

***Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6.00 pm on Monday 12th August 2019 in the Staff Room.***

1) Karakia Opened the meeting

2) Present: Ben Stallworthy (Chair), Rani Amaranathan, Denise Proctor, Simon Williams, Martin Bennett, Levi Preston, Richard Barnett (Principal), Julian Austin (Secretary) and visitor Peter Mathias.

3) Apologies: Stacey Paewai, Lincoln Sharp

4) Declarations of interest: Nil

5) Confirmation of previous minutes

Minutes of the Pukekohe High School Board of Trustees meeting dated 29th July 2019 have been circulated to all trustees

Moved *"That the minutes be approved"*

Simon Williams / Martin Bennett

Carried

6) Correspondence

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

Inwards Correspondence

The following table lists the correspondence received by the Pukekohe High School Board of Trustees.

Date	Title	Subject	From	Reference
25 Jul 2019	School Elections Notice	Student Representative Elections	NZSTA	
31 Jul 2019	MOU Franklin Fruit Croppers Assn	Revised MOU	Franklin Fruit Croppers Assn	
7 Aug 2019	Improving Wellbeing	Increasing Productivity & Improving Wellbeing	Resilient Minds	

Outwards Correspondence: – Nil

Moved from the Chair *"That the correspondence be received"*. Carried.

7) Extraordinary Business: Nil

8) Financial Report:

June financial report was circulated to all trustees.

Motion: *"That the June Financial report be received"*

Rani Amaranathan / Denise Proctor.

Carried.

9) Items for Decision:

A) Filling Casual Vacancy

Moved from the Chair *"That the Pukekohe High School Board of Trustees confirms its intention to fill its casual vacancy by selection of Mr Lincoln Sharp"*

Carried.

B) Student Elections

Secretary left the room while discussion took place

Motion: *"That the Student Election date be set as 20th September 2019 and that Julian Austin be appointed returning officer"*

Principal / Rani Amaranathan.

Carried.

C) Workshop Report

Recommendations

- That a report tracking progress from Year 8 easTTle results through Years 9-10 will be provided to the Board after mid and end of years testing.
- That a monthly report will be provided providing an overview of progress against all Annual Plan actions
- That a monthly report from May through the academic year tracking NCEA progress across Years 11-13 will be provided to the Board
- That the Board meet with the Senior Leadership Team and discuss reporting progress of targeted learners as the School continues to develop its use of KAMAR this year on 2/09/19 at 4.30 pm
- That Lincoln Sharp is appointed to Chair the Finance Committee
- That Denise Proctor is appointed Discipline Lead by the Board.
- That a Pasifika representative is co-opted to the Board

Moved from the Chair *"That the above recommendations be adopted"*

Carried.

D) Consideration and Approval of Overnight / Hazardous activities

Board asked if the number of Adults in future could be identified between teachers & parents

Motion: *"That the activities listed are approved"* Principal / Simon Williams.
Carried.

E) ESOL Zoo Trip – Application for funding Pelorus Trust

After discussion Board felt that given the small amount requested should be covered by the school

Motion: *"That the school covers the cost of transportation"*
Simon Williams / Rani Amaranathan.
Carried.

F) Review of Alcohol Policy and Conduct Policies

After the review of the above policies it was suggested that the Alcohol & Drugs Policy be amended.

Motion: *That the current Alcohol & Drugs Policy be amended to read "or when they are at work, whether they are on school grounds or not" and to consult staff before implementation*

Rani Amaranathan / Simon Williams
Carried.

Moved from the Chair: *"That Rani Amaranathan takes the lead role in a Policy review in conjunction with Simon Williams and the Principal"*.

Carried.

10) Items for Discussion:

a) Principal's Report

The Principal explained how the NCEA targeted learners' spreadsheet was collated. In future reports to be generated without any identification of specific students so to ensure privacy.

Reports were taken back in after analysis.

Motion: *"That the Principal's report be received"* Principal / Chair
Carried.

b) Student Representative's Report

Taken as read

Motion: *"That the Student Representative's report be received"*
Levi Preston / Martin Bennett
Carried.

c) Centenary 2021 Report

Martin Bennett gave a verbal report. He has spoken to Christine Crusening who looks after the Old Students Assn. They have \$17,500 left over from the 75th Jubilee, which was to be used for an archive room.

The 75th Jubilee had 4,000 people register

The thinking is to place an advertisement about the Centenary and get a new committee formed.

d) Support Staff Review

Principal gave a verbal report. Kerry from Leading Edge Services will present her findings on 4th September to support staff and SLT.

Would be good for the Board to be presented with the findings. The last time a review was done was in 2010. She has pinpointed some gaps and some areas where staffing maybe more generous than others.

11) Agenda items for next meeting

a) Working at Heights Policy

b) Centenary 2021

12) Karakia closed the meeting

Meeting closed at 7:36 pm.

The next board meeting is to be held at 6 pm on Monday 9th September 2019

Meeting dates for the rest of 2019:

14th October, 11th November

Chairperson



Date

12/9/19