



# PUKEKOHE HIGH SCHOOL

*Minutes of a meeting of the Board of Trustees of Pukekohe High School  
held at 6.00 pm on Monday 6<sup>th</sup> May 2019 in the Staff Room.*

**SECTION A ADMINISTRATION**

- A1 Administration
- A2 Acknowledgements
- A3 Annual Work Plan – Appt Returning Officer

**SECTION B CORE ACTIVITY REVIEW - INFORMATION REPORTS**

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

**SECTION C FINANCIAL REVIEW**

- C1 March 2019 Accounts
- C2 School House Proposal

**SECTION D STRATEGIC ACTIVITY**

- D1 Annual Plan and Charter
- D2 Cultural Support for School's Annual Plan
- D3 2019 School Trustee Elections – Succession Planning
- D4 International Fee Refund Policy Amendment

**SECTION E RISK MANAGEMENT**

- E1 Health & Safety Report (incl in Principal's Report)
- E2 Board Policy on Concussion in Sport

**In Committee – One Item**

**Section A: ADMINISTRATION**

**Present**

The following members were present at the meeting: -

- (a) David Hawkins, Margaret Grace-Dare, Hapi Lopeti, Ashley Jacobs, Peter Mathias, Heather Shannon, Levi Preston, Julian Austin (BOT Secretary)

- (b) **Apologies:** Ben Hancock, Jerilynne Dong-Bhana, 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 <b>Overnight and / or potentially hazardous activities for meeting of 6<sup>th</sup> of May</b>	Approval
<ul style="list-style-type: none"><li>Level 3 Outdoor Education Trip to Castle Rock 9<sup>th</sup>-11<sup>th</sup> of June</li></ul>	06/05
<ul style="list-style-type: none"><li>Level 3 Geography Field Trip to Rotorua 13<sup>th</sup>-14<sup>th</sup> of June</li><li></li></ul>	06/05
<ul style="list-style-type: none"><li>Level 2 Outdoor Education Mountain Bike Trip 26<sup>th</sup>-28<sup>th</sup> June</li></ul>	06/05
<ul style="list-style-type: none"><li>Level 3 Outdoor Education Trip to the Kaimai Ranges 30<sup>th</sup> June- 2<sup>nd</sup> July</li></ul>	06/05
<ul style="list-style-type: none"><li>Spirit of New Zealand Voyage Year 10 16<sup>th</sup> to 21<sup>st</sup> of June</li></ul>	06/05
<ul style="list-style-type: none"><li>Spirit of New Zealand Voyage Year 10 26<sup>th</sup> June to 1<sup>st</sup> of July</li></ul>	06/05
<ul style="list-style-type: none"><li>Senior Art Trip to Singapore 29<sup>th</sup> June to 7<sup>th</sup> of July</li></ul>	06/05

**Preapproval for the following trips: - Included above**

(f) Minutes for Approval

The following minutes were approved

Date of Meeting	Board/Committee
11 <sup>th</sup> March 2019	Board of Trustees Meeting

David / Heather

*Carried*

BOT060519/001

**Section A: ADMINISTRATION**

**A1 Administration**

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

David / Ashley

*Carried*

**BOT060519/002**

**Action:-** The Board would like the following questions answered with regard to the Art Singapore Trip:- **Richard**

- 1) Why has it taken until now for the trip to come before the Board for final sign off (documentation is dated Oct / Nov)?
- 2) What is the student free time expectation?
- 3) What planning has been done with regard to relief?

**Action:-** Trips needing final approval to be left in action items until fully approved - **Julian**

**A2 Acknowledgements**

None

**Matters arising from previous minutes: -**

**Enrolment Zone**

Board will seek further information from the Ministry with regard to roll projections, but in the meantime zone and criteria to stay the same

*THAT* the enrolment zone and criteria to stay as the status quo for 2020 enrolments

David / Ashley

*Carried*

**BOT060519/003**

**Matters arising from correspondence: -**

Banked Staffing liability has been significantly reduced to \$32,175 from \$102,833 accrued for 2018.

**A3 Annual Work Plan – Appt of Returning Officer**

*THAT* Julian Austin be appointed returning officer for Parent & Staff Trustee elections and is paid according to NZSTA formula.

David / Ashley

*Carried*

BOT060519/004

**Action:-** Election to be promoted on school website and other digital platforms - **Julian**

## Section B: CORE ACTIVITY REVIEW - INFORMATION REPORTS

### B1 Principal's Report

#### Attendance

Is higher than last year, a list of students with less than 65% attendance have been identified and are now being targeted.

We may need to look at alternative pathways for some of these students.,

*THAT* the Board receives the Principal's report

Richard / Margaret

*Carried*

BOT060519/005

### B2 Student Representative's Report

Taken as read, items highlighted in report will be discussed at next prefects meeting

*THAT* the Board receives the Student Representative's report

Levi / David

*Carried*

BOT060519/006

## Section C: FINANCIAL REVIEW

### C1 2019 March Accounts

Julian explained that with the earlier sending out of parent statements that collection of subject contributions were ahead of the same time last year.

The main reason for the dramatic improvement from the same time last year was the banked staffing, which is an improvement of \$96,639.

*THAT* the Board approves the 2019 March Accounts

**C2 School House Proposal**

*THAT* the Board implement a review of the school house in conjunction with the IRD requirements

Margaret / Heather

*Carried*

**BOT060519/008**

Review of school house to take place as part of the Head Groundsman's appraisal - Richard

**Section D: STRATEGIC ACTIVITY**

**D1 Annual Plan and Charter**

The board were updated on the Term 1 progress and the action plan for Term 2

Community consultation is ongoing.

**Action:-** To organize HOF's to present to the Board (same format as last year) – Richard

**Action:-** Cost of NZCER Staff Survey to be confirmed – Julian

**D2 Cultural Support for School's Annual Plan**

Covered in discussion re D1

**D3 2019 School Trustee Elections – Community Consultation**

The Board asked if members would be able to indicate if they were looking at re-standing at the next meeting, so a succession plan can be formulated.

**D4 International Fee Refund Policy Amendment**

Item carried over to next meeting

**Section E: RISK MANAGEMENT**

**E1 Health & Safety Report**

Included in the principal's report

**E2 Board Policy on Concussion in Sport**

Item carried over to next meeting

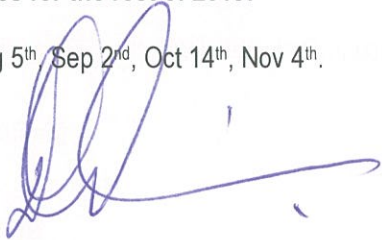
***There being no further matters the meeting closed at 7.38 pm***

The next board meeting is to be held at 6 pm on Monday 27<sup>th</sup> May 2019

**Meeting dates for the rest of 2019: -**

Jun 24<sup>th</sup>, Aug 5<sup>th</sup>, Sep 2<sup>nd</sup>, Oct 14<sup>th</sup>, Nov 4<sup>th</sup>.

Chairperson



Date

27-5-19.

**Action Items:**

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

Look into a regrading of MLP level - **Richard**

The Board would like the following questions answered with regard to the Art Singapore Trip:- **Richard**

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- 3) What planning has been done with regard to relief?

Trips needing final approval to be left in action items until fully approved - **Julian**

To organize HOF's to present to the Board (same format as last year) – **Richard**

Cost of NZCER Staff Survey to be confirmed – **Julian**

Trustee Election to be promoted on school website and other digital platforms – **Julian/Jay Pressnell**

The review of school house to take place as part of the Head Groundsman's appraisal - **Richard**