



PUKEKOHE HIGH SCHOOL

*Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6.25 pm on Monday 27th May 2019 in the Staff Room.*

Jerilynne opened the meeting with a Karakia

SECTION A ADMINISTRATION

- A1 Administration
- A2 Acknowledgements
- A3 Annual Work Plan – Election Update

SECTION B CORE ACTIVITY REVIEW - INFORMATION REPORTS

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

SECTION C FINANCIAL REVIEW

- C1 April 2019 Accounts

SECTION D STRATEGIC ACTIVITY

- D1 International Fee Refund Policy Amendment
- D2 Centenary 2021

SECTION E RISK MANAGEMENT

- E1 Health & Safety Report (incl in Principal's Report)

In Committee –

Section A: ADMINISTRATION

Present

The following members were present at the meeting: -

- (a) David Hawkins, Margaret Grace-Dare, Hapi Lopeti, Ashley Jacobs, Jerilynne Dong-Bhana, Richard Barnett, Heather Shannon, Levi Preston, Julian Austin (BOT Secretary)
- (b) **Apologies:** Ben Hancock, Denise Proctor
- (c) **Visitors:** Peter Mathias
- (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 27th of May	Approval in Principle
• Operation Wallacea expedition to Fiji 2020	06/05

Preapproval for the following trips: - Included above

(f) Minutes for Approval

The following minutes were approved

Date of Meeting	Board/Committee
6 th May 2019	Board of Trustees Meeting

David / Ashley
Carried
BOT270519/001

Section A: ADMINISTRATION

A1 Administration

THAT the administration items on this agenda are accepted and trips approved

Jerilynne / Hepi
Carried
BOT270519/002

A2 Acknowledgements

Jess Bluck – For arranging Art Exhibition at Franklin Gallery

Shellie Turner-Eskdale & Carolyn Cornu – For their efforts with organizing the Open Evening

Matters arising from previous minutes: -

Working at heights register

Richard presented a draft working at heights policy.

Action: - Draft policy to be emailed to Board for them to comment on - **Richard**

Art Singapore Trip

Answers to the questions raised by the Board are as follows: -

- 1) SLT did have the planning information, which did not get to the Board
- 2) The students will have zero free time, to walk about the city
- 3) Some attempt to take the relief costs into account, but not to the level that the relief will be.

The Board concerned about the staffing ratio of the trip.

Action: - A draft policy about staffing ratios for o/seas trips to be presented to the Board - **Richard**

Action: - Richard & David will talk to the Art Department about the Board's concerns – **Richard / David**

HOF's presentation to the Board

This took place before tonight's Board meeting and the Board and staff found it very enlightening.

Will be completed again in Term 3

Action: - Board members to write a summary of the presentations they attended – **All Board**

NZCER – Staff Survey

Cost is \$500

THAT the school conducts the NZCER Staff Survey in 2019

Jerilynne / Hepi

Carried

BOT270519/003

Matters arising from correspondence: -

None

A3 Annual Work Plan – Election Update

Julian said that there had been 9 nominations received for the Parent Trustee positions, as follows: -

For the 2 positions for the 18th month term – there was only one nomination – Stacey Paewai De-Swart – therefore she has been elected to the new Board.

The 2nd 18th month term will now become a casual vacancy which the new Board will decided how to fill.

For the 3 positions for the 3-year term will be contested between the remaining 8 candidates. Voting papers are being sent out on Wednesday 29th May

For the Staff Trustee position there were 2 nominations and a vote will take place.

Action: - Recommendation the incoming Board makes sure there is representation from the local marae - Richard

Section B: CORE ACTIVITY REVIEW - INFORMATION REPORTS

B1 Principal's Report

Support Staff Review

Meeting will take place on 4th June between the support staff and the reviewer – Kerry Dean

Massey Block Renovation

The timeline has now extended out to the end of the July holidays

NCEA Report

Peter spoke to his report and outlined that there was an issue with KAMAR with regarding to blank entries, that is being worked on by them.

Some staff still needed to publish their results, even though they had been entered, so the results will register.

There has been an improvement by some departments

THAT the Board receives the Principal's report

Richard / Hepi

Carried

BOT270519/005

B2 Student Representative's Report

Taken as read

THAT the Board receives the Student Representative's report

8.30 pm – Jerilynne had to leave

Section C: FINANCIAL REVIEW

C1 2019 April Accounts

Julian explained that the Quick Ratio (Acid Test) should an improvement of nearly 20% compared to last year.

The main reason for the dramatic improvement is the number of students which are on STP programme compared to last year.

Heather asked that HoF's be informed that there was no likelihood of Budget cuts this year, as some maybe holding off on their spending

Action: - HoF's informed that there will be no Budget cut this year – Julian/Richard

Julian also informed the Board that the Audited accounts were on track to finalized this week and be ready for sign off before the 31st May deadline.

THAT the Board approves the 2019 April Accounts

Section D: STRATEGIC ACTIVITY

D1 International Fee Refund Policy Amendment

The board would review and pass by email resolution

Action: - To email the Board the draft policy – Julian

D2 Centenary 2021

The Board agreed that planning should start.

Action: - To contact Christine Crusning who is the contact for PHS Past Students Assn – **Margaret**

Section E: RISK MANAGEMENT

E1 Health & Safety Report

Included in the principal's report

There being no further matters the meeting closed at 8.45 pm

The next board meeting is to be held at 6 pm on Monday 24th June 2019

Meeting dates for the rest of 2019: -

Aug 5th, Sep 2nd, Oct 14th, Nov 4th.

Chairperson



Date

24 JUNE 2019

Action Items:

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

Finance Committee to come up with a policy on distribution of the SAS sponsorship by the end of Term 2 – **Julian**

Working at heights draft policy to be emailed to the Board to comment on - **Richard**

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

Look at getting reassessed for MLP funding – **Richard**

A draft policy about staffing ratios for o/seas trips to be presented to the Board - **Richard**

The Board concerned about the staffing ratio of the Art Singapore Trip and will talk to the Art Department about their concerns: - **Richard / David**

Board members to write a summary of the presentations of the HoF's they attended – **All Board**

Walacea Trip to Fiji still requires final approval – **Gerard Tindling / Richard**

The review of schoolhouse to take place as part of the Head Groundsman's appraisal – **Richard**
Recommendation the incoming Board makes sure there is representation from the local marae -
Richard

HoF's informed that there will be no Budget cut this year – **Julian/Richard**

Email the draft International Refund policy – **Julian**

