



AGENDA

NOTICE OF MEETING 2022

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 14 February 2022 in the PHS Staffroom**

OPEN MEETING

Welcome from Chair and Karakia

- | | |
|---|------------------------------------|
| 1. Apologies | 2 min |
| 2. Declaration of Conflict of Interest | 2 min |
| 3. Confirmation of Previous Minutes | 3 min |
| Minutes of the Pukekohe High School Board of Trustees dated 13 December 2021 have been circulated to all Trustees | |
| 4. Correspondence | 10 min |
| 4.1 PPTA Meeting | |
| See Attachment A. | |
| Resolution:
<i>'That the Pukekohe High School Board of Trustees accepts confirms that this request was approved by the Board Chair and Deputy Chair using their delegated authority via electronic means on February 9th, 2022.'</i> | |
| 4.2 Leave Request | – Two to be discussed in-committee |
| 5 Board Chair Election | |
| The Chair's position is confirmed annually at the Board of Trustees first meeting. | |
| Resolution:
<i>"That the Pukekohe High School Board of Trustees requests that the Acting Principal takes the Chair and conducts the election of the 2022 Chair."</i> | |
| 6 Extraordinary Business | |
| Nil | |

- 7 Standing Items** **20 min**
- 7.1 Financial Report**
See Attachment B.
- 7.2 Principal’s Report**
See Attachment C.
- 7.3 Property, Health and Safety Report**
See Attachment E.
- 7.4 Student Representative Report**
Nil
- 7.5 Staff Representative Report**
Nil
- 8 Items for Decision** **20 min**
- 8.1 Board Delegations Schedule**
At this meeting the Board of Trustees makes its annual delegation of authority to the Principal. The delegations are recorded in Attachment E.
- Resolution:
‘That in accordance with Education Act 2020, the Pukekohe High School Board of Trustees delegates the functions or powers of the Board listed in Attachment C (page 27-31), to the listed individuals and sub-committees.’
- Resolution:
‘That the Pukekohe High School Board of Trustees notes that while the Principal (Richard Barnett) is on sabbatical all functions or powers delegated to the position of Principal are held by the Associate Principal Rachel Hamlin who is currently filling that of Principal.’
- 9 Items for Information**
Nil
- 10 Meeting Closes approx.** **7.30pm**

Next Meeting: March 14th, 2022

Attachment A PPTA Letter

4.1 PPTA Meeting



2 February 2022

The Chairperson
Board of Trustees
Pukekohe High
School
16 Harris Street
Pukekohe

c/-R Hamlin

Tēnā koe Ben Stallworthy

Paid Union Meetings

The Executive of the Post Primary Teachers' Association has directed members covered by the Secondary Teachers' Collective Agreement, and the Area School Teachers' Collective Agreement to attend a round of branch based paid union meetings held under the provisions of Section 26 of the Employment Relations Act 2000.

At the meetings members will be discussing possible claims to be made in the 2022 Collective Agreement negotiations.

The meeting of PPTA members at our school will be held on 22 February 2022 from 1.30 pm – 2.30 pm via Zoom, and all teachers who are members of the PPTA and are covered by the Secondary Teachers' Collective Agreement or the Area School Teachers' Collective Agreement have a right to attend this meeting.

In exceptional circumstances, such as when there are too few non-members to ensure safe supervision of students, I can be asked to ensure that sufficient members volunteer to remain behind to ensure this, as per Section 26 (3) of the Employment Relations Act. All efforts will be made to minimise disruption.

A register of those members attending from our school will be provided to the board after the meeting.

Naku noa, nā

Carolyn Bach
Branch Chairperson

cc. Principal

Attachment B

Financial Report

7.1 Financial Report

Commentary on December 2021 Financial Statements

1. Attached is the December 2021 income & expenditure statement, balance sheet and graphs showing surplus vs budget and working capital vs budget.
2. As noted last month December is a 3 pay month so we incurred a deficit of \$180,728 bringing our year to date deficit to \$248,543. The annual budget is a \$101,163 surplus so there is a negative variance of \$349,706.
3. That variance is caused by
 - Full cost of unbudgeted HR issues \$267,800
 - International income shortfall \$57,000
 - Sum of all other variances \$24,906

4. Income and Expenditure Variances

Income

- Locally raised income was \$271,000 under budget mainly due to Covid.
- Similarly our International net income is \$57,000 under budget.
- Investment income also down due to low interest rates.
- Government income is well up but is offset by Ministry funded teachers salaries.

Expenditure

- Admin, property, depreciation, finance and curriculum costs all ended up under budget while staffing costs were well over budget.
- Teachers' Salaries are \$408,000 over budget but this is offset by the Teachers Salary Grant in Income.
- Staffing costs were half a million dollars over budget due to HR issues mentioned above (\$267,800) with the rest being caused by support staff wage increases and student behaviour modification measures such as increasing the non-contact hours for Deans and extra pastoral care staff

Staff banking

With the number of staff that have left being paid out and new staff coming on board staff

banking now has a large positive variance. That means that the MOE owe us money but we don't really want that either as they don't pay it back until October each year. We will correct the situation by moving staff around in the payroll over the next three fortnights. We have until March to do so as that is the MOE cut-off date for 2021 staff banking adjustments.

5. Working Capital

Due to December's deficit Working Capital has dropped from \$711,665 to \$552,418. The cause of the large deficit is a shortfall in locally raised income compared to budget, the fact that December is a 3 pay month and a large amount of annual leave payments to departing and retiring staff members. Many of them had high annual leave balances which would normally be paid in January and February the following year as part of the normal pay cycle for teachers.

