



MINUTES

**A meeting of the Pukekohe High School Board of Trustees
was held at 6 pm, 15 February 2021 via Zoom**

OPEN MEETING

Present: Ben Stallworthy (Board Chair), Lincoln Sharp, Simon Williams, Lita Henwood, Denise Proctor, Logan Soole, Laura Abbott, Celeste Nyatsanza, Richard Barnett (Principal), Rachel Hamlin (Associate Principal), Denis Murphy (Business Manager) and Jessica Finlay (Board Secretary)

Welcome from Chair and Karakia

Welcome to the new Board member, Logan Soole

1. Apologies

Apologies were received from Rani Amaranathan (Deputy Chair).

2. Declarations of Conflicts of Interest

Nil

3. Confirmation of Previous Minutes

Minutes of the Pukekohe High School Board of Trustees dated 14 December 2020 have been circulated to all Trustees.

Chair moved:

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

Seconded: Denise Proctor
Carried

4. Correspondence

4.1 Nil

5. Annual Election of Chair

The Chair recused his seat for the Principal to hold the Chair election.

Ben Stallworthy was nominated as Chair – Lincoln Sharp, seconded by Denise Proctor
No other nominations were received.

The Principal proposed:

“That the Pukekohe High School Board of Trustees accept Ben Stallworthy as Chair”

Carried

6. Extraordinary Business

Covid Lockdown, 15 – 17 February

The Principal and SLT met on Sunday 14 February after the Government's announcement of a Level 3 Lock Down for Auckland. Communications were out to parents and staff by 9.00pm. On Monday, there was one student and good support from admin staff to assist set up of classes and materials. More communications will be sent as the situation changes.

The Principal proposes:

"That the Pukekohe High School Board of Trustees accepts verbal Covid report"

Seconded: Simon Williams
Carried

7. Items for Information

7.1 Memo on 2020 Attendance at PHS

The Principal moved:

"That the Pukekohe High School Board of Trustees accepts the report on 2020 Attendance at Pukekohe High School"

Seconded: Lincoln Sharp
Carried

7.2 Feedback on Parent Consultation on PHS Strategic Plan

The Chair moved:

"That the Pukekohe High School Board of Trustees accepts the report on parent consultation on the Strategic Plan and that:

- 1. The Principal will request a timeframe extension from MoE to the end of March to submit the Plan, allowing an extra 4 – 6 weeks*
- 2. The Principal will plan two public consultation meetings to a) explain the Plan, and b) receive feedback*
- 3. The document will be known as a 'living document', able to change and adapt in keeping with Impactful Partnerships as connections with communities of interest develop."*

Seconded: Denise Proctor
Carried

7.3 Staff Culture at Pukekohe High School

A more detailed report and plan will be provided at the next meeting.

The Principal moved:

"That the Pukekohe High School Board of Trustees accepts the report and proposed actions on Staff Culture"

Seconded: Simon Williams
Carried

8. Items for Decision

8.1 PHS Sports Uniform Provider and Costs

Lincoln Sharp moved:

That the Pukekohe High School Board of Trustees

- a. Request the School investigate developing a coordinated approach to sports team and supporters uniforms.*
- b. Request a review of sports team uniform supplier contractual arrangements to ensure that the parents are getting best value from team uniforms*

Seconded: Lita Henwood
Carried

8. Standing Items

9.1 Financial Report

Thanks are noted from Lincoln to Denis Murphy, Business Manager, for the improved reports and processes. All agree.

Lincoln Sharp moved:

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

Seconded: Ben Stallworthy
Carried

9.2 Principal’s Report

The Principal moved:

1. *“That Pukekohe High School Board of Trustees approves Carol Mulcahy’s request for unpaid leave for 15 school days to attend compulsory elements of her Doctor of Education programme in 2021”*

Seconded: Simon Williams
Carried

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

Seconded: Lita Henwood
Carried

9.3 Health, Safety and Wellbeing Report

The Principal moved:

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

Seconded: Logan Soole
Carried

9.4 Student Representative Report

Student body Centenary plans will be provided at the next meeting.

The Student Representative moved:

“That Pukekohe High School Board of Trustees accepts the update”

Seconded: Logan Soole
Carried

9.5 Staff Representative Report

The Staff Representative moved:

“That Pukekohe High School Board of Trustees accepts the update”

Seconded: Celeste Nyatsanza
Carried

Moved from the Chair:

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

Carried

9. Meeting Closed 7.35pm

Next meeting is 15 March 2021