate.

Working Capital

Working Capital is the difference between the balance held in your bank accounts, investments and other current assets and current liabilities, such as creditors, accruals, income in advance, property grants, provision for the 10 year cyclical maintenance.

There are many reasons why the Working Capital Surplus may decrease from one year to another, for example: where the bank balance has been built up over a number of years in anticipation of a major building project.

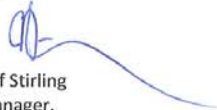
The Ministry of Education monitors the decrease in Working Capital Surpluses, especially when these continue to happen over a number of years.

The budget we have prepared shows an increase in the Working Capital Surplus.

This is an estimated outcome.

I, or one of my colleagues, will be able to discuss any queries you may have regarding this budget or any other aspect of the financial reports provided by Edtech or that may be required of the school. Please let me know if you have any queries.

Regards



Jeff Stirling
Manager,
Financial Services

NOTE

This letter does not and is not meant to indicate in any way that Edtech Ltd approve the budget set by the Board of Trustees.

We have not carried out any thorough review or audit of the Budget Statement of Comprehensive Income (Income & Expenditure) supplied to us by the school on which this Report is based.

The purpose of this letter and attached Budget Statement of Financial Position is to fulfill a reporting requirement for the schools which have employed Edtech Ltd to provide support for their accounting function.

In preparing the Budget Statement of Financial Position a number of issues may have been highlighted above. These comments are illustrative and are meant to assist the Board by drawing attention to certain items - they are not meant to be a full and comprehensive review of the Budget.

Please note Edtech Ltd can provide additional assistance to schools with their budget process when requested to do so.

Pukekohe High School	2010	2011
Statement of Financial Position	Actual	Budget
Public Equity	1,477,683	1,493,912
Current Assets		
Bank Current A/c	38,623	154,467
Bank Call A/c	3,447	2,000
Inventory	62,448	65,000
Receivables	1,024,900	600,000
Prepayments	5,931	6,000
Term Deposits	205,991	400,000
	1,341,340	1,227,467
Current Liabilities		
Payables	90,931	100,000
Salary related Accruals	552,446	560,000
10 Yr Maint provision	36,700	-
Other Accruals	9,940	10,000
Painting Contract	70,306	72,500
Income in advance(MOE Prop)	348,769	65,000
Income in advance(IS)	110,377	100,000
Income in advance(other)	30,955	30,000
GST Payable	32,272	-
	1,282,696	937,500
Working Capital Surplus	58,644	289,967
Fixed Assets	1,741,560	1,563,945
Term Liabilities		
10 Yr Maintenance Liability	164,413	245,000
Painting Contract	158,108	115,000
Net Assets	1,477,683	1,493,912

SECTION D: INFORMATION REPORTS

SECTION E: GENERAL BUSINESS

Pukekohe High School Board Self Assessment Analysis

I have the following comments to make about the way we conduct our meetings:

..... 2011	Strongly Agree	Agree	Disagree	Strongly Disagree	No answer	Returned Asmts
We governed with an emphasis on the future [rather than the present or the past]						
We governed with an emphasis on the strategic leadership [rather than administrative detail]						
A diversity of viewpoints was encouraged						
We governed openly and honestly						
We made collective [rather than individual] decisions						
We governed proactively rather than reactively						
All members contributed to discussion						
We observed clear separation between governance [our role] and Management [Principals role]						
We received about the right amount of monitoring information						
We received high quality monitoring information						
We received information in a timely manner						
We spent about the right amount of time discussing agenda items						
I am leaving with a sense of achievement						

Please forward this analysis to _____ at the conclusion of the meeting.