

**Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6.00 pm on Monday 9th September 2019 in the Staff Room.**

1) Karakia Opened the meeting

2) Present:

Ben Stallworthy (Chair), Rani Amaranathan, Denise Proctor, Stacey Paewai, Martin Bennett, Levi Preston, Richard Barnett (Principal), Julian Austin (Secretary) and visitor Peter Mathias.

3) Apologies:

Simon Williams, Lincoln Sharp

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

4) Declarations of interest:

Nil

5) Confirmation of previous minutes

Minutes of the Pukekohe High School Board of Trustees meeting dated 12th August 2019 have been circulated to all trustees

Moved from the Chair "*That the minutes be approved*". 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:

July financial report was circulated to all trustees.

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

Principal / Chair
Carried.

Board has requested to see the staged Budget process for next Board meeting

9) Items for Decision:

A) Consideration and Approval of Overnight/Hazardous activities

Motion: "*That the activities listed are approved*"

Principal / Denise Proctor
Carried.

B) Working at Heights Policy

Was tabled and held over to next meeting.

The Board stated that it required a clear statement of Health & Safety risks associated specifically with climbing wall before the policy is operational.

C) Co-option of Pasifika Representative

Was tabled and held over to next meeting.

The Principal identified two potential candidates however; the Board asked that the candidates provide a written profile for their consideration.

10) Items for Discussion:

A) Principal's Report

The Principal provided detailed discussion of the progress report circulated with the agenda. The school's ERO reviewer and Principal have discussed the report and feedback was positive.

The Trustees discussed the report and suggested that:

- A key is provided to make the report easier to understand.
- The colour coding of the report is used to highlight areas of risk or issue that the Board is being asked to support.

Motion: *"That the Principal's report be received"*

Principal / Rani Amaranathan
Carried.

B) SchoolDocs Report

Rani Amaranathan spoke to her report. Ms Amaranathan will coordinate a policy review process using the SchoolDocs system to highlight policies needing review. She needs to be included on the SchoolDocs email list.

Motion: *"That the SchoolDocs Report be received"*

Rani Amaranathan / Stacey Paewai
Carried.

C) Student Representative's Report

Mr Preston thanked the Board for their support for his time as serving as the Student Representative. Student Elections are due and the Returning Officer provided a verbal report. Including declaring a potential conflict of interest because their partner's son is a candidate. The Board noted the conflict of interest but did not feel that it was significant.

Motion: *"That the Student Representative's report be received"*

Levi Preston / Chair
Carried.

D) Chair's Update Report

Chair spoke to his report.

11) Agenda items for next meeting

- a) Working at Heights Policy
- b) Co-option of Pasifika Representative
- c) Centenary 2021

12) Karakia closed the meeting

Meeting closed at 7:13 pm.

The next board meeting is to be held at 6 pm on Monday 14th October 2019

Meeting dates for the rest of 2019:

11th November



PUKEKOHE
HIGH SCHOOL

Chairperson

Date

14 ~~Oct~~ 2019

Sarah Caspary