



# MINUTES

**A meeting of the Pukekohe High School Board of Trustees  
will be held at 6 pm on 9<sup>th</sup> March 2020 in the Staff Meeting Room**

1. **Karakia** by Denise Proctor opened the Meeting at 6.02pm.
2. **Present:**  
Ben Stallworthy (Board Chair), Rani Amaranathan, Denise Proctor, Stacey Paewai, Lincoln Sharp, Simon Williams, Lita Henwood, Richard Barnett (Principal), Gerard Tindling (Secretary) Peter Mathias (Associate Principal).

3. **Apologies:**  
Ruiha Bhana De-Thierry apologised for lateness.

Moved from the Chair: *That the Pukekohe High School Board of Trustees accept the apology.*  
**Carried**

4. **Declarations of Interest**  
Ms Amaranathan highlighted that potential for a perceived conflict of interest related to the Support Staff Review. Initially, Ms Amaranathan was not aware that the review includes teacher aides one of whom she has a connection with. Ms Amaranathan asked to be recused from the HR Sub-committee during any discussion, consideration or decision related to the role of this connection.

Moved from the Chair: *That the Pukekohe High School Board of Trustees note the potential conflict of interest and recuse Ms Amaranathan from the HR Sub-committee during any discussion, consideration or decision of roles related to this connection.*

**Carried**

5. **Confirmation of previous minutes**  
Minutes of Pukekohe High School Board of Trustees meeting dated 10<sup>th</sup> February were circulated to all trustees before the meeting.

Moved from the Chair: *"That the minutes are a true and correct record of the last meeting."*  
**Carried**

6. **Correspondence**  
Nil

7. **Extraordinary Business**

Nil

## 8. Financial Report

Report was not circulated with the agenda but is appended to the minutes.

### Resolution:

*"That we accept Lincoln's Report and append to the minutes."*

**Proposed** Lincoln Sharp  
**Seconded** Stacey Paewai  
**Carried**

## 1. Items for decision

### A) School Charter Review

Moved from the Chair that: *"That the Pukekohe High School Board of Trustees have reviewed the charter, ratify it and will conduct a full review later in the year."*

**Carried**

### B) Delegations Policy (attachment B)

#### Resolution:

*"That the Pukekohe High School Board of Trustees accept the Board Delegation Schedule at Attachment B of the agenda, but delete Delegation 5.6.2 and 5.6.3 and retain the responsibilities with the Board."*

**Proposed:** Rani Amaranathan  
**Seconded:** Simon Williams  
**Carried**

### C) Change of Policy Review Programme Leader

#### Resolution:

*"That the Pukekohe High School Board of Trustees requests that Trustee Simon Williams takes over responsibility for the Board's policy review from Trustee Amaranathan effective immediately."*

**Proposed:** Rani Amaranathan  
**Seconded:** Simon Williams  
**Carried**

### D) EOTC Proposed Trips for Approval

#### Resolution:

*"That the Pukekohe High School Board of Trustees support the list of EOTC activities listed in the agenda."*

**Proposed:** Principal  
**Seconded:** Stacey Paewai  
**Carried**

## 2. Information Items

### A) Principal's Report

Resolution:

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

**Proposed:** Principal  
**Seconded:** Rani Amaranathan  
**Carried**

### B) Staff Trustees Election Update

Verbal Report on Election Timeline from Returning Officer

### C) ERO Letter

Verbal Report given by the Principal on ERO's Letter.