6. Current Actions/ Projects

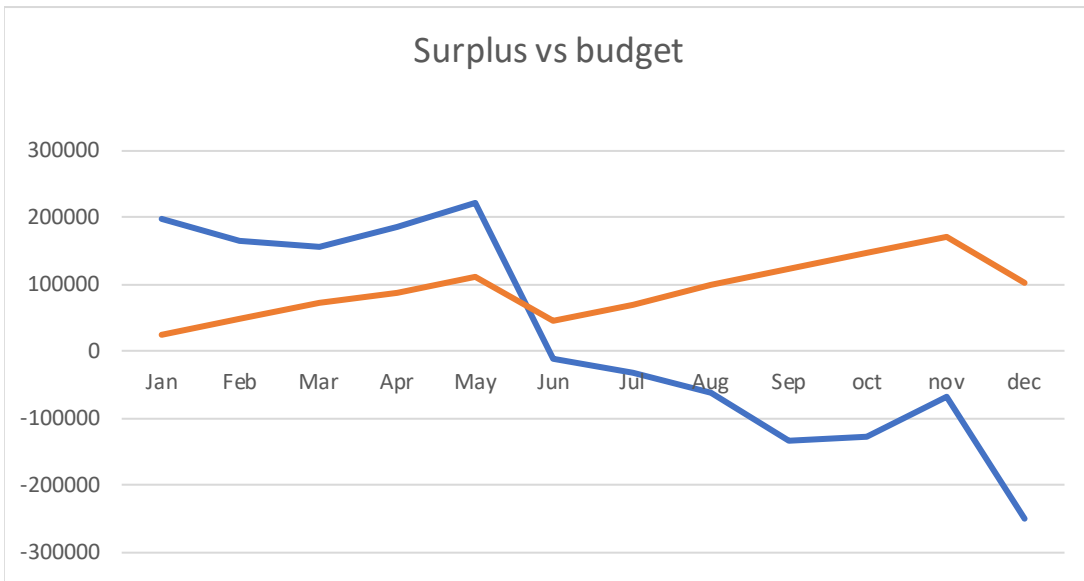
	Commenced	Action	Result: (green-done, yellow-in progress, red-not started)
1	Jan 2021	Prepare a Capital Projects template for seeking approval of Board, recording progress and concluding the project	First draft sent to Richard and Lincoln 2nd February.
2	Nov 2020	Undertake review of Capital Projects 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 Year Ended 31 December 2021

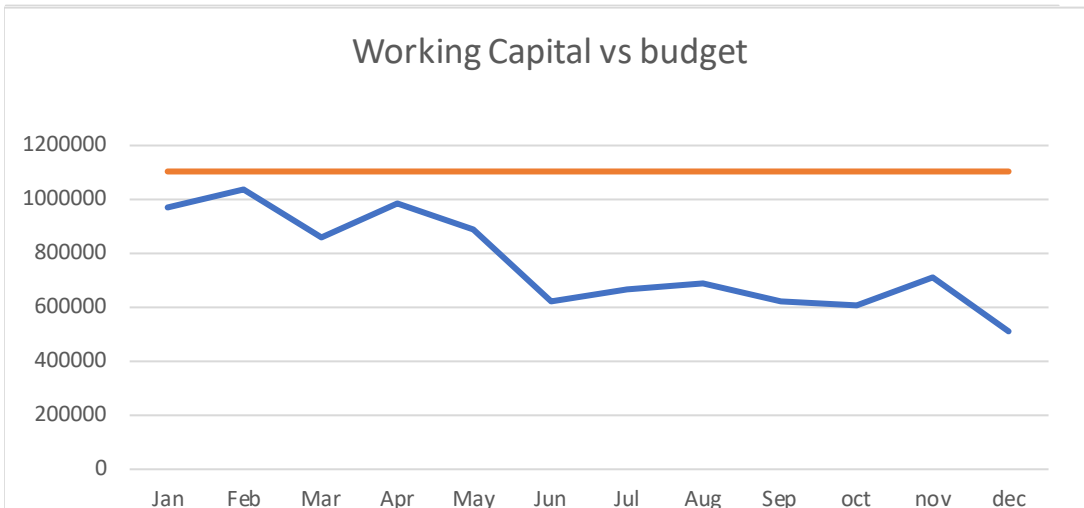
	Actual Dec \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	394,051	4,712,457	4,553,778	158,679	3
Teachers Salary Grant	1,190,508	9,430,350	9,000,000	430,350	5
Use of land & buildings	241,666	2,900,000	2,900,000	-	-
	1,826,225	17,042,807	16,453,778	589,029	4
Locally Raised funds					
Donations/Fundraising/Ac	303	42,951	41,400	1,551	4
Sport Income/exp	(5,055)	(1,147)	111,786	(112,933)	(101)
Other activities inc/exp	(12,845)	165,685	325,009	(159,324)	(49)
	(17,597)	207,489	478,195	(270,706)	(57)
International Students	(9,205)	1,496	58,494	(56,998)	(97)
Investment income	100	4,435	27,000	(22,565)	(84)
Total Income	1,799,523	17,256,227	17,017,467	238,760	1
Less expenses					
Learning Resources					
Staff Expenses	288,555	2,412,761	1,789,351	623,410	35
Teachers Salary-MOE fun	1,189,337	9,408,695	9,000,000	408,695	5
Curricula	26,805	462,771	704,592	(241,821)	(34)
Curricular Other	8,785	37,255	65,785	(28,530)	(43)
	1,513,482	12,321,482	11,559,728	761,754	7
Administration					
Staff expenses	95,352	683,902	583,426	100,476	17
ICT	20,551	232,132	218,841	13,291	6
General/Consumables/Le	161	56,321	107,926	(51,605)	(48)
BOT Expenses	1,915	19,836	30,495	(10,659)	(35)
Communication	11,275	50,280	49,020	1,260	3
Audit/Accounting	138	10,386	16,701	(6,315)	(38)
Risk Management	320	17,810	43,485	(25,675)	(59)
	129,712	1,070,667	1,049,894	20,773	2
Property					
Use of land & buildings	241,666	2,900,000	2,900,000	-	-
Caretaking/Cleaning	16,013	193,357	183,540	9,817	5
Staff expenses	28,498	211,108	205,132	5,976	3
R&M/Cyclical Maintenanc	4,819	145,986	216,865	(70,879)	(33)
Heat, Light and Water	2,117	134,203	156,840	(22,637)	(14)
Grounds	3,844	55,158	29,355	25,803	88
Security	1,020	17,101	11,400	5,701	50
	297,977	3,656,913	3,703,132	(46,219)	(1)
Finance Costs	371	5,639	20,550	(14,911)	(73)
Depreciation	38,709	450,069	583,000	(132,931)	(23)
	39,080	455,708	603,550	(147,842)	(24)
Total Expenditure	1,980,251	17,504,770	16,916,304	588,466	3
Surplus/(Deficit)	(180,728)	(248,543)	101,163	(349,706)	(346)

