



# MINUTES

**A meeting of the Pukekohe High School Board of Trustees  
was held at 6 pm, 16 August 2021 in the Staffroom**

## OPEN MEETING

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

**1. Apologies:**

Apologies were received from Denise Proctor

**2. Declaration of Conflict of Interest**

Lincoln Sharp declared COI relating to 7.3 Principals Performance Agreement Report

**3. Confirmation of Previous Minutes**

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

Moved from the Chair:

*“That the Pukekohe High School Board of Trustees accepts the June minutes with Logan Soole amendments as a true and accurate record of that meeting.”*

**Carried**

**4. Correspondence**

Nil

**5. Extraordinary Business**

Nil

**6. Standing Items**

**6.1 Financial Report**

The chair moved:

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

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

**6.2 Principal's Report**

The Principal moved:

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

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

**6.3 Property, Health and Safety Report**

The Principal moved:

*"That the Pukekohe High School Board of Trustees accept the Property, Health & Safety Report"*

**Seconded:** Lincoln Sharp  
**Carried**

The Principal moved:

*"That the Pukekohe High School Board of Trustees approves the 10-year property plan 2021/22"*

**Seconded:** Lincoln Sharp  
**Carried**

**6.4 Student Representative Report**

Celeste Nyatsanza moved:

*"That the Pukekohe High School Board of Trustees accept the Student Representative report."*

**Seconded:** Laura Abbott  
**Carried**

**6.5 Staff Representative Report**

Laura Abbott moved:

*"That the Pukekohe High School Board of Trustees accept the Staff Representative Report."*

**Seconded:** Celeste Nyatsanza  
**Carried**

**7 Items for Decision**

**7.1 PHS Policy Review**

Simon Williams moved:

*"That the Pukekohe High School Board of Trustees accept the anti-bully and harassment policy with amendments proposed by Rani Amaranathan."*

**Seconded:** Lita Henwood  
**Carried**

**7.2 Finance Subcommittee Recommendation**

Moved from the Chair:

*"That the Pukekohe High School Board of Trustees defers this item until the next meeting."*

**Carried**

**7.3 Principals Performance Agreement Report**

The chair moved:

*“That the Pukekohe High School Board of Trustees engages the Education Group to facilitate the principal’s 2021-22 performance agreement and appraisal.”*

**Seconded:** Simon Williams

**Carried**

**8 Items for Information**

**8.1 Staff Culture Report**

The Principal moved:

*“That the Pukekohe High School Board of Trustees accept the Staff Culture Report.”*

**Seconded:** Rani Amaranathan

**Carried**

Moved from the Chair at 6.50pm:

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

**Carried**

At 7.40 the meeting moved out of committee.

**Meeting closed 7.43pm**

**Next Meeting: Monday 20<sup>th</sup> September 2021**