



# MINUTES

## NOTICE OF MEETING 2020

**A meeting of the Pukekohe High School Board of Trustees  
will be held at 6 pm, 14 September 2020 in the Staffroom**

**1. Karakia Opened the Meeting at 6.02pm by Denise Proctor**

**2. Present:** Ben Stallworthy (Board Chair), Rani Amaranathan (Deputy Chair), Lincoln Sharp, Simon Williams, Lita Henwood, Denise Proctor, Richard Barnett (Principal), Gerard Tindling (Deputy Principal), Denis Murphy (Business Manager) Jessica Finlay (Board Secretary)

**3. Apologies:** Ruiha Bhana-De Thierry

**4. Declarations of interest.** Nil

**5. Confirmation of previous minutes**

Minutes of the Pukekohe High School Board of Trustees dated 17 August 2020 have been circulated to all trustees.

Moved from the Chair:

*“That the Pukekohe High School Board of Trustees accepts the August minutes as a true and accurate record of that meeting.”*

**Carried**

**6. Correspondence**

- Te Whaanau Aawhina Roopuu representation request (*to be discussed later in the agenda*)
- Carolyn Cornu, Secondary Teachers Study Award Leave Request

Moved from the Chair:

*“That Pukekohe High School Board of Trustees agree to allow Carolyn Cornu leave of 32 school weeks in 2021 (March to November) which will be covered by The Secondary Teachers Study Award”*

**Seconded:** Simon Williams

**Carried**

**7. Extraordinary Business**

Nil

## 8. Financial Report

Lincoln Sharp moved:

*“That Pukekohe High School Board of Trustees accept the August Financial Report.”*

**Seconded:** Denise Proctor  
**Carried**

## 9. Items for Decision

### A) PHS Strategic Plan-on-a-Page

Richard Barnett moved:

*“That Pukekohe High School Board of Trustees endorses the draft strategic ‘plan on a page’ for consultation with the school community”*

**Seconded:** Lita Henwood  
**Carried**

### B) Iwi Liaison Relationship

Moved from the Chair:

*“That the Pukekohe High School Board of Trustees considers the request made by Te Whaanau Aawhina Roopuu o Kura Tuarua o Pukekohe for representation on the board, attend the next hui then provide a formal response.”*

**Carried**

### C) School Policy Review

Richard Barnett moved:

*“That the Pukekohe High School Board of Trustees accepts and adopts the following policies:*

- *Complaints Policy*
- *Concerns & Complaints Flowchart*
- *Health & Safety Policy*
- *Child Protection Policy”*

**Seconded:** Simon Williams  
**Carried**

### D) Governance Administration

Moved by the Chair:

*“That Pukekohe High School Board of Trustees Board agree to test the:*

- *Timing of final agenda and document collation and availability*
- *The agenda layout*
- *Other items as suggested”*

**Carried**

**E) EOTC Activities Approval**

Moved from the Chair:

*“That Pukekohe High School Board of Trustees agrees that this item is an operational management issue and does not need to come before the Board.”*

**Carried**

**10. Information Items**

**A) Principal’s Report**

The Principal moved:

*“That Pukekohe High School Board of Trustees accepts the Principal’s Report”*

**Seconded:** Lita Henwood

**Carried**

**B) SLT 2021 Planning**

The Principal moved:

*“That the Pukekohe High School Board of Trustees accepts the Senior Leadership Team Planning report”*

**Seconded:** Denise Proctor

**Carried**

**C) Health and Safety Report**

The Principal moved:

*“That the Pukekohe High School Board of Trustees accepts the Health & Safety report”*

**Seconded:** Rani Amaranathan

**Carried**

**D) Student Trustees Report**

Student Representative absent

**11. Confidential Items**

Moved from the Chair:

*“The Board move into committee to discuss the confidential items”*

**Carried**

**Meeting closed 7.48pm**

**Next Meeting: 12 October 2020**