



# AGENDA

## NOTICE OF MEETING 2021

**A meeting of the Pukekohe High School Board of Trustees  
will be held at 6pm, 13 December 2021 via zoom**

### OPEN MEETING

#### Welcome from Chair and Karakia

- |  |               |
|--|---------------|
| <b>1. Apologies</b>  | <b>2 min</b>  |
| <b>2. Declaration of Conflict of Interest</b>  | <b>2 min</b>  |
| <b>3. Confirmation of Previous Minutes</b>   | <b>3 min</b>  |
| Minutes of the Pukekohe High School Board of Trustees dated 15 November 2021 have been circulated to all Trustees  |               |
| <b>4. Correspondence</b>   | <b>5 min</b>  |
| Nil  |               |
| <b>5. Extraordinary Business</b>   |               |
| Nil  |               |
| <b>6. Standing Items</b>   | <b>20 min</b> |
| <b>6.1 Financial Report</b>  |               |
| <b>6.2 Principal's Report</b>  |               |
| <b>6.3 Property, Health and Safety Report</b>  |               |
| <b>6.4 Student Representative Report</b>   |               |
| Nil – Student Representative finished for school year.   |               |
| <b>6.5 Staff Representative Report</b>   |               |
| Nil  |               |
| <b>7 Items for Decision</b>  | <b>20 min</b> |
| <b>7.1 2019 Audit (page 3, point 6)</b>  |               |
| Recommendation:<br><i>'The Pukekohe High School Board of Trustees send requested information to the auditors so that the 2019 audit can be completed.'</i> |               |

**2019 Audit** (page 3, point 6)

Recommendation:

*'That the Pukekohe High School Board of Trustees review the appointment of the school's auditors for the next three years.'*

**7.2 BOT 2022 Meeting Dates**

Recommendation:

*'That the Pukekohe High School Board of Trustees accepts the proposed meeting dates for 2022.'*

**7.3 Principal Delegations**

Recommendation:

*'That the Pukekohe High School Board of Trustees records that Rachel Hamlin is appointed Acting Principal while the Principal is on sabbatical in Term 1, 2022. That delegation ceases on his return or earlier by resolution of the Board.'*

**8 Items for Information**

**8.1 Student Trustee Election**

**9 Meeting Closes approx.**

**7.30pm**

**Next Meeting: TBC 2022**

**6.1 Financial Report**

**Commentary on November 2021 Financial Statements**

1. Attached is the November 2021 income & expenditure statement, balance sheet and graphs showing surplus vs budget and working capital vs budget.
2. We recorded our first surplus for a while this month (\$64,706) and that has further reduced our year to date deficit to \$66,802 from \$126,000 last month. December is a 3 pay month so we anticipate (and have budgeted for) a deficit that month.

**3. Income and Expenditure Variances**

**Income**

- The year to date figure shows a 1% variation on budget for total income all due to the shortfall in locally raised funds, international income and lower than expected return on our short term deposits.

**Expenditure**

- Last month's pattern has been repeated with finance, admin and property costs all being under budget while curricula and depreciation are significantly under. Staffing

costs remain significantly over budget and that will be the case for the rest of the year.

- Please note that we changed the budgeted MOE salaries and MOE Salary Grant figures (they offset one another) to match actuals so the staff expenses variance is an actual cash variance. It of course includes the unbudgeted HR costs referred to in previous reports.

**Year to date deficit**

Considering what we have been through this year we believe the YTD deficit is tolerable.

**Staff banking**

This has now corrected itself and is only \$3000 away from our target of zero.

**4. Working Capital**

Due to November’s surplus Working Capital has jumped up from \$607,000 to \$711,665.

**5. ICT contract renewal**

We surveyed all staff regarding the quality of service we receive from New Era. The results were very positive. We contacted the MOE Financial Advisor to ask if we needed to go out to tender again or could we renew/rollover the existing contact. Her response was that we are able to renew without a tender process but if we wanted a new contractor then we would need to tender. Hence unless the Board has any concerns we would like to renew the New Era contact. We have found them to be technically sound, responsive, friendly and willing to help. The speed of a couple of responses to major issues were amazing and headed off potentially huge problems.

