



***Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6pm on Monday 27th June 2011 in the Staff Room***

SECTION A: ADMINISTRATION

- A1** Robert Overton was invited to address the board on issues relating to the Park Side extensions. Board members expressed frustration and concern with the 'trial' system the Ministry used to select the Companies involved in this project.

Angela opened the meeting at 6.44pm

SECTION B: MATTERS FOR DISCUSSION

- B1** Board Off Site Planning Day
B2 Review Board Structure and Processes Policies

SECTION C: MATTERS FOR DECISION

- C1** Report to the Community
C2 Property Development – 5 YA Plan Priorities

SECTION D: MATTERS FOR MONITORING

- D1** Principals Monitoring 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, Ian, John, Willy, Tom, Alice, Lindsey (6.15), Michael (6.30)

Apologies: Nil

(b) General Business

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

Student Attendance Information	10
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(C) Meeting Timetable

The above adjustments were made to the meeting timetable.

(D) Timekeeper

The time keeper for the meeting was Angela

(E) Declarations of Interest

There were no Declarations of Interests in respect of agenda items

(F) Correspondence

Members were invited to view the correspondence folder

(G) Minutes

The following minutes were presented for approval

Date of Meeting	Board/Committee
27 th June 2011	Board of Trustee Meeting

THAT the administration items on this agenda are accepted with the correction to the minutes under section F the property meeting was scheduled to be held on 20th June 2011.

***Angela/Willy
Carried***

BOT/27062011/001

(i) Items for Approval

Activity/Event	Approval
Overnight and / or potentially hazardous activities for meeting of 27 June 2011	
? Music Trip –National Concert Band Festival (40). 3 days. New Plymouth. Depart 8am Wednesday 6 July, return 10pm Friday 8 July	
? Year 12 Geography Trip (19). 2 days. Tongariro National Park. Depart 1.50pm Thursday 7 July, return 9pm Friday 8 July.	
? Netball Trip (10). 3 days. Rotorua/Hamilton. Depart 8am Sunday 10 July, return 8pm Tuesday 12 July. To be confirmed	

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

Section B: MATTERS FOR DISCUSSION

- B1 Off Site Planning Day** – board agreed to meet on the Saturday 23rd July 2011 at 9am. Angela and Ian are to meet to design the agenda for the day. Venue “Franklin Club” to be confirmed.
- B2 Review Board Structure and Processes Policies -**
Angela is to contact Bill Gavin and Trevor Kelpie to address the next meeting board meeting regarding review of Policies and Processes.

Section C: MATTERS FOR DECISION

- C1 Report to the Community**
It was agreed the power-point used at the public meeting should be placed on the school’s web-site.
- C2 Property Development – 5YA Plan Priorities**
Property meeting is to be held on 11th July 2011 for priority decision making. Alan’s collated information taken from the previous meeting is expected to be available.

Section D: MATTERS FOR MONITORING

- D1 Principal’s Monitoring Report**

Section E: MATTERS FOR INFORMATION

- E1 Principal’s Information Report**

THAT the Principals Monitoring & Information Reports are accepted.

*Angela/Michael
Carried*

BOT/27062011/002

Section F: MEETING REVIEW AND PLANNING

Section K: OTHER MATTERS

- K1** There was discussion and a request for more accuracy in the recording of time and attendance of students. It was suggested that for more efficient use of the Attendance Programme parents could be asked for their current cell phone numbers during the conference meeting. Ultranet development is progressing

There being no further matters the meeting closed at 8.00pm

Chairperson

Date

Next Meeting Monday 1st August 2011