



MINUTES

**A meeting of the Pukekohe High School Board of Trustees
was held at 6 pm, 15 March 2021 in the Staffroom**

OPEN MEETING

Present: Ben Stallworthy, Rani Amaranathan (Acting Chair), Lincoln Sharp, Lita Henwood, 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

Apologies

1. Apologies were received from Simon Williams and Denise Proctor.

Declaration of Conflict of Interest

2. Nil

3. Confirmation of Previous Minutes

Minutes of the Pukekohe High School Board of Trustees dated 15 February 2021 have been circulated to all Trustees.

Logan Soole moved:

"That the Pukekohe High School Board of Trustees accepts the February minutes as a true and accurate record of that meeting."

**Seconded: Ben Stallworthy
Carried**

4. Correspondence

Annual Audit Update, Deloitte

Noted

5. Extraordinary Business

Nil

6. Standing Items

6.1 Financial Report

Lincoln Sharp moved:

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

**Seconded: Rani Amaranathan
Carried**

6.2 Principal's Report

Of note is the Managing National Assessment team will be visiting 14 April 2021, to check on NCEA actions and processes, its first visit since 2018.

It was noted in 2020 no student achieved scholarship. In 2021 the school changed Internal processes to better assist and prepare students better for the scholarship examination.

The Principal moved:

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

Seconded: Lita Henwood
Carried

6.3 Property, Health, Safety and Wellbeing Report

The proposed resolution for approval for front entrance gates was postponed until April meeting to allow for investigation into visitor access and student and staff feedback.

The Principal moved:

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

Seconded: Celeste Nyatsanza
Carried

6.4 Student Rep Report

The Student Representative moved:

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

Seconded: Ben Stallworthy
Carried

6.5 Staff Rep Report

The Staff Representative moved:

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

Seconded: Logan Soole
Carried

7. Items for Decision

7.1 School Charter & Annual Plan

This document is ready to go to Ministry of Education. They had approved an extension to allow time for this to be properly communicated to the school community. We have approached and are waiting for Tamaoho Trust to advise an appropriate translator of this document into Maaori.

The Principal moved:

"That Pukekohe High School Board of Trustees accepts the School Charter and Annual Plan and approve its sending to MOE"

Seconded: Ben Stallworthy
Carried

7.2 BOT Work Programme 2021

This work programme was tabled from Sign off at the April meeting. A Finance Committee will be set up as per the Governance Kaupapa.

Ben Stallworthy proposed:

That with the additional amendments above, the Pukekohe High School Board of Trustees

- *Endorses the draft work programme presented with this report*
 - *Year 9 and 10 Curriculum review*
 - *Board Assurance Statement checks as per the ERO report*
 - *Reporting to students and community*
- *Requests that the Finance Lead reports in April about the proposed structure and operation of the Finance Sub-Committee*
- *Requests that the Policy Programme Lead reports in April to confirm the policy review programme for 2021.*

Seconded: Lita Henwood
Carried

7.3 PHS Policy Review

The following policies were tabled for review and feedback for the next meeting:

- Personnel Policy – with noted changes to leave approval levels
- Planning & Reporting Policy

7.4 BOT Code of Conduct Review

Tabled on behalf of Simon Williams.

“That Pukekohe High School Board of Trustees have read, understood and signed the BOT Code of Conduct.”

Seconded: Rani Amaranathan
Carried

8. Items for Information

8.1 Staff Culture at Pukekohe High School Update

The school has met with and is developing an ongoing Staff Culture programme with Shayne Matheson, Top Drawer Consultants.

The Principal moved:

“That Pukekohe High School Board of Trustees accepts the Staff Culture Programme document.”

Seconded: Ben Stallworthy
Carried

Moved from the Chair:

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

Carried

9. Meeting Closed 7.14pm

Next meeting: 19 April 2021