



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

SECTION A: ADMINISTRATION

- A1 Presentation from MIT representatives; Stuart Middleton & Paul Jurisson

SECTION B: MATTERS FOR DISCUSSION

- B1 Risk Management
- B2 Terms of Reference for sub-committees

SECTION C: MATTERS FOR DECISION

- C1 Funding Applications:
 - Rowing 1a
 - Netball 1b
 - Music Department 1c
- C2 Delegations to the Principal
- C3 Annual Work Plan

SECTION D: MATTERS FOR MONITORING

- D1 Principal Monitoring Report
 - Draft Budget 2011
 - Strategic Plan
 - Ends Policies

SECTION E: MATTERS FOR INFORMATION

- E1 Principals Information Report

SECTION F: MEETING REVIEW AND PLANNING

SECTION G: DISCRETIONARY TIME

SECTION K: OTHER MATTERS

Section A: ADMINISTRATION
(a) Present

*The following members were present at the meeting.
Willy, Ian, Alice, John, Michael, Lindsey, Tom*

Apologies: Angela.

Visitors: Peter Mathias (till 7.30), Nathan Ngatai, Des Logan.

Willy chaired the meeting and opened by welcoming Stuart Middleton and Paul Jeurissen from Manukau Technical Institute who were there to continue with discussions on the Horticulture Community Programme partnership proposal with Pukekohe High School.

(c) General Business

The following additional items were proposed for discussion under General Business:

| Item | Time Allocation |
|--|------------------------|
| Discussion on a letter to parents concerning violence in school. | 10 |
| Partnership with a Christchurch School | 10 |

(d) Meeting Timetable

There were no adjustments to the meeting time table

(e) Timekeeper

The time keeper for the meeting was Willy

(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

| Date of Meeting | Board/Committee |
|-------------------------------|--------------------------|
| 1 st February 2011 | Board of Trustee Meeting |

THAT the administration items on this agenda be accepted with the exclusion of the schedule of activity/events overnight and/or potentially hazardous activities which was moved for discussion and inspection of the RAMS forms to the conclusion of the meeting.

Willy

Carried

BOT/28022011/001

Section B: MATTERS FOR DISCUSSION

B1 Risk Management - this report will be presented to the March 2011 meeting.

B2 Terms of Reference for sub-committees

THAT the board accepts the terms of reference in Policy BSP 1.6 - Board Committees.

*Willy
Carried*

BOT/28022011/002

The following nominations were confirmed and accepted as the new Audit Committee
Michael, Lindsey & Peter Mathias.

*Willy
Carried*

BOT/28022011/003

Section C: MATTERS FOR DECISION

C1 Funding Application 1a

THAT the board of trustees approves the following grant applications to

- the NZ Community Trust
- Cuesport

To support the school's rowing team to the New Zealand Secondary Schools Rowing Championships

*Willy/Michael
Carried*

BOT/28022011/004

Funding Application 1b

THAT the Board approves the application for funding to: Holcim Community Support for \$26063.40 The authorised purposes being to fund the Pukekohe High School Premier Netball Team trip to Brisbane in July 2011. Includes all expenses and airfares.

*Willy/Michael
Carried*

BOT/28022011/005

Funding Application 1c

THAT the Board approves in principal the application from the Music Department fundraising Committee to carry out fundraising projects however all letters to suppliers requesting sponsorship or donations requires the approval and signature of the Principal.

*Willy/Michael
Carried*

BOT/28022011/006

C2 Delegations to the Principal

THAT the board of trustees delegates to the principal the following responsibilities of the board:

- a) Responsible for the employment of all teaching and non-teaching staff with the exception of assistant, deputy and associate principals.
- b) the authority to suspend a staff member
- c) The management of the competency process in accordance with the relevant contractual provisions through to completion of a report and recommendations to the Board.
- d) the power to investigate a complaint and determine whether or not it can be resolved informally in accordance with the relevant employment awards
- e) Meet the Board's reporting obligations to the Teachers' Council in matters of teacher misconduct, competency or complaints.

- f) To accept police vets in accordance with the Boards obligations to ensure confidentiality

*Willy/Michael
Carried*

BOT/28022011/007

C3 Annual Work Plan

THAT the board adopts the Annual Work Plan.

*Willy/Michael
Carried*

BOT/28022011/008

The work plan is to be reviewed each month.

THAT the Project Manager appointment for the next 5 & 10 year property plan is to be registered for tender on GETS.

*Willy/Michael
Carried*

BOT/28022011/009

Section D: MATTERS FOR MONITORING

D1 Principal's Monitoring Report

THAT the board approves the 2011 Draft Budget

*Willy/Michael
Carried*

BOT/28022011/0010

Section E: MATTERS FOR INFORMATION

E1 Principal's Information Report

Section F: MEETING REVIEW AND PLANNING

Next board meeting is planned for 28th March 2011 at 6pm

Section K: OTHER MATTERS

K1 Letter to Parents

Following discussion on recent violence related incidents at school, Willy requested the board consider sending a letter to parents indicating the boards zero tolerance of violence and endorsing the school policy in managing with issues involving violence.

THAT the board approves in principle that Willy is to draft a letter to then be circulated to board members by email for electronic approval which, if unanimous, is then to be sent home to parents.

*Willy/Lindsey
Carried*

BOT/28022011/011

K2 Christchurch Earthquake – High School Partnership

THAT the board expresses to the Ministry of Education its readiness and willingness to participate with any initiative to offer placement of Christchurch students at Pukekohe High School.

*Willy/Michael
Carried*

BOT/28022011/012

K3 Trip Approval

| <p style="text-align: center;">Activity/Event</p> <p style="text-align: center;">Overnight and / or potentially hazardous activities for meeting of</p> <p style="text-align: center;">28th February 2011</p> | <p style="text-align: center;">Approval</p> |
|---|--|
| <p>✍ Year 11 Agriculture Trip (28). 3 days. Limestone Downs. Depart 10.00am 20 March, return 3.15pm 22 March</p> | <p style="text-align: center;"><i>Approved</i></p> |
| <p>✍ Year 13 Science Trip (23). 2 days. White Island. Depart 4.00pm 22 March, return 10.00pm 23 March * Data confirming Awakeri Motor Camps as a suitable overnight venue is to be completed and tabled to Ian for approval.</p> | |
| <p>✍ Year 13 Science Trip (24). 2 days. White Island. Depart 4.00pm 5 April, return 10.00pm 6 April * Data confirming Awakeri Motor Camps as a suitable overnight venue is to be completed and tabled to Ian for approval.</p> | |
| <p>✍ North Island SS Rowing Champs (14 + 20-2 teams at separate accommodation). 4 days. Lake Karapiro. Depart 8.30am 10 March, return 6.00pm 13 March</p> | <p style="text-align: center;"><i>Approved</i></p> |
| <p>✍ New Zealand SS Rowing Champs (14 + 20-2 teams at separate accommodation). 8 days. Lake Karapiro. Depart 8.30am 27 March, return 11.00am 3 April</p> | <p style="text-align: center;"><i>Approved</i></p> |
| <p>✍ Netball Trip to Australia (10). 7 days. Brisbane. Depart 6.00am 10 July, return 11.55pm 16 July.</p> | <p style="text-align: center;"><i>Approved</i></p> |

Future Rams are to be pre-assessed by two nominated board members (Lindsey and Michael) for approval on behalf of the board.

There being no further matters the meeting closed at 8.35pm

Chairperson

Date