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

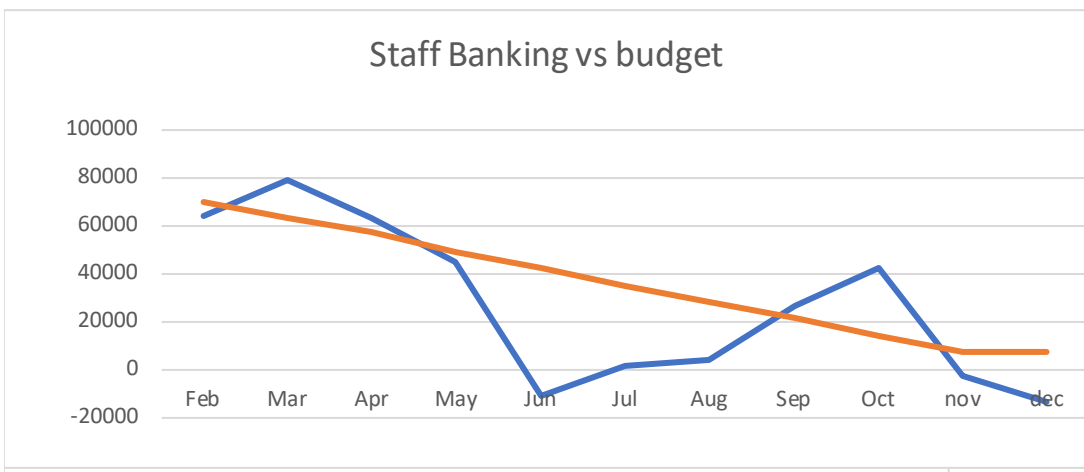
	2021 Actual \$	2021 Budget \$	last month Actual \$
Current Assets			
Cash and Cash Equivalents	712,005	190,659	1,004,784
Accounts Receivable	154,534	72,946	150,970
Inventories	3,797	3,797	3,797
Investments	-	1,783,274	-
	870,336	2,050,676	1,159,551
Current Liabilities			
Accounts Payable	130,845	164,830	47,217
Govt Grants Received in Advance	-	-	344,543
International Student Funds	194,959	273,550	149,993
Student Funds received in Advance	17,545	48,932	22,646
Provision for Cyclical Maintenance	80,102	70,515	80,102
Finance Lease Liability - Current Portion	92,390	77,559	93,137
GST payable	(20,905)	17,737	(5,271)
MOE Property Projects	(177,018)	298,952	(170,267)
Wages leave accrual/leaving account/Banked staffing			(113,572)
	317,918	952,075	448,528
Working Capital Surplus/(Deficit)	552,418	1,098,601	711,023
Non-current Assets			
Property, Plant and Equipment	2,241,589	1,935,617	2,268,157
	2,241,589	1,935,617	2,268,157
Non-current Liabilities			
Provision for Cyclical Maintenance	190,706	261,246	190,706
Finance Lease Liability	192,577	114,586	197,041
	383,283	375,832	387,747
Net Assets	2,410,724	2,658,386	2,591,433
Equity			
Accumulated Funds	2,499,914	2,557,223	2,499,914
Furniture Grant	159,353	-	159,353
Surplus/(deficit)	(248,543)	101,163	(67,834)
	2,410,724	2,658,386	2,591,433



Blue=actual Orange=budget



blue=actual orange= budget



Blue =actual Orange= budget

7.2 Principals Report

1. NZQA Provisional Results 2021

Please find attached (attachment A – pages 14-17) to the agenda the NZQA Principal's Report on NCEA Achievement and UE. This data is based on enrolment as at 1 June 2021. I will report to the Board the finalised data once it is released at the April Board meeting.

Commentary

- NCEA Level 1 achievement for the cohort as a whole sits at 74.3%. This is 6% higher than the National average, and 1.8% below the average for other Decile 6 Schools.
- NCEA Level 2 achievement is sitting 4.7% below the National average, and 6.9% below the Decile 6 Schools average.
- NCEA Level 3 achievement is 1.9% lower than the National average, and 0.8% below the Decile 6 Schools average.
- UE is 0.04% higher than other Decile 6 schools.

While there is a decrease at NCEA Level 2, achievement rates have continued to remain on par with other schools with the same decile rating. A factor to be aware of is that the schools used in the decile rating are from across all of New Zealand, and most did not experience the same disruption due to prolonged lockdown that Auckland schools did. When looking at our achievement data, it is also important to remember that the 2021 data is provisional, while the previous years are confirmed data.

Gender based data

When we drill down into the NCEA Level 2 achievement rates, we see that for our female students in year 12, achievement sits slightly higher than National and Decile 6 averages at 82.6%. This is significantly higher than our male student Level 2 achievement rate of 62.2%.

One factor which has influenced this during lockdown has been the limited capacity for our students to engage with the MITTA Trades Academy. Last year, we had 109 students enrolled in the MITTA Trades Academy. 72 of these were males. During the 108 day COVID-19 lockdown, it was difficult for the more practical skills based MITTA Trades courses to deliver programmes online. They reported very low online engagement from students. This resulted in more theoretical and reduced credit courses. By way of comparison, in 2020 our students achieved 545 credits from MITTA, while in 2021 they achieved a total of 420.

The UE results for males sit at 36.6%, which is on par with Decile 6 schools' UE achievement. This is a 2.7% increase from 2020. UE for female students has increased by 6% to 54.5%, which is 2.2 % higher than the average for Decile 6 schools. Overall, both male and female UE rates have increased, with males also trending upwards by 2.9% at NCEA Level 3. This continues the increase in UE for both males and females which has occurred since 2018.