### D) Health and Safety Report

Resolution:

*"That the Pukekohe High School Board of Trustees accepts the school Health and Safety Report."*

**Proposed:** Principal  
**Seconded:** Denise Proctor  
**Carried**

### E) Student Trustees Report

Resolution:

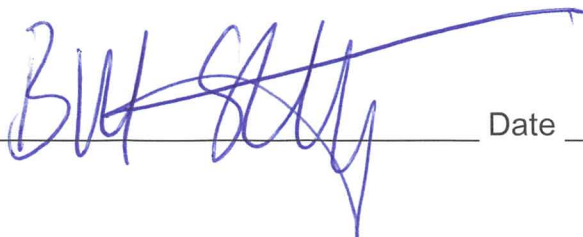
*"That the Pukekohe High School Board of Trustees accepts the Student Trustee's report."*

**Proposed:** Ruiha Bhana De-Thierry  
**Seconded:** Denise Proctor  
**Carried**

## In Committee Items – 3

Moved into Committee at 713pm

Chair



Date

6/4/20

**PUKEKOHE HIGH SCHOOL**

**Board Delegations Schedule**

**Background**

The Education Act 1989 states that the Board has the power to govern the school including setting the policies by which the school is controlled and managed. The Principal, as the Board's Chief Executive, has complete discretion, subject to the policy directions of the Board, to manage the day to day operations of the school.

The Act also allows the Board of Trustees to delegate any of the functions or powers of the Board, (except the power to borrow, and the general power of delegation), either generally or specifically in some situations.

**Board Delegations**

**1. Currency**

- 1.1. Until revoked, a delegation to a Committee or individual continues in force even if the membership of the Board or Committee changes.

**2. *Delegations to the Chairperson of the Board***

- 2.1. The Chairperson shall be the joint spokesperson, with the Principal, for the Board on all matters relating to the School and Board;
- 2.2. The Chairperson shall have the authority to make decisions, in consultation with the Principal and Deputy Chairperson, that bind the Board when urgent matters require a decision (such as an emergency) and the convening of a Board meeting is not practicable under the circumstances of the emergency;



- 2.3. The Chairperson shall represent the Board on all other day to day matters, including corresponding on the Board's behalf;
- 2.4. The Board Chair is delegated the responsibility for undertaking the Principal's annual appraisal. The Board Chair may employ an external consultant and may include a second Board member.

### 3. *Delegations to the Principal*

- 3.1. The Principal shall be the joint spokesperson, with the Board Chair, for the Board on all matters relating to the School and Board;
- 3.2. *Appointments*  
The Principal is delegated authority to appoint all staff. The Principal may delegate these powers to other senior staff.
- 3.3. *Discretionary Leave*  
The Principal has authority to grant discretionary leave up to a maximum of five days for Teaching staff and authority to grant discretionary leave for support staff. The Principal may delegate this task to other senior staff.
- 3.4. *Teacher Performance and Appraisal*  
The Board delegates to the Principal the attestation of teacher performance, and appraisals of all staff. In turn the Principal may delegate this task to senior members of staff.
- 3.5. *Police Vetting and Teacher Registration*  
The Board delegates to the Principal the task of undertaking police vetting and teacher registration. In turn, the Principal may delegate this task to senior members of staff.
- 3.6. *Associate staff*  
The Principal is delegated authority to deal with all employment issues relating to support/ancillary staff. This includes undertaking disciplinary investigations, performance management, convening disciplinary hearings, and issuing sanctions, including warnings and dismissal. The Principal may delegate some of these functions to senior staff.
- 3.7. *Teaching Staff*  
The Principal is delegated authority to commence preliminary inquiries under clause 3.4.1 of the Secondary Teachers Collective, and resolve matters informally, and issue verbal and written warnings as appropriate. Should a matter be regarded as serious, then the Principal shall refer the matter to the Personnel Committee pursuant to clause 3.4.3 of the Collective.

3.8. *Suspension*

The Principal may suspend any employee, at any time, including during an inquiry or following receipt of a complaint, if satisfied that the welfare and/or interests of any student attending the school or of any employee at the school so requires.

3.9. *Competency*

The Principal shall be responsible for administering the competency procedures against teaching staff on behalf of the Board. This in turn may be delegated by the Principal to senior staff.

3.10. *Budget*

3.10.1 The Principal has authority to spend up to the limits of the approved annual budget within respective categories.

3.10.2 The Principal has authority to replace capital items not approved in the budgeting process on an 'urgent' basis up to a limit of \$5,000. Power exercised under this authority will be reported to the next meeting of the Board.