**6. 2019 audit**

Now that the ERA matter is complete the auditors are in a position to complete the 2019 audit. They have asked for a memo/report/summary on the fraud issue and all BOT minutes from 2020 including the In-Committee minutes. Normal practice is to disclose all minutes including In-Committee minutes to the auditors who will treat this documentation as confidential.

A secondary decision is whether to appoint the same auditors for the next 3 years given the Board’s concerns during the last 2 years.

**7. Current Actions/ Projects**

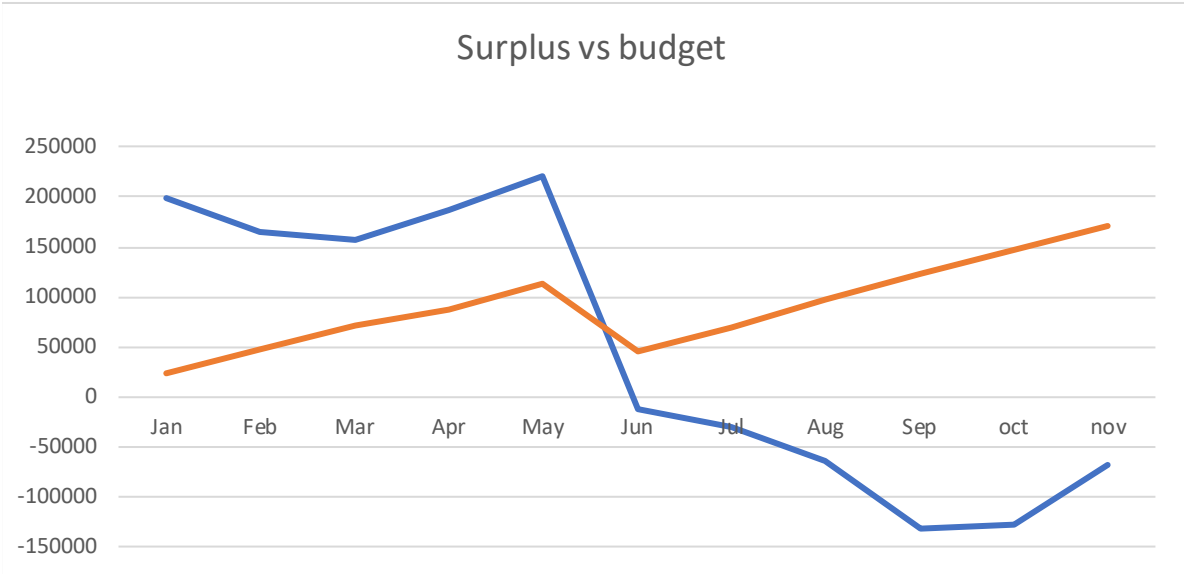
	Commenced	Action	Result: (green-done, yellow-in progress, red-not started)
1	Jan 2021	Prepare a Capital Projects template for seeking approval of Board, recording progress and concluding the project	First draft sent to Richard and Lincoln 2nd February.
2	Nov 2020	Undertake review of Capital Projects to build a complete picture of those planned, in progress or requiring a final report as completed/abandoned	The last of the 5YA projects are being closed off -fire alarm upgrade and the climbing wall.

