



MINUTES

**A meeting of the Pukekohe High School Board of Trustees
was held at 6 pm, 9 November 2020 in the Staffroom**

OPEN MEETING

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

Welcome from Chair and Karakia

Welcome to the new student and staff representative Celeste Nyatsanza and Laura Abbott

1. **Apologies**
No apologies were received
2. **Declarations of Conflicts of Interest**
Nil
3. **Confirmation of Previous Minutes**

Minutes of the Pukekohe High School Board of Trustees dated 12 October have been circulated to all Trustees.

Rani Amaranathan moved:

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

Seconded: Denise Proctor
Carried

4. **Correspondence**
 - 4.1 Nil
5. **Extraordinary Business**
Nil
6. **Items for Discussion**

6.1 Education Review Office Visit Reflections

Principal provided a brief verbal report noting that Pukekohe High School is no longer under annual management. Draft report is expected before the end of the year.

6.2 BOT Parent Election update

Returning Officer provided a verbal update explaining that the reason for the extension in dates is an issue with the school roll.

Chair moved:

"That Pukekohe High School Board of Trustees accept the Returning Officer's Parent Election update."

Carried

7. Standing Items

7.1 Financial Report

Lincoln Sharp moved:

"That Pukekohe High School Board of Trustees accept the October Financial Report."

Seconded: Simon Williams

Carried

7.2 Principal's Report

The Principal moved:

"That Pukekohe High School Board of Trustees accepts the Principal's Report"

Seconded: Ben Stallworthy

Carried

7.3 Health, Safety and Wellbeing Report

Chair moved:

"That the Pukekohe High School Board of Trustees requests the school review the Board Assurance Statement annually and provide a report to the Board ensure compliance"

Carried

7.4 Student Representative Report

The new Student Representative introduced themselves.

The Student Representative moved:

"That Pukekohe High School Board of Trustees accepts the update"

Seconded: Rani Amaranathan

Carried

7.5 Staff Representative Report

New staff representative introduced themselves.

The Staff Representative moved:

"That Pukekohe High School Board of Trustees accepts the update"

Seconded: Ben Stallworthy

Carried

8. Any Other Business

8.1 Nil

Moved from the Chair:

“That the Pukekohe School Board of Trustees move into committee to discuss the confidential items”

Carried

9. Meeting Closed 6.43pm

Next meeting is 14 December 2020