



MINUTES

**A meeting of the Pukekohe High School Board of Trustees
was held at 6 pm, 17 May 2021 in the Staffroom**

OPEN MEETING

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

Apologies

1. Nil

Declaration of Conflict of Interest

2. Ben Stallworthy – Re: Truancy Officer position. Plans to provide names to the Principal, has no decision-making authority re: role. BOT noted and no objections raised.

3. Confirmation of Previous Minutes

Minutes of the Pukekohe High School Board of Trustees dated 19 April 2021 have been circulated to all Trustees.

The Chair moved:

“That the Pukekohe High School Board of Trustees accept the re circulated March minutes true and accurate record of that meeting.”

Carried

The Chair moved:

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

Carried

4. Correspondence

Letter noted from the Combined Service Clubs’ Pukekohe Christmas Parade Committee, dated May 2021.

5. Extraordinary Business

Nil

6. Standing Items

6.1 Financial Report

Lincoln Sharp moved:

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

Seconded: Lita Henwood
Carried

6.2 Principal’s Report

The Principal moved:

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

Seconded: Lita Henwood
Carried

Property, Health and Safety Report

The Principal moved:

"That the Pukekohe High School Board of Trustees accepts the Property, Health and Safety report"

Seconded: Denise Proctor
Carried

6.3 Student Representative Report

The suggested use of the Rising Foundation logo was not approved as it did not represent the whole student body. Decisions on these areas will be for senior management going forward.

The Student Representative moved:

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

Seconded: Lincoln Sharp
Carried

6.4 Staff Representative Report

The Staff Representative moved:

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

Seconded: Denise Proctor
Carried

7. Items for Decision

7.1 PHS Policy Review

The Chair moved:

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

- *Planning & Reporting*
- *Sensitive Expenditure*
- *Theft & Fraud Prevention*

Seconded: Denise Proctor
Carried

Simon Williams moved:

"That the Pukekohe High School Board of Trustees endorses the Creative Commons Policy, with confirmation of expectations."

Seconded: Lita Henwood
Carried

Simon Williams moved:

"That Senior management, Simon Williams and Top Drawer work together to ensure that the Protected Disclosures Policy is adequately integrated into the Bullying & Harassment Policy being developed."

Seconded: Ben Stallworthy
Carried

Simon Williams moved:

"That Simon Williams work with the Principal on an amendment to the Uniform Policy regarding the trial of the school hoodie."

Seconded: Richard Barnett
Carried

8. Items for Information

Nil

Moved from the Chair:

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

Carried

9. Meeting Closed at 7.20pm

Next Meeting: Monday 21 June 2021