**Pukekohe High School**  
**Income and Expenditure Report**  
**For the 11 months to 30 November 2021**

	Actual Nov \$	Actual YTD \$	YTD Budget (Unaudited) \$	Variance Actual \$	% Variance
<b>Income</b>					
<b>Government Grants</b>					
Operations Grant	369,416	4,318,406	4,174,258	144,148	3
Teachers Salary Grant	782,303	8,239,842	8,219,357	20,485	0
Use of land & buildings	241,666	2,658,333	2,658,326	7	0
	<b>1,393,385</b>	<b>15,216,581</b>	<b>15,051,941</b>	<b>164,640</b>	<b>1</b>
<b>Locally Raised funds</b>					
Donations/Fundraising/Activitie	721	42,648	37,950	4,698	12
Sport Income/exp	43,831	3,906	102,560	(98,654)	(96)
Other activities inc/exp	35,219	178,621	297,913	(119,292)	(40)
	<b>79,771</b>	<b>225,175</b>	<b>438,423</b>	<b>(213,248)</b>	<b>(49)</b>
<b>International Students</b>	<b>(2,305)</b>	<b>10,702</b>	<b>56,015</b>	<b>(45,313)</b>	<b>(81)</b>
<b>Investment income</b>	<b>149</b>	<b>4,333</b>	<b>24,750</b>	<b>(20,417)</b>	<b>(82)</b>
<b>Total Income</b>	<b>1,471,000</b>	<b>15,456,791</b>	<b>15,571,129</b>	<b>(114,338)</b>	<b>-1</b>
<b>Less expenses</b>					
<b>Learning Resources</b>					
Staff Expenses	199,389	2,123,676	1,589,022	534,654	34
Teachers Salary-MOE funded	775,744	8,219,357	8,219,357	-	-
Curricula	11,094	435,416	646,012	(210,596)	(33)
Curricular Other	122	28,470	60,357	(31,887)	(53)
	<b>986,349</b>	<b>10,806,919</b>	<b>10,514,748</b>	<b>292,171</b>	<b>3</b>
<b>Administration</b>					
Staff expenses	54,226	588,550	516,086	72,464	14
ICT	12,737	211,582	200,607	10,975	5
General/Consumables/Legal	23,657	55,960	99,770	(43,810)	(44)
BOT Expenses	0	17,921	27,973	(10,052)	(36)
Communication	5,136	39,005	44,946	(5,941)	(13)
Audit/Accounting	20	10,247	15,323	(5,076)	(33)
Risk Management	70	17,689	39,886	(22,197)	(56)
	<b>95,846</b>	<b>940,954</b>	<b>944,591</b>	<b>(3,637)</b>	<b>0</b>
<b>Property</b>					
Use of land & buildings	241,666	2,658,333	2,658,337	(4)	0
Caretaking/Cleaning	15,181	177,344	168,234	9,110	5
Staff expenses	15,107	182,610	181,457	1,153	1
R&M/Cyclical Maintenance	3,731	141,166	198,803	(57,637)	(29)
Heat, Light and Water	7,321	132,085	143,770	(11,685)	(8)
Grounds	1,479	51,314	26,917	24,397	91
Security	634	16,083	10,450	5,633	54
	<b>285,119</b>	<b>3,358,935</b>	<b>3,387,968</b>	<b>(29,033)</b>	<b>(1)</b>
<b>Finance Costs</b>	<b>401</b>	<b>5,378</b>	<b>18,843</b>	<b>(13,465)</b>	<b>(71)</b>
<b>Depreciation</b>	<b>38,579</b>	<b>411,407</b>	<b>534,413</b>	<b>(123,006)</b>	<b>(23)</b>
	<b>38,980</b>	<b>416,785</b>	<b>553,256</b>	<b>(136,471)</b>	<b>(25)</b>
<b>Total Expenditure</b>	<b>1,406,294</b>	<b>15,523,593</b>	<b>15,400,563</b>	<b>123,030</b>	<b>1</b>
<b>Surplus/(Deficit)</b>	<b>64,706</b>	<b>(66,802)</b>	<b>170,566</b>	<b>(237,368)</b>	<b>(139)</b>