3.11. *Privacy Officer*

The Principal is delegated authority to act as the Board's Privacy Officer. The Principal may delegate this task to a senior member of staff.

3.12. *Official Information*

The Principal is delegated authority to act for the Board when receiving, actioning and responding to any Official Information Act requests. The Principal may delegate this task to a senior member of staff.

3.13. *Overnight Trips*

The Principal is delegated authority to approve domestic overnight student trips. The Board has authority to approve overseas student trips.

3.14. *School Closure*

The Principal has authority to close the school if necessary due to exceptional circumstances, e.g. on advice of the Ministry of Health around pandemic issues or in an emergency.

3.15. *Signing Declarations*

The Principal can sign declarations on behalf of the Board in relation to information required by the Ministry of Education.

3.16. *Mandatory Reporting*

The Principal is delegated authority to complete any mandatory reports to the New Zealand Teaching Council.

3.17. *Delegation to the Acting Principal*

The Principal may delegate any or all of her powers, in writing, to the Acting Principal appointed, during a period of absence overseas, or during a period of extended leave lasting more than 7 days or in other situations as determined by the Principal.

4. *Delegations to the HR Committee*

- 4.1. The HR committee will be chaired by the Chairperson or Deputy Chairperson of the Board.
- 4.2. At least three Board members will be on the committee and the quorum will be a minimum of three Board members.
- 4.3. The Principal will be an ex-officio member of the committee.
- 4.4. The student representative and staff representative are ineligible to be members of this Committee.
- 4.5. The HR Committee shall have the power to meet and consider any serious conduct issues that are referred to it by the Principal under clause 3.4.3 of the STCA.
- 4.6. The HR Committee may also review any penalties imposed on a staff member, at the request of that staff member or their representative.
- 4.7. The HR Committee may commence disciplinary procedures, including an investigation, convene a disciplinary hearing, and issue sanctions including warnings or the termination of employment, without further recourse to the Board.
- 4.8. The Committee may also suspend staff during an investigation or disciplinary process, or review the suspensions of staff by the Principal, and decide to confirm, revoke or otherwise deal with the suspension.
- 4.9. The HR Committee will report to the Board.

5. *Delegations to the Finance and Property Committee*

- 5.1. The Finance and Property Committee will be chaired by a designated parent member of the Board.
- 5.2. The Principal will be a member of this Committee.
- 5.3. At least two Board members will be on the Committee with the Principal and the quorum will be a minimum of two members.
- 5.4. The Board delegates to the Committee the authority to make decisions on matters of finance and property only when urgency is required, and this will be reported to the Board at the next



meeting.

5.5. The Committee is responsible for reviewing the reports provided and monitoring financial performance. The Committee should query items as deemed necessary and should approve the monthly financial report.

5.6. The Committee will also review reports provided and actions taken by the Business Manager including on:

5.6.1. Property and maintenance;

5.7. The Finance and Property Committee will report to the Board.

**6. *Delegations to the Student Discipline Committee***

6.1. The Student Discipline Committee will be chaired by a designated member of the Board. The Chair has authority to delegate that function to any other eligible Board member.

6.2. The Principal, student representative and staff representative are ineligible to be members of this Committee when convened for disciplinary hearings.

6.3. All other Board members will be members of this Committee and the quorum at any meeting or hearing will be a minimum of two Board members.

6.4. The Board delegates to the Student Discipline Committee the authority to:

6.4.1. Carry out the role of the Board of Trustees;

6.4.2. Make any decisions under the Education Act 1989 in relation to students that are suspended. This includes the power to lift or extend a suspension, with or without conditions, or exclude or expel a student, without further recourse to the Board;

6.4.3. Consider any requests for review or reconsideration and make any decision as necessary.

6.5. Decisions of the Committee may be appealed to the full Board.

6.6. The Student Discipline Committee will report to the Board.