



# MINUTES

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

## OPEN MEETING

**Present:** Ben Stallworthy (Chair), Logan Soole, Simon Williams, Rani Amaranathan, Richard Barnett (Principal), Denis Murphy (Business Manager), Lincoln Sharp, Rachel Hamlin (Associate Principal), Lita Henwood, Denise Proctor, Celeste Nyatsanza

**1. Apologies:** Laura Abbott

**2. Declaration of conflict of interest**

Logan Soole – Re: Item 6.2 Centenary Committee request support for sponsorship. Mr Soole is a member of the Centenary Committee so abstains from discussion or decision. BOT noted and no objections raised.

**3. Confirmation of previous minutes**

Minutes of the Pukekohe High School Board of Trustees dated 17 May 2021 have been circulated to all Trustees.

The Chair moved:

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

**Seconded:** Logan Soole  
**Carried**

**4. Correspondence**

Correspondence required discussion. Parent letter of complaint dated 13th June 2021 from Mr David Hawkins was tabled. The BOT offered Mr Hawkins the option of discussing the letter in committee. Mr Hawkins stated that he had no objection to public discussion and agreed that there were no privacy concerns however requested that his contact details are redacted.

a) Letter noted from the Ministry of Education dated 1 June 2021 regarding applications to state integrated schools within the area.

b) Letter noted from NZQA dated 25 May 2021 regarding the Managing National Assessment report.

The Chair moved:

*“That the Pukekohe High School Board of Trustees accept the first two items of correspondence”.*

**Seconded:** Simon Williams  
**Carried**

Discussion regarding the content of the letter between David Hawkins and the Pukekohe High School Board of Trustees took place.

The Chair moved:

*“That Senior Leadership review the School’s communications with regards to the Pride week and report back to the Board with information about how they are going to prevent mishaps with clarity and dates happening again”.*

**Seconded:** Logan Soole  
**Carried**

The Chair moved:

*“That the principal and Senior Leadership Team draft a letter of response to the issues raised by Mr Hawkins”.*

**Seconded:** Logan Soole  
**Carried**

## **5. Extraordinary business**

Nil

## **6. Standing items**

### **6.1 Financial report**

Lincoln Sharpe moved:

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

**Seconded:** Denise Proctor  
**Carried**

### **6.2 Principal’s Report**

The Principal moved:

*“That the Pukekohe High School Board of Trustees approves the Centenary Committee seeking sponsorship for the events to mark the centenary events during Labour Weekend”.*

**Seconded:** Rani Amaranathan  
**Carried**

The Principal moved:

*“That the Pukekohe High School Board of Trustees accepts the Principal’s report”.*

**Seconded:** Lita Henwood

**Carried**

### **6.3 Property, Health and Safety Report**

The Principal moved:

*“That the Pukekohe High School Board of Trustees supports and approves the purchase of three portable cabins for \$50,000 for music department practise rooms”.*

**Seconded:** Lita Henwood

**Carried**

The Principal moved:

*“That the report is accepted with the proviso that the Board discuss the reports of hazardous a threatening behaviour made in the report ‘in committee’ later in this meeting”.*

**Seconded:** Rani Amaranathan

**Carried**

### **6.4 Student Representative report**

The Student Representative moved:

*“That the Pukekohe High School Board of Trustees accepts the report”.*

**Seconded:** Rani Amaranathan

**Carried**

### **6.5 Staff Representative Report**

Nil

## **7. Items for Decision**

### **7.1 Disposal of Land**

The Chair moved:

*“That the Pukekohe High School Board of Trustees requests the principal to investigate options for use of school land located at Glasgow road through the Ministry of Education and local businesses, and tables a detailed report at a future Board meeting”.*

**Seconded:** Logan Soole

**Carried**

### **7.2 PHS Policy Review**

Simon Williams moved:

*“That the Pukekohe High School Board of Trustees accepts and adopts the Appointments Policy, with confirmation of changes suggested by Rani Amaranathan”.*

**Seconded:** Celeste Nyatsanza

**Carried**

Simon Williams moved:

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

- *Attendance Policy*
- *Conflicts of Interest Policy”*

**Seconded:** Denise Proctor

**Carried**

Simon Williams moved:

*“That the Pukekohe High School Board of Trustees accepts and adopts the following polices:*

- *Personnel – tabled in March*
- *Uniform policy – tabled in April, updated*
- *Creative Commons – tabled in May”*

**Seconded:** Rani Amaranathan

**Carried**

#### **8. Items for Information**

Nil

Moved from the Chair:

*“That the Pukekohe High School Board of Trustees move to committee to discuss confidential items”.*

**Carried**

**Meeting closed at 7:43pm**

**Next meeting: Monday 19th July, 2021**