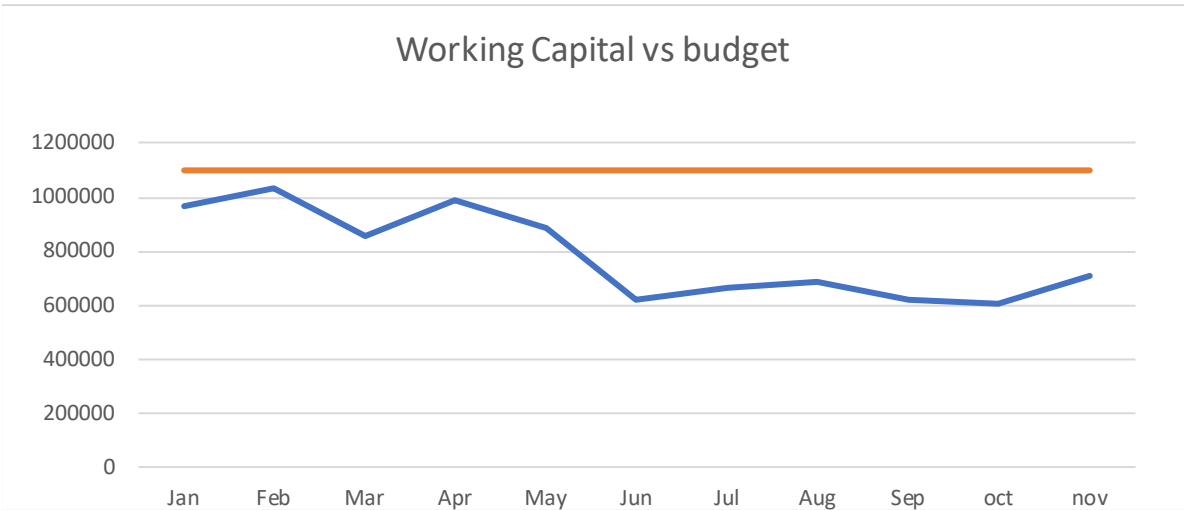
**Pukekohe High School**  
**Statement of Financial Position**  
**As at 30 November 2021**

	2021 Actual \$	2021 Budget \$	last month Actual \$
<b>Current Assets</b>			
Cash and Cash Equivalents	1,004,784	190,659	1,518,632
Accounts Receivable	150,970	72,946	120,414
Inventories	3,797	3,797	3,797
Investments	-	1,783,274	-
	<b>1,159,551</b>	<b>2,050,676</b>	<b>1,642,843</b>
<b>Current Liabilities</b>			
Accounts Payable	46464	164,830	76,452
Govt Grants Received in Advance	230971	-	834,254
International Student Funds	149993	273,550	87,101
Student Funds received in Advance	22646	48,932	74,352
Provision for Cyclical Maintenance	80102	70,515	80,103
Finance Lease Liability - Current Portion	93136	77,559	92,986
GST payable	(5,159)	17,737	(43,454)
MOE Property Projects	(170,267)	298,952	(166,382)
	447,886	952,075	1,035,412
<b>Working Capital Surplus/(Deficit)</b>	<b>711,665</b>	<b>1,098,601</b>	<b>607,431</b>
<b>Non-current Assets</b>			
Property, Plant and Equipment	2,268,548	1,935,617	2,293,849
	<b>2,268,548</b>	<b>1,935,617</b>	<b>2,293,849</b>
<b>Non-current Liabilities</b>			
Provision for Cyclical Maintenance	190,706	261,246	190,706
Finance Lease Liability	197,042	114,586	177,981
	387,748	375,832	368,687
<b>Net Assets</b>	<b>2,592,465</b>	<b>2,658,386</b>	<b>2,532,593</b>
<b>Equity</b>			
Accumulated Funds	2,499,914	2,557,223	2,499,915
Furniture Grant	159,353	-	159,353
Surplus/(deficit)	(66,802)	101,163	(126,675)
	<b>2,592,465</b>	<b>2,658,386</b>	<b>2,532,593</b>