Engaging male students, and ensuring they are on meaningful pathways at school continues to be a focus for the school.

Māori achievement

At NCEA Level 1, 49.4% of Māori students (44/86) achieved this qualification. A further 3 students are close to achieving the required 80 credits and will be supported to do so during February.

Of the 42 Māori students who did not achieve NCEA Level 1, 7 were either dual enrolled at Te Kura so they did not attend our school, were Learning Support students who were not enrolled in a full NCEA programme, or had left our school prior to Lockdown.

At NCEA Level 2, 60.8% of students (48/80) achieved this qualification. A further 5 students have the potential to complete this qualification during February. 6 students included in the Level 2 data are dual enrolled in Te Kura, or had left our school prior to lockdown.

At NCEA Level 3, 46.2% of students (24/55) achieved this qualification. 5 students are close to completing this qualification, and we are contacting them to try and support this.

Overall, Māori achievement remains an area that we will focus on as a school. Further targeted interventions this month should increase the confirmed NZQA results by 3-4%. Early identification of those students for 2022 who require additional support is currently underway, and a system of tracking progress, mentoring and making meaningful connections with whānau is being strengthened and developed. We have developed a partnership with the Ngāti Tamaoho Education division, who are working alongside the Ministry of Education to provide a wraparound service to re-engage our Māori students who may have disengaged from school due to COVID-19.

Pasifika achievement

At NCEA Level 1, 45.7% of students (14/31) achieved this qualification. A further 4 students are close to having the required 80 credits to achieve Level 1, which would equate to a 13% increase in the provisional results. 2 of the students who did not achieve were dual enrolled with an alternative education provider.

At NCEA Level 2, 46.2% of students (12/27) achieved this qualification. A further 4 students have the potential to achieve this qualification during February.

At NCEA Level 3, 57.9% of students (17/30) achieved this qualification. A further 4 students are very close to achieving their Level 3, and the school is contacting them and putting in place the opportunities for this to occur. Should they do so, it will make a significant difference to this data. At NCEA Level 3, this would be our strongest data for Pasifika students to date, and is a continuation of the upward trend for Level 3 since 2018.

Improving our Pasifika academic achievement also remains a focus for the school in 2022. Working with community links to re-engage with our Pasifika students and families post COVID-19 lockdown and during CPF Red setting, is a key aspect of our planning for the year.

Merit and Excellence endorsements

An overall upward trend in the rates of merit and excellence endorsements has continued.

Achieved with Excellence

	Year 11	Year 12	Year 13
2019	12.9%	8.4%	10.1%
2020	11.1%	9.5%	10.5%
2021	13.7%	10.5%	12.8%

Achieved with Merit

	Year 11	Year 12	Year 13
2019	27.6%	20.9%	19.6%
2020	21.5%	22.4%	22.7%
2021	34.3%	24.1%	24.4%

2. Enrolments for 2022

At the time of writing this report, we have the following number of students enrolled on KAMAR:

Year 9	Year 10	Year 11	Year 12	Year 13	Total
436	427	385	356	277	1881

Rooming for classes is particularly difficult this year, and we have needed to reallocate some student spaces to utilise as classrooms. The completion of the new 10 classroom block for 2023 will ease this pressure.

3. Provision of Standing Order for Student Health Centre

From the start of 2022, our school nurses will have a Standing Order which allows for them to prescribe for minor health concerns. A Standing Order is a written instruction issued by a DR or NP authorising specified RN to administer specified medicine without a prescription, according to very specific criteria. It does not allow a RN to give a prescription to a patient to take to pharmacy. It enables timely treatment or medicines for uncomplicated, and common conditions where there is no Doctor. It must meet very specific criteria from the Medicines (Standing Order) Regulations, 2000.

During 2021, our school nurses saw 2846 students. Of those 1167 referrals to a Doctor were made. Many of those were for very common conditions. In some cases, students have barriers to accessing health care outside of school such as transport, cost etc. Being able to treat minor conditions at school is a part of the way we are strengthening our provision for student support.

4. Staff request for leave

I received a letter from a staff member requesting leave for Term 1. To be discussed in-committee.

5. COVID-19 CPF Red setting

Health and Safety Plan

Under all settings of the COVID-19 Protection Framework schools remain open for learning. Attached to this agenda (attachment B – page 18-26) is the School’s Worksafe Health and Safety Plan for onsite learning. The school is adhering to guidelines set out by the Ministry of Education for each level of the CPF. With the exception of exemptions, under Red all students and staff onsite must wear a mask, social distance where practicable and maintain good hygiene practices. No large gatherings such as assemblies will be held during this time, and external people being on campus is strongly discouraged. Physical activities such as singing, drama, physical education and the playing of woodwind instruments are required to be conducted outside during the Red setting. We are utilising the covered outdoor areas we have on campus, and have purchased a number of marquees in order to be able to provide shelter for these activities to occur.

Distance Learning

While schools remain open during all settings of the CPF, the Ministry of Education have advised schools that we should provide distance learning provision for any student who is unable to attend school onsite for any reason. We also have been advised to prepare to be open via distance learning should there be a large number of cases within our school, or if we are unable to adequately staff the school in-person due to a large number of staff being absent. Teaching and learning programmes have been adapted so that all resources and learning content are available online so that we can effectively operate in a hybrid learning model.

Mandatory vaccination booster requirements

All school employees who received their second vaccination on or before 30 August 2021 will need to have their booster by 1 March 2022 to continue working on school site. Employees who received their second vaccination from 31 August 2021 onwards need to receive their booster shot within 183 days of their second shot. The school is maintaining a vaccination register and is working with staff to ensure that all are aware of the mandate and that we are in compliance.

6. Student Trustee Elections

I have appointed Denis Murphy as Student Representative Elections Returning Officer and he will be working with me to appoint a Student Representative in accordance with the following dates:

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**.

7. Out-of-zone enrolments

Due to roll growth and our current classroom space capacity, we are not accepting out-of-zone enrolments. However, if families believe there are extenuating circumstances which should be considered in their application, they are able to apply to the principal/BOT. There have been three such cases to date this year, and a request for a discussion from Franklin Basketball.

