



PUKEKOHE HIGH SCHOOL

*Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6.15 pm on Monday 11th February 2019 in the Staff Room.*

SECTION A ADMINISTRATION

- A1 Administration – Appointment of Chairperson
- A2 Acknowledgements
- A3 Annual Work Plan – Succession Planning

SECTION B CORE ACTIVITY REVIEW - INFORMATION REPORTS

- B1 Principal's Report
- B2 Student Representative's Report

SECTION C FINANCIAL REVIEW

- C1 Interim 2018 Accounts
- C2 Draft 2019 Budget

SECTION D STRATEGIC ACTIVITY

- D1 Governance Handbook
- D2 Smoking Amendment – Vaping
- D3 2019 School Trustee Elections
- D4 International Fee Refund Policy Amendment

SECTION E RISK MANAGEMENT

- E1 Health & Safety Report (incl in Principal's Report)
- E2 Building Joint Venture – Background information

In Committee – Three Items

Section A: ADMINISTRATION

Present

The following members were present at the meeting:-

David Hawkins, Jerilynne Dong-Bhana, Margaret Grace-Dare, Ashley Jacobs, Hepi Lopeti, Denise Proctor, Peter Mathias, Heather Shannon, Levi Preston, Julian Austin (BOT Secretary)

(a) **Apologies:** Ben Hancock, David for Lateness

(b) **Visitors:**

(c) **Declarations of Interest**

There were no Declarations of Interests in respect of agenda items

(d) **Correspondence**

Members were invited to view the correspondence folder

(e) **Approved overnight and / or potentially hazardous activities**

Activity/Event Overnight and / or potentially hazardous activities for meeting of 11th February 2019	Approval
• No Trips	

Preapproval for the following trips: - Included above

Richard opened the meeting and asked for nominations for the role of chairperson

David was nominated by Ashley and seconded by Jerilynne, as there were no other nominations. David was duly elected.

(f) **Minutes for Approval**

The following minutes were approved

Date of Meeting	Board/Committee
26 th November 2018	Board of Trustees Meeting

Ashley / Heather

Carried

BOT110219/001

Section A: ADMINISTRATION

A1 Administration

THAT the administration items on this agenda are accepted

Richard / Hepi

Carried

BOT110219/002

A2 Acknowledgements

Head Students – Kyla McNaughton, Jessica Vandermeer, Tremayne Moana, Jackson Wilcox

Matters arising from previous minutes:-

Training on Microsoft 365

Training to take place at 5.30 pm on Monday 11th March before the start of the meeting

PHSCC - Proposal

MOE have given their approval to PHSCC's proposal and they seek a letter of support from the Board

Action: - Write a letter of support. - **Julian**

Massey Memorial Funds

THAT the Massey Memorial Funds be used in the upgrading of the Horticultural compound and that the family are invited to see once finished

Heather / Hepi

Carried

BOT110219/003

Matters arising from correspondence:-

Ben Hancock has requested leave from the Board for 3 months

THAT the board approve Ben's leave

Richard / Margaret

Carried

BOT110219/004

A3 Annual Work Plan – Succession Planning

To be discussed in item D3

Section B: CORE ACTIVITY REVIEW - INFORMATION REPORTS

B1 Principal's Report

Richard spoke to his report

Beginning of the Year

The roll numbers presented still have 'ghosts' (students on roll who have decided to leave school and not informed us). Also new enrolments are still taking place.

IT Network Upgrade and SMS Change

The network upgrade from Novel to Microsoft 365 has gone well with only teething issues remaining.

KAMAR - The parent portal is still not up & running but is expected to be by the end of the week.

Heather said that KAMAR was more intuitive but said staff were having more issues with 365 than KAMAR.

The Finance team is having is having training on Wednesday, as the change over from MUSAC Edge had been under estimated.

Staffing

Due to new year resignations we have vacancies in Maths x 1 & English x 1

Property

Weekly meetings are taking place to keep an eye on the Massey Block renovations. Looks like will run over time due to unforeseen issues that have arisen. Looking to be two weeks into Term 2.

The school is expecting two relocatable classrooms in March which will be sited in the Science Quad.

Tomorrow's Schools Review

Richard will provide a summary in his March report

Action: - Include a Tomorrow's School Review summary in March report. - Richard

NCEA 2018 Results

Richard showed the 2018 Results

Level 1 results showed a major drop from 2017 to 2018, which underlines everything that ERO had stated.

Board would like to see the action plan to improve results

Level 2 results showed a slight improvement overall

Level 3 results showed a slight drop

Discrepancies between Boys & Girls and between ethnicities were greater across the board.

The school's attendance for 2018 was 52.6% well down on the average of decile 6 schools of 61.8%.

This needs to be targeted in the Annual Plan.