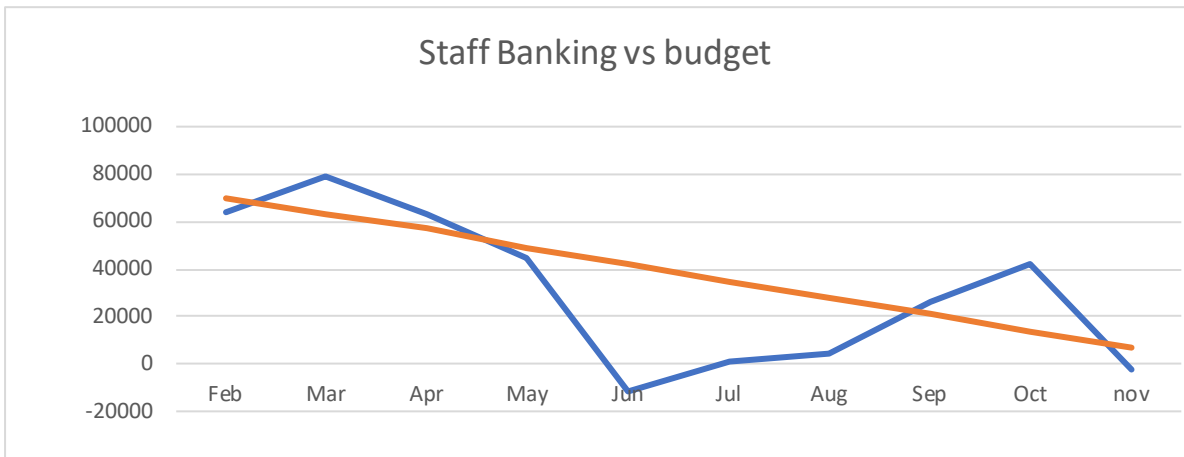
Blue=actual

Orange=budget



blue=actual

orange= budget



Blue =actual

Orange= budget

## Notes to the 2022 Budgeted Financial Statements

Attached is the first draft of the 2022 budgeted financial statements for 2022. Comparative figures for 2020 and estimated 2021 are also included.

### **Income and expenditure statement.**

This is a break even budget and there are a number of items requiring explanation.

1. Operations Grant- down on 2021 for two reasons- MOE helped fund the increase in support staff pay rates and also gave schools extra money to cope with Covid.
2. Locally raised funds are up on the 2021 figures but we believe they are achievable if there are no further lockdowns and sport etc returns to normal. We have made some changes to the sports fee collection system and follow up procedures which we think will improve cash flow.
3. International net income is up as we have reduced the salaried position from full time to part time.
4. Curricula up on this year as we anticipate a full year in class therefore more consumables eg photocopying etc.
5. Management staff expenses well down on this year as Strategic Planning is included and this was where we coded all our legal costs and payouts to staff. We expect far fewer such costs in 2022.
6. Administration and property costs are very similar to this year except for the notional charge for use of land and buildings which is offset in Government Grants.
7. Under Administration please note the increase in ICT costs between 2021 and 2020. This is due to a full year of the New Era contract in 2021 and 2022 compared to a half year in 2020. Previously the costs of the IT Manager were included in Teaching Staff expenses.

### **Balance Sheet**

8. Net equity is expected to improve providing we achieve the break even budget.
9. We have reduced anticipated purchases of fixed assets from this year by about 50%. Due to a significant surplus in 2020 we were able to spend a lot on upgrading our aging computer fleet and we bought the van and three cabins. We wont be able to do as much in 2022 and we don't want to reduce working capital too much.
10. That is a pity as many faculty leaders have complained about the age and lack of performance of the computers in their classes-slow and lack of power/memory etc. We have a lot of work to do to get our fleet to a position where no device is more than 4 years old.

**Pukekohe High School**  
**Statement of Budgeted Income and Expenditure**  
**For the Year Ended 31 December 2022**

	2020 actual \$	2021 estimate \$	2022 budget \$
<b>Income</b>			
Government Grants- Operations	4,580,884	4,738,787	4,598,374
Teachers salaries grant	9,582,164	9,233,145	9,600,000
Use of land and buildings	2,758,805	2,900,000	3,200,000
	<u>16,921,853</u>	<u>16,871,932</u>	<u>17,398,374</u>
Investment income	27,670	5,021	5,000
Donations/Fundraising/Ac	39,195	174,992	228,701
International Students	109,193	15,607	39,100
<b>Total Income</b>	<b><u>17,097,911</u></b>	<b><u>17,067,552</u></b>	<b><u>17,671,175</u></b>
<b>Less expenses</b>			
<b>Learning Resources</b>			
Curricula	389,278	503,834	607,257
Curricular Other	39,337	35,220	46,750
Staff Development	37,185	57,825	57,825
Management staff expens	238,891	260,343	97,773
Staff relief costs	197,303	311,373	311,373
Staff Expenses	<u>10,868,211</u>	<u>10,948,824</u>	<u>11,033,473</u>
	<b><u>11,770,205</u></b>	<b><u>12,117,419</u></b>	<b><u>12,154,451</u></b>
<b>Administration</b>			
Audit/Accounting	22,297	12,273	12,273
BOT Expenses	87,453	21,505	32,070
Communication	53,059	40,410	40,410
General/Consumables/Leq	(24,896)	34,561	34,561
ICT expenses	172,035	238,614	238,614
Risk Management	29,357	21,144	21,144
Staff expenses	616,177	661,545	683,784
	<u>955,482</u>	<u>1,030,052</u>	<u>1,062,856</u>
<b>Property</b>			
Caretaking/Cleaning	203,125	194,596	194,596
Grounds	35,517	59,802	50,102
Heat, Light and Water	147,529	149,718	149,718
R&M/Cyclical Maintenanc	239,696	164,923	162,561
Security	12,003	18,537	18,537
Staff expenses	224,247	207,385	205,208
Use of land and buildings	<u>2,758,806</u>	<u>2,900,000</u>	<u>3,200,000</u>
	<b><u>3,620,923</u></b>	<b><u>3,694,961</u></b>	<b><u>3,980,722</u></b>
<b>Depreciation</b>	378,434	447,560	462,406
<b>Finance Costs</b>	5,794	5,973	7,387
<b>Total Expenditure</b>	<b><u>16,730,838</u></b>	<b><u>17,295,965</u></b>	<b><u>17,667,822</u></b>
<b>Surplus/(Deficit)</b>	<b><u>367,073</u></b>	<b><u>(228,413)</u></b>	<b><u>3,353</u></b>



