



*Minutes of a meeting of the Board of Trustees of Pukekohe High School  
held at 6pm on Monday 31<sup>st</sup> October 2011 in the Staff Room*

**SECTION A: ADMINISTRATION**

- A1** Administration  
Board Annual Work Plan  
Lindsey opened the meeting at 6.10pm

**SECTION B: MATTERS FOR DISCUSSION**

- B1** Finance Report

**SECTION C: MATTERS FOR DECISION**

**SECTION D: INFORMATION REPORTS**

- D1** Principals Information Report

**SECTION E: GENERAL BUSINESS**

**SECTION F: MEETING REVIEW AND PLANNING**

**SECTION G: DISCRETIONARY TIME**

**Section A: ADMINISTRATION**

**(a) Present**

*The following members were present at the meeting.  
Lindsey, Angela (6.20pm), John, Michael (6.15pm), Sam, Tom.*

**(b) Apologies:** Willy, Ian

**Visitor:** Nathan Ngatai.

**(c) General Business**

There were no additional items proposed for discussion under General Business.

**(d) Meeting Timetable**

There were no adjustments made to the meeting timetable.

**(e) Timekeeper**

*The time keeper for the meeting was Lindsey*

**(f) Declarations of Interest**

*There were no Declarations of Interests in respect of agenda items*

**(g) Correspondence**

*Members were invited to view the correspondence folder*

**(h) Minutes**

*The following minutes were presented for approval*

<b>Date of Meeting</b>	<b>Board/Committee</b>
10 <sup>th</sup> October 2011	Board of Trustee Meeting

**(i) Items for Approval**

<b>Activity/Event</b>	<b>Approval</b>
<b>Overnight and / or potentially hazardous activities for meeting of 10 October 2011</b>	
<ul style="list-style-type: none"><li>Whanganui River Trip. Year 10 Activity Week (20). 5 days. Whanganui River. Depart 8.30am Saturday 3 December, return Wednesday 7 December.</li></ul>	
<ul style="list-style-type: none"><li>Hot Water Beach Camp. Year 10 Activity Week (40). 5 days. Hot Water Beach. Depart 7.00am Monday 4 December, return 2.30pm Friday 8 December</li></ul>	
<ul style="list-style-type: none"><li>Papamoa Camp. Year 10 Activity Week (35). 5 days. Papamoa. Depart 7.00am Monday 4 December, return 2.30pm Friday 8 December</li></ul>	
<ul style="list-style-type: none"><li>Whitianga Camp. Year 10 Activity Week. (35) 5 days. Whitianga. Depart 8.30am Monday 5 December, return 2.30pm Friday 9 December</li></ul>	
<ul style="list-style-type: none"><li>Coroglen Camp. Year 10 Activity Week (45). 5 days. Coroglen. Depart 9.00am Monday 5 December, return 2.00pm Friday 9 December</li></ul>	
<ul style="list-style-type: none"><li>Coromandel Fishing Trip. Year 10 Activity Week (24). 5 days. Coromandel. Depart 9.30am Monday 5 December, return 2.30pm Friday 9 December</li></ul>	
<ul style="list-style-type: none"><li>Australia Trip. Year 10 Activity Week (15). 8 days. Queensland. Depart 9.25am Saturday 3 December, return 8.30pm Saturday 11 December</li></ul>	

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

The RAMS for the above events will be reviewed by Michael and Lindsey and forwarded to the November meeting for board approval.

(i) Board Annual Work Plan

Changes to the Board's Annual Work Plan

*THAT the administration items on this agenda are accepted. (Excluding Activity/Event Items for Approval).*

*Lindsey*

*Carried*

**BOT/31102011/001**

**Section B: MATTERS FOR DISCUSSION**

**B1 Finance Report**

The finance report was accepted.

*Lindsey*

*Carried*

**BOT/31102011/002**

**Section C: MATTERS FOR DECISION**

**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 2012.

**E2 Application for Leave**

*THAT* the application from Dave Cantley requesting leave from 21<sup>st</sup> May 2012 to 16<sup>th</sup> 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*