ERO process and Annual Plan

The Annual Plan needs to be submitted to ERO by Monday 25th February.

Richard showed the draft Annual Plan version and stated that the bullet points needed more detailing and the actions & goals needed to be aligned.

Community Engagement – The agreement with Tainui, where do they sit in the annual plan?

Consultation has to be co-constructed – can't just have the school talking at them.

THAT the board receives the Principal's report

Richard / Margaret

Carried

BOT110219/005

B2 Student Representative's Report – No Report

Levi spoke to his report

The Head students believe that they should act as a bridge for the student body and voice their ideas and their feelings to the SLT.

He also outlined what the goals were for the student councils' in 2019.

He also said there had been a lot of frustration with timetables constantly changing and with some students getting the 'run around' when trying to sort out their timetable.

Inconsistency in the way they have been dealt with by staff was noticeable.

Peter said that it was not helped with students not being able to look at their timetable via the portal and thus only got them when they returned to school.

Suggested that HoD's could sort timetable issues out the week before school starts as difficult to do while also teaching.

THAT the board receives the Student Representative's report

Levi / Heather

Carried

BOT110219/006

Section C: FINANCIAL REVIEW

C1 2018 Interim Accounts

Julian explained that the large deficit was largely down to two main reasons: -

- 1) The overstaffing / banked staffing blowout of \$102,000
- 2) The computer upgrade from Novel to Microsoft Windows 10 - \$116,000

Both of which were not budgeted for.

Julian stated that the overstaffing was now at three staff and had been fully budgeted in the 2019 Draft Budget.

THAT the board approves the 2018 Interim Accounts

David / Ashley

Carried

BOT110219/007

C2 Draft 2019 Budget

Was decided to approve the budget at the march meeting so that the 1st March roll return can be considered.

Section D: STRATEGIC ACTIVITY

D1 Governance Handbook

Has now been uploaded to SchoolDocs

Action: - Make sure Denise receives a bounded copy - Julian

D2 Smoking Policy Amendment - Vaping

Peter still working on

D3 2019 School Trustee Elections

Board needs to explain to the school community the reason for deciding to opt for mid-term elections

THAT the Board adopts 7th June 2019 as the Trustee Election date

David / Margaret

Carried

BOT110219/008

D4 International Fee Refund Policy Amendment

Item carried over to March meeting

Action: - Email out copy of old policy and proposed amendment to the Board - **Julian**

Section E: RISK MANAGEMENT

E1 Health & Safety Report

Included in the principal's report

E2 Building Joint Venture

No further update to this time

There being no further matters the meeting closed at 8.40 pm

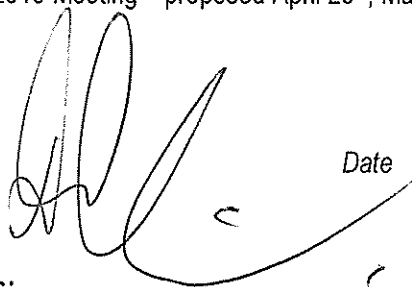

Ashley left due to other commitments

The next board meeting is to be held at 5.30 pm on Monday 11th March 2019

Meeting dates for the rest of 2019:-

To be finalised at Mar 2019 Meeting – proposed April 29th, May 27th, Jun 24th, Jul 29th, Aug 26th, Sep 30th, Oct 28th, Nov 25th.

Chairperson

 Date 11/3/19 

Action Items:

Board members will organise to have NZSTA training after 2019 election, due to the number of members not re-standing – **Richard**

A link will be put in BoT Teams to the calendar – **Richard**

New financial reporting format to be investigated that works with Kamar – **Julian / Richard**

Board to arrange individually with Martin Good any access issues and training will take place 5.30 pm 11th March – **All BoT**

Finance Committee to come up with plan of use of SAS sponsorship – **Julian**

Working at heights register to be setup - **Richard**

Ensure staff trained before Rock Climbing Wall operational – **Tom Forch / Richard**

Notify Ministry of Education & NZSTA about Board opting for Mid-Term Elections also to get information on school's website of upcoming elections next year– **Julian**

Board to review enrolment scheme during 2019 – **BoT**

To contact SchoolDocs about having the Smoking Policy amended - **Peter**

That future Snr Prizegiving is not on the same day as Tuakau, Waiuku or Pukekohe Intermediate – **Richard**

Courtesy that the Franklin Tree Crop Assn be advised of PHSCC Expansion – **Richard**

Write letter of support for PHSCC regarding their extension - **Julian**

Make sure Denise receives a bounded copy of the Governance Manual - **Julian**

Email out copy of old International refund policy and proposed amendment to the Board - **Julian**

Include a Tomorrow's School Review summary in March report. - **Richard**