**Pukekohe High School**  
**Budgeted Statement of Financial Position**  
**As at 31 December 2022**

	<b>Actual 31-Dec 2020</b>	<b>Est 31-Dec 2021</b>	<b>Budget 31-Dec 2022</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	525,417	496,001	817,201
Receivables	83,264	140,938	140,938
Receivables from the MOE	726,010	800,000	800,000
GST	4,477	5,159	5,159
Inventories	3,797	3,797	3,797
Prepayments	7,839	10,032	10,032
Investments	1,284,258	85,573	85,573
Banked staffing			
	<hr/> 2,635,062	<hr/> 1,541,500	<hr/> 1,862,700
<b>Current Liabilities</b>			
Operating creditors	237,619	51,509	51,509
Accruals	21,242	37,771	37,771
Employee entitlements	796,446	800,000	800,000
Revenues rec in advance	74,179	-	-
International Student Fees	272,334	149,993	149,993
Student Funds received in Advance		22,646	22,646
Provision for Cyclical Maintenance	70,515	80,102	80,102
Finance Lease Liability - Current Portion	77,715	92,327	92,327
GST	0	(23,599)	(23,599)
MOE Property Projects	98,551	(170,267)	(20,267)
	<hr/> 1,648,601	<hr/> 1,040,482	<hr/> 1,190,482
<b>Working Capital Surplus/(Deficit)</b>	<b>986,461</b>	<b>501,018</b>	<b>672,218</b>
<b>Non-current Assets</b>			
Property, Plant and Equipment-opening BV	1,851,840	2,035,721	2,268,548
purchases	562,315	644,235	320,000
lesss depn	(378,434)	(411,408)	(462,406)
	<hr/> 2,035,721	<hr/> 2,268,548	<hr/> <b>2,126,142</b>
<b>Non-current Liabilities</b>			
Provision for Cyclical Maintenance	261,200	141,631	190,706
Finance Lease Liability	171,855	197,040	172,481
	<hr/> 433,055	<hr/> 338,671	<hr/> 363,187
<b>Net Assets</b>	<hr/> <b>2,589,127</b>	<hr/> <b>2,430,895</b>	<hr/> <b>2,435,173</b>
<b>Equity</b>			
Accumulated Funds	2,132,948	2,499,915	2,381,820
Furniture Grant	89,080	159,353	50,000
Surplus/(deficit)	367,099	(228,413)	3,353
	<hr/> <b>2,589,127</b>	<hr/> <b>2,430,855</b>	<hr/> <b>2,435,173</b>

## 6.2 Principal's report



# PUKEKOHE HIGH SCHOOL

## MĀORI & PASIFIKA ENGAGEMENT AND ACHIEVEMENT PROGRESS REPORT

The purpose of this progress report is to share information about Māori and Pasifika engagement and achievement with the Pukekohe High School Board of Trustees. The measures for progress include attendance, NCEA Level 1 Literacy and Numeracy and NCEA Levels 1 – 3 achievement data. Also included are findings from this data, and responsive actions for improved student outcomes.