8. School House Names

After a process of consultation during 2021, the principal Richard Barnett announced through the school newsletter and the website in December 2021 that the school house names would change in 2023. The Ngāti Tamaoho historian is currently investigating potential names significant to the geographical area of our school zone. The new house names are planned to be launched during Term 3 of 2022.

9. Paid Union Meeting

The PPTA have a paid union meeting for teachers on February 22nd, 2022 from 2pm-4pm. School will close at 1:30 on that day.

10. Staff Representative

Verbal report - currently working through electoral process, the time-period for this considerable.

Attachment A - NZQA Provisional Results 2021

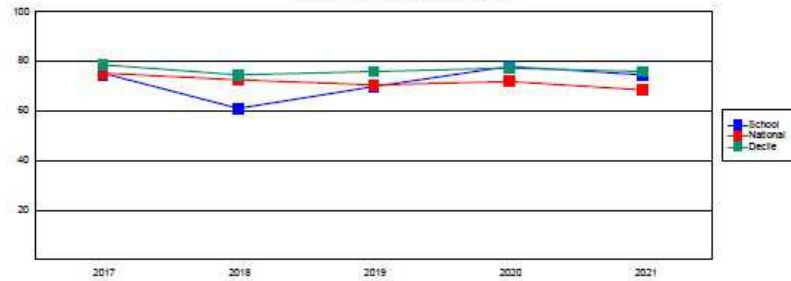
Achievement in NCEA and UE: Pukekohe High School

Generated 26-Jan-2022

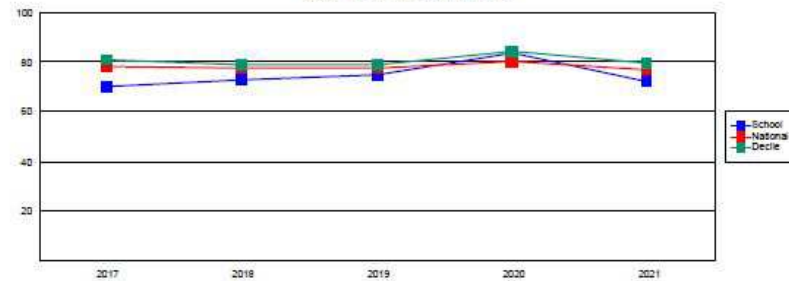
PR2 - Enrolment Based Cumulative Overall Results

Academic Year	Pukekohe High School				National				Decile 6			
	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE
2017	74.9	70.5	56.0	43.5	75.0	78.5	65.5	48.9	78.8	80.7	63.1	45.2
2018	61.0	72.6	55.6	41.8	72.4	77.6	66.1	48.9	74.2	78.8	64.1	45.6
2019	69.9	74.7	60.2	39.4	70.6	77.5	67.3	49.3	75.6	79.0	64.1	45.4
2020	77.6	84.0	67.7	41.3	71.8	80.1	72.1	53.4	77.4	84.5	70.9	49.7
2021	74.3	72.5	67.9	45.7	68.3	77.2	69.8	50.3	76.1	79.4	68.7	45.3

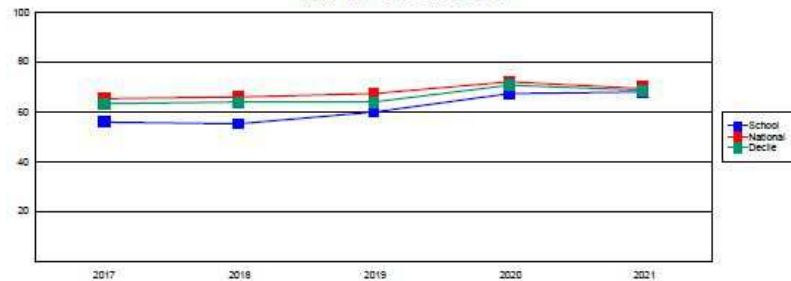
Year 11 - NCEA Level 1



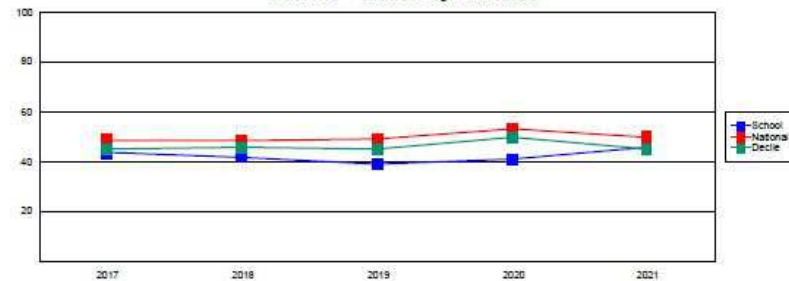
Year 12 - NCEA Level 2



Year 13 - NCEA Level 3



Year 13 - University Entrance



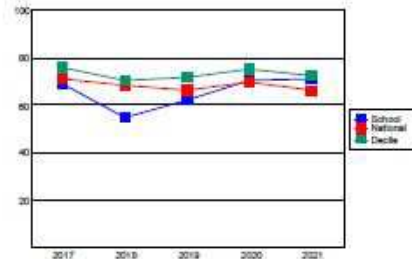
Achievement in NCEA and UE: Pukekohe High School

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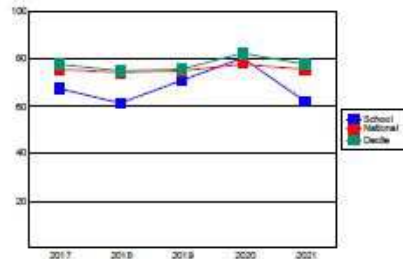
PR2 - Enrolment Based Cumulative Results by Gender

Academic Year	Pukekohe High School				National				Decile 6			
	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE
Male												
2017	69.4	67.5	47.1	35.5	71.0	75.5	60.1	42.1	75.6	77.7	55.4	37.5
2018	54.8	61.3	47.0	31.0	68.2	74.2	61.0	42.4	70.2	75.0	58.5	38.6
2019	62.6	70.9	47.1	23.5	66.5	74.7	62.3	42.2	71.9	75.2	58.7	38.4
2020	70.5	80.3	60.5	33.9	69.6	77.8	68.5	46.8	75.3	82.4	65.7	42.7
2021	71.0	62.2	63.4	36.6	66.1	75.3	65.9	43.9	72.3	77.2	64.3	38.2
Female												
2017	80.0	73.5	64.6	51.2	79.2	81.5	70.5	55.2	82.4	83.9	70.7	52.8
2018	68.0	82.9	62.4	50.4	76.8	81.0	70.7	54.8	78.7	82.8	69.6	52.3
2019	78.9	78.7	69.4	50.7	74.9	80.2	71.9	55.8	79.8	83.0	69.1	52.1
2020	85.9	88.0	74.6	48.5	74.1	82.4	75.5	59.6	79.8	86.8	75.9	56.6
2021	77.5	82.8	72.4	54.5	70.7	79.2	73.3	56.1	80.4	82.1	73.0	52.3

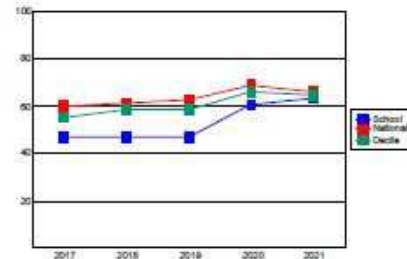
Year 11 NCEA Level 1 - Male



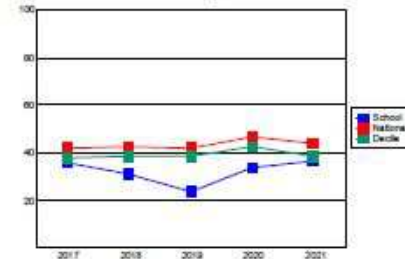
Year 12 NCEA Level 2 - Male



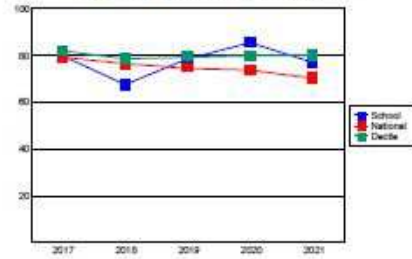
Year 13 NCEA Level 3 - Male



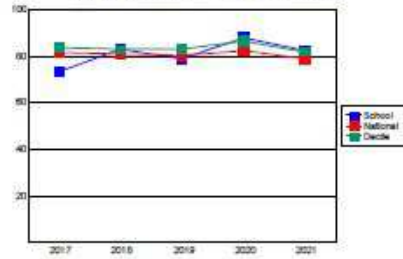
Year 13 University Entrance - Male



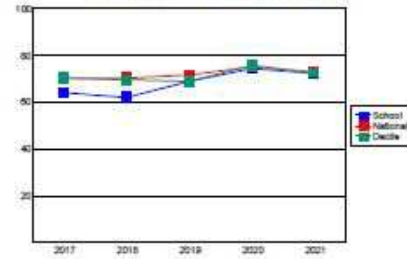
Year 11 NCEA Level 1 - Female



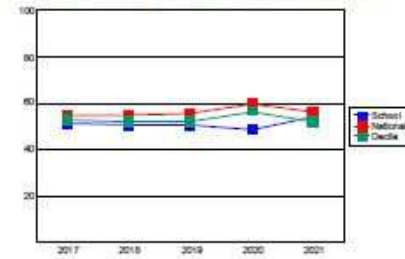
Year 12 NCEA Level 2 - Female



Year 13 NCEA Level 3 - Female



Year 13 University Entrance - Female



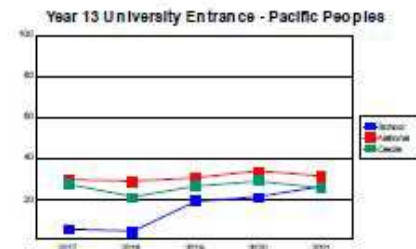
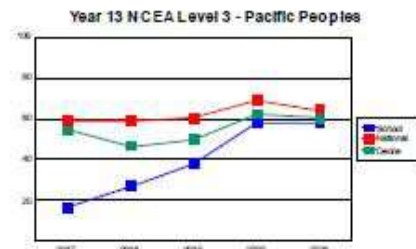
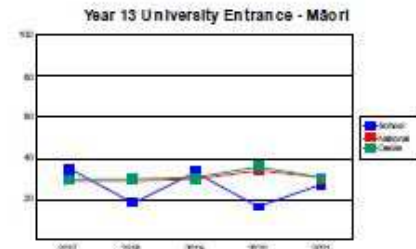
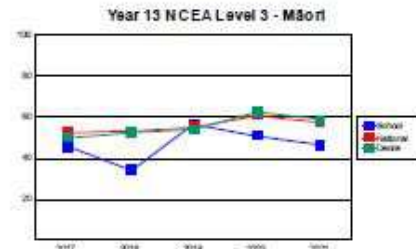
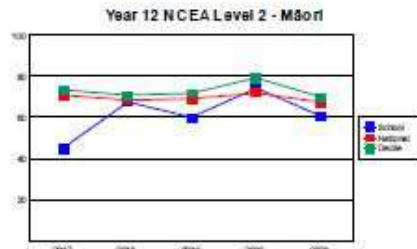
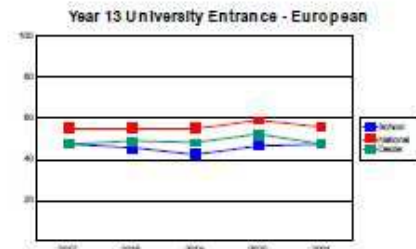
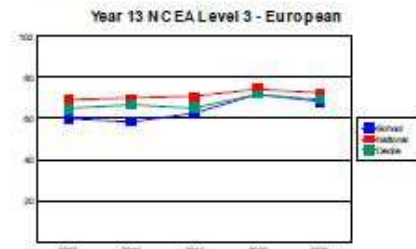
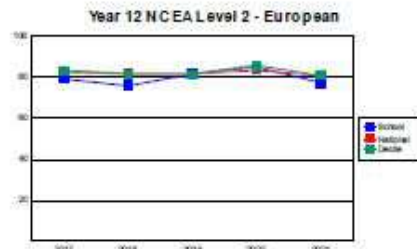
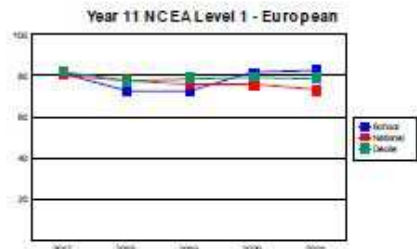
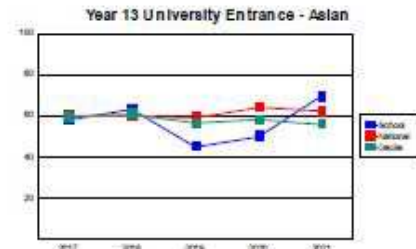
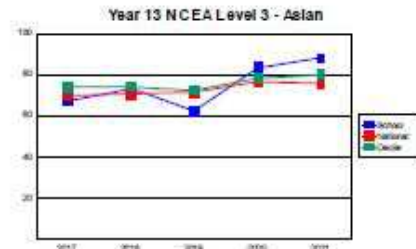
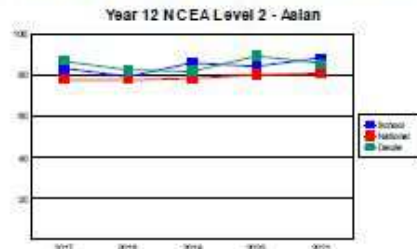
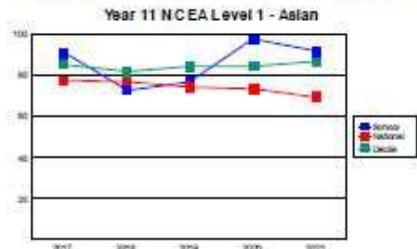
Achievement in NCEA and UE: Pukekohe High School

Generated 26-Jan-2022

PR2 - Enrolment Based Cumulative Results by Ethnicity

Academic Year	Pukekohe High School				National				Decile 6			
	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE	Year 11 NCEA L1	Year 12 NCEA L2	Year 13 NCEA L3	Year 13 UE
Asian												
2017	90.6	82.9	67.7	58.1	77.3	77.6	70.2	60.1	85.2	86.6	73.8	59.5
2018	73.0	78.8	73.3	63.3	76.9	77.3	70.5	60.1	81.3	82.1	74.2	60.8
2019	77.1	85.7	62.1	44.8	73.9	78.3	71.3	59.3	83.9	81.5	72.4	56.2
2020	97.4	84.2	83.3	50.0	73.1	80.0	76.5	64.1	84.3	89.1	78.3	58.1
2021	91.7	87.8	87.9	69.7	69.5	80.6	75.6	61.9	86.6	85.5	79.9	55.7
European												
2017	81.2	79.2	60.0	47.6	80.5	82.3	69.2	55.0	82.0	82.8	64.8	47.6
2018	72.6	75.8	58.7	45.2	78.0	81.5	69.9	55.0	77.5	81.3	66.8	48.6
2019	73.0	81.6	62.5	42.6	76.0	81.1	70.8	55.1	78.6	81.1	65.4	48.1
2020	81.5	84.8	71.8	46.7	75.8	83.2	74.6	59.0	79.6	85.3	71.7	52.0
2021	82.8	77.1	68.3	47.5	73.4	80.7	72.5	55.6	78.6	80.9	69.3	47.6
Māori												
2017	58.1	44.6	45.5	34.5	62.9	70.7	52.6	29.3	67.6	73.2	49.9	29.5
2018	38.6	67.6	34.1	18.2	58.4	68.6	52.9	29.3	61.9	70.8	52.5	30.0
2019	55.9	59.7	56.3	33.3	57.7	68.9	55.1	29.9	64.7	71.8	53.9	30.4
2020	62.2	74.0	50.9	16.4	60.8	71.9	60.7	34.1	66.8	79.1	62.5	35.7
2021	49.4	60.8	46.2	26.9	56.4	67.3	57.6	30.3	62.6	69.7	58.6	30.5
Middle Eastern/Latin American/African												
2017	100.0	100.0	75.0	50.0	76.5	76.5	64.6	51.0	82.6	70.7	56.2	41.2
2018	100.0	100.0	100.0	100.0	74.0	78.4	66.5	50.2	77.8	75.6	53.5	35.2
2019	75.0	88.9	100.0	100.0	67.5	75.5	68.3	52.0	75.0	79.2	67.4	44.7
2020	100.0	100.0	88.9	77.8	72.4	77.6	73.2	57.7	76.9	85.4	69.6	51.6
2021	75.0	80.0	85.7	71.4	67.6	77.0	69.6	53.6	73.2	78.0	68.4	45.4
Other Ethnicity												
2017	100.0				73.8	77.5	68.1	52.9	87.5	72.4	62.5	37.5
2018		66.7			72.9	75.9	63.6	50.8	52.6	65.6	68.4	63.2
2019	100.0		100.0	50.0	74.4	75.1	67.4	52.9	79.2	67.6	63.3	33.3
2020	100.0	100.0			74.6	81.0	74.3	56.9	81.4	90.5	62.9	54.3
2021	100.0	100.0	100.0		71.6	77.2	71.8	53.0	84.0	83.5	75.0	50.0
Pacific Peoples												
2017	58.8	50.0	16.7	5.6	67.1	73.9	58.9	29.3	65.0	69.3	54.2	27.4
2018	35.3	53.6	27.3	4.5	62.8	72.1	58.9	28.6	60.9	67.7	46.4	21.2
2019	58.7	46.7	38.1	19.0	61.8	71.3	60.3	30.3	62.1	66.2	49.9	26.7
2020	59.5	76.9	57.9	21.1	68.2	77.1	68.9	33.7	74.1	79.1	62.1	29.1
2021	45.7	46.2	57.9	26.3	60.8	70.3	63.9	31.3	64.9	75.2	60.3	25.9

PR2 CHARTS - Enrolment Based Cumulative Results by Ethnicity: Pukekohe High School





PUKEKOHE HIGH SCHOOL

COVID-19 SAFETY PLAN

TRAFFIC LIGHT **RED** OF THE COVID-19 PROTECTION FRAMEWORK

School Details

School name: Pukekohe High School	Completed by: Renee Neville (Deputy Principal)
Physical address: Harris Street, PUKEKOHE	BOT Chairperson: Ben Stallworthy
Date completed: 27.01.22	Principal: Rachel Hamlin
Date distributed: 31.01.22	Site manager: Rachel Hamlin
	Manager approval: Yes

DESCRIBE WHAT YOU WILL DO (Actions/ Mitigations)	WHO IS RESPONSIBLE?
--	---------------------

How will you manage the risks of operations at the Red setting of the CPF?

RISK ASSESSMENT/ RISK MANAGMENT

1. Ensure all processes and procedures are up-to-date by frequent review of Ministry of Education/ Ministry of Health guidance.
IF YOU ARE SICK OR A CLOSE CONTACT YOU MUST STAY HOME AND GET TESTED.
2. There are key health and safety measures under the CPF that need to be adhered to:
 - If you have cold, flu or COVID-19 symptoms, stay home. Staff will observe students on arrival to school and/or to class, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick them up.
Basic hygiene: • includes **good hand hygiene (hand sanitiser will be available at the entry of each classroom and should be used on entry and exit; soap, water and the ability dry hands will be provided in bathrooms.** *Hands should be washed with soap and water after every 6 uses of hand sanitiser and after coughing and sneezing); and **good cough and sneeze etiquette**, and regularly clean and disinfect surfaces. • the school will display QR Code posters for the NZ COVID Tracer
 - App. All visitors should use the app to sign in, and sign in using the VisTab. Staff and student attendance must be accurately recorded
Vaccinations: using KAMAR.
 - All staff and volunteers working with students are required to be double-vaccinated against COVID-19. Booster vaccinations must also be received 183 days after receiving a second COVID-19 vaccination.
Masks:

SLT
All staff
Reception
Teachers
Property Staff (MB/HV)
City Cleaning Services Ltd.

-
- all staff, students, and any visitors must wear a mask when inside unless they have an exemption. An exemption will be supported by a letter or medical certificate from a health practitioner or GP. Staff must be wearing a medical-grade mask. Staff and students are encouraged to wear these at all times unless eating or exercising. Masks must also be worn on public and school transport/ buses. Masks should fit tightly over the mouth and nose and opened to cover the chin. Masks will be available for staff use. Some will be made available from staff for students who forget to bring a mask.

Ventilation:

- indoor spaces should be **well-ventilated** by opening all windows, doors and any vents. Additionally, fully opening all windows and doors during breaks and after school for as long as possible.

Social distancing:

- all persons onsite should endeavour to maintain safe **social**

distancing from others at all times, and 2 meters from those not known. Classrooms will be arranged to provide for distancing as much as practical. **Desks should be**

arranged 1 metre apart, facing the front. There should be no congregating in any shared areas.

- **Sanitation:** hand sanitiser will be available at the entry of each classroom and should be used on entry and exit. **Cloths and disinfectant** will be available to **sanitise** all desks, and any equipment used, and this should be completed at the conclusion of all lessons.
3. All internal corridors should be kept clear and entry to and exit from classrooms should be made via external doors wherever possible.
 4. Students should not share equipment as much as practical. If equipment needs to be shared, students should be distanced and use hand sanitise before and after. The equipment should be wiped down between sessions.
 5. Communicate the public health and safety guidelines with staff, students, and parents/ caregivers. If any students are observed to be willfully acting outside of the health and safety requirements, contact will be made with their parents/ caregivers.
 6. Food and drinks, particularly drink bottles, should not be shared.
 7. **There should be no non-essential visitors onsite.** Any visitors coming onto site should be kept to the absolute minimum and an accurate daily record of **visitors** will be maintained (as usual). All visitors, including parents/ caregivers, should wear face coverings when on school grounds and maintain a 2-meter distance from others.
 8. **Physical activity, exercise and singing must be done outside.** Physical distancing of 2 meters when singing outside.
 9. Work with cleaning company to ensure daily disinfecting and cleaning of all areas being used and particularly shared and high contact surfaces (door handles, rails, etc.)
-

How will you ensure all staff and students are able to keep themselves safe from exposure to COVID-19?

How will you operate your school in a way that keeps staff, students and other people safe from exposure to COVID-19?

**SAFETY
PRECAUTIONS/
KEEPING
STUDENTS
SAFE/
KEEPING STAFF
SAFE**

1. Ensure our processes and procedures are up-to-date by frequent review of Ministry of Education/ Ministry of Health guidance and we are adhering to all health and safety requirements.
2. Establish a safety plan and communicate this to staff.
3. Ensure that ALL health and safety measures, and risk management measures^ (from the safety plan) are met.
4. Ensure that safety information (communications and signage) about good hygiene practices including frequent hand washing/ sanitising, coughing and sneezing into elbow etc. is provided to students and parents/ caregivers and clearly displayed onsite.
5. **Students and staff must stay at home if they are sick** and seek medical advice about whether they may need to be tested.
6. **Students and staff presenting with COVID-19 symptoms will be asked to return home** as soon as possible, contact will be made with parents/ caregivers of students, and seek medical advice about whether they may need to be tested.
7. **Students and staff that becomes sick while at school** must follow the established process (teacher to report to SLT using main reception phone and/or Nurse via phone 021 324 645 to make contact with home) **and will be asked to return home** as soon as possible.
8. **Students and staff must stay home if they are a close contact**, get a COVID-19 test and follow all [official advice](#) and guidance.
9. Ensure there are sufficient and