



**Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 7pm on Monday 1st Feb 2011 in the Staff Room**

SECTION A: ADMINISTRATION

- A1 Administration Register of Interest - Quarterly Review/update of Information**

SECTION B: MATTERS FOR DISCUSSION

- B1 Board Vacancy**
B2 Meeting Starting time

SECTION C: MATTERS FOR DECISION

- C1 Betty Thomas Trust; Massey Memorial Trust**
C2 2011 Board Work Plan
C3 Electronic Approval for the 2011 Leadership Camp

SECTION D: MATTERS FOR MONITORING

- D1 No Report**

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.
Angela, Willy, Lindsey, Ian, Alice, Michael.**

Apologies: Tom, John.

(c) General Business

**The following additional items are proposed for discussion under
General Business:**

Item	Time Allocation
Meeting Start Time	5
Rams Forms	10
Board Vacancy	10

(d) Meeting Timetable

There were no adjustments to the meeting time table

(e) Timekeeper

The time keeper for the meeting was Angela

(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
29 th November 2010	Board of Trustee Meeting

THAT the administration items on this agenda be accepted

**Angela
Carried**

BOT/01022011/001

Section B: MATTERS FOR DISCUSSION

B1 Board Vacancy – there was no response to the advertisement placed in the Franklin County News advising of a vacancy on the board and following discussion it was agreed that Angela will contact Tom to discuss the appropriate protocol in approaching a second Maori representative to fill the current vacancy.

B2 Board meeting time – it was agreed the monthly board meetings will be held on the last Monday of the month and commence at 6pm.

Section C: MATTERS FOR DECISION

C1 Betty Thomas Trust

THAT two board members (Angela and Lindsay) are appointed to review the applications for the Betty Thomas Trust and select a successful recipient/s from the 9 applications received.

Applications for the Massey Memorial Scholarship will also be forwarded to Angela and Lindsay for selection.

Willy/Michael

Carried BOT/01022011/002

C2 2011 Board Work Plan

The board discussed the 'draft' annual work plan which will be presented at the February meeting for final approval.

C3 Election of Chairperson

At 7.25pm the meeting was handed over to Ian McKinnon who called for nominations for Chairperson.

Angela Clark, Nominated by Willy and seconded by Lindsay, accepted nomination.

There being no further nominations, Angela was declared Chairperson of the Pukekohe High School Board of Trustees for 2011.

Willy/Lindsay

Carried

BOT/01022011/003

C4 Electronic Approval – Leadership Camp 2011

Copies of the approval document, previously emailed to members, was presented along with the list of board members who approved the Camp.

THAT the Board approves the 2011 Year 13 Leadership Camp.

Carried

BOT/01022011/002

Lindsay expressed concern at the quality of the RAMS forms he viewed stating they are inadequate. He distributed other RAMS forms to members to look at. Ian advised a review of Policy had commenced in December 2010.

Following the discussion, it was agreed that the board is to receive copies of ALL RAMS forms - in advance of the meeting they are to be approved at.

Section D: MATTERS FOR MONITORING

D1 Principal's Monitoring Report

Section E: MATTERS FOR INFORMATION

E1 Principal's Information Report

THAT the board approves the Principals' Information Reports as tabled.

Angela

Carried

BOT/01022011/002

Section F: MEETING REVIEW AND PLANNING

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

Section K: OTHER MATTERS

There being no further matters the meeting closed at 9.23pm

Chairperson

Date

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