**REPORTING PERIOD:** December 2021

### ATTENDANCE DATA

As of the End of Term 3

Year	Percentage of Students 90% attendance or above (MOE regular attendance definition)
2018	53%
2019	61%
2020	70%
2021	65%

### ACHIEVEMENT DATA FOR NCEA LEVEL 1 COHORT

As of the End of Term 4

	Literacy	Numeracy
Nov 2021 Overall	83%	87%
Dec 2021 Overall	89%	91%
Sept 2021 Māori	61.3% 49/80	72.5% 58/80
Nov 2021 Māori	69.8% 58/83	72.2% 60/83
Sept 2021 Pasifika	55% 16/29	59% 17/29
Nov 2021 Pasifika	60% 18/30	70% 21/30

### NCEA Level 1 – 3 Predicted Achievement

	31 August %	22 September %	9 November %	6 December %
Level 1	83.6%	83.6%	78.4%	78%
Level 2	86.9%	86.9%	83.2%	87%
Level 3	80.1%	80.1%	81%	87%

**Note:** The 22 September data point shows the same data as at 31 August.

### NCEA Level 1 – 3 Achievement to date – Māori Students

	31 August %	22 September %	9 November %	6 December %
Level 1	71.3% (57/80)	71.3%	64% (53/83)	68% (54/80)
Level 2	75.4% (49/65)	75.4%	71% (46/65)	71% (45/63)
Level 3	79.2%(38/48)	79.2%	77% (36/47)	80% (36/45)

**Note:** The 22 September data point shows the same data as at 31 August.

#### NCEA Level 1 – 3 Achievement to date – Pasifika Students

	31 August %	22 September %	9 November %	6 December %
Level 1	65.5% (19/29)	65.5%	63% (19/30)	63% (19/30)
Level 2	62.5% (15/24)	62.5%	62.5% (15/24)	63% (15/24)
Level 3	64.3% (18/28)	64.3%	71% (20/28)	87% (27/31)

**Note:** The 22 September data point shows the same data as at 31 August.

- The updated (as of 6 December) overall pass rates are again encouraging, particularly for Level 3
- This is particularly true for Year 13 Māori (80%) and Year 13 Pasifika (87%). In 2021 the Year 13 Pasifika cohort is approximately double that of 2020 (twice as many Pasifika students have completed Year 13 this year) and the results are considerably improved
- At Level 1 and Level 2 there is still a marked disparity between Māori and the rest of the cohort and between Pasifika and the rest of the cohort. This reflects the number of students who have not reengaged with school since the return of seniors from lockdown. This will be a focus for February 2022 workshops
- Level 1 Literacy and Numeracy pass rates have continued to improve by 6% and 4% respectively since November, reflecting the targeted workshops that have been organised to support these students
- We have until the end of February next year to continue to target those students who are within 5 – 10 credits of achieving Level 1 to raise overall achievement over 80% and to narrow the disparity for Māori and Pasifika at Level 1 and Level 2
- The above data does not take account of Learning Recognition Credits (LRCs), which will further improve the final rates of NCEA achievement

#### School spirit / house names

Following consultation throughout this year with students, staff, and whānau, we have taken the feedback onboard and have made two key decisions:

- Reinvigorating House events and House Spirit will be a focus for 2022. It is an important area contributing to a sense of belonging and well-being for both students and staff.

A staff taskforce has been created which will drive this alongside our student leadership. A range of different types of events will be calendared throughout 2022. House assemblies will be scheduled regularly within the assembly rotation.

- The School House names need to reflect the diversity of our student body and community, and our place within this whenua. The selection of new names will be made in consultation with mana whenua and our key stakeholders including the board. We would like to do this in a manner which builds on and respects the many positive aspects that the House system has contributed to the school in the past.

### **Covid 19 Protection Framework for 2022 (CPF)**

From the beginning of next year everyone will be back onsite for learning, regardless of what setting under the new Traffic Light Framework we will be in (Red/Orange/Green).

At all settings of the framework

- All schools will be open with students and staff onsite.
- The same public health measures you are very familiar with remain in place:
  - good hygiene and cleaning
  - contact tracing systems in place
  - vaccination requirements for workers (paid and unpaid), and all eligible people encouraged to be vaccinated
  - if you are sick, you must stay home and get tested
  - good ventilation.
- Contact tracing and case management will continue to be very important with [contacts being identified, self-isolating and getting tested](#).
- There **will not be** a physical distancing requirement at any CPF setting, but at Red, keeping a one metre distance is recommended between different groups when inside and where practicable.
- Face coverings on school transport will align with requirements for public transport at every CPF setting (we anticipate this will be required for ages 12 and above at Orange and Red).
- Similarly, events and activities not related to the curriculum will need to align with requirements for the relevant settings in the CPF, as will offsite curriculum-related activities.

Year 9 and 10 attendance over the last few weeks has been approximately 60% and we anticipate that it will take several weeks at the start of term 1 next year for whole school attendance to increase to our normal rates.

The school is no longer required to keep a student vaccination register, since 3 December and the adoption of the CPF. However, at the time of writing I am waiting for further Ministry guidance on Education Outside the Classroom (EOTC). For example, the Department of Conservation have mandated that anyone aged 12 and over who is using DOC campsites or huts and tramping in national parks has to provide proof of vaccination. This will affect all students taking Outdoor Pursuits as well as all of Year 10 participating in end of year camps. Other EOTC activities such as visits to art galleries or use of public swimming pools will also be affected.

### **Sabbatical, term 1 2022**

I wish to express my gratitude to all trustees for your unstinting support for the school during 2021, and for your care and generosity in supporting my sabbatical during term 1 next year. I look forward to reporting to the board in April on how I have used the time to investigate and research ways in which to advance the vision and cultural shift that the board and leadership team are seeking for Pukekohe High School.

**Richard Barnett**

## 6.3 Property, Health & Safety Report November 2021

### PROPERTY

1. **10YPP.** MOE acknowledged receipt of the Roofing Condition Assessment Report and said they will get back to us.
2. **SIP Project-Front Entrance & Landscaping.** The Procurement paperwork has been signed by Ben as Bot chairman and sent back to Project Manager Steve Waters for action.
3. **Volleyball courts.** Today we received notification we are being refunded \$12,000 from the Volleyball Courts job so that will contribute to the extra fencing we installed at our cost.
4. **School Rebuild.** We have been copied in on paperwork between the Project Managers and MOE regarding moving the courts to the back corner of the school behind the gym. Things are moving but we are unsure of a start date.

### HEALTH & SAFETY

1. **Covid-ventilation.** There are a number of rooms in the school with no ventilation particularly in the Music department. We are looking at this issue and again are seeking MOE possibly funding the work. They are the landlord so probably have an obligation to be compliant.

**Denis Murphy**

## 7.2 BOT 2022 Meeting Dates

The following dates have been proposed with minimal disruption during school holidays while keeping regular spacing:

February 14<sup>th</sup>  
March 14<sup>th</sup> (4 weeks)  
April 11<sup>th</sup> (4 weeks)  
May 16<sup>th</sup> (5 weeks)  
June 13<sup>th</sup> (4 weeks)  
July 11<sup>th</sup> (4 weeks) (during school holidays)  
August 15<sup>th</sup> (5 weeks)  
September 12<sup>th</sup> (5 weeks)  
October 17<sup>th</sup> (5 weeks)  
November 14<sup>th</sup> (4 weeks)  
December 12<sup>th</sup> (4 weeks)

## **8.1 Student Trustee Elections**

### **Election of student trustee**

As with other Auckland schools we have not yet been able to elect a student trustee for 2022. The instruction from NZSTA has been to 'pause' this election process until now.

The Ministry of Education has now published a notice in the *New Zealand Gazette* extending the election period for any election of student representatives for schools in the Auckland region impacted by the COVID-19 alert levels.

The call for nominations must be completed by **Friday 18 February 2022**.

The close of nominations for those elections will now be noon on **Friday 11 March 2022** and voting for the elections will now close at 4pm on **Wednesday 13 April 2022**.

This means that, unfortunately, the Board will not have a student trustee for Term 1 2022.

My understanding is that we will be able to arrange an election for a staff representative by the March meeting.

**Richard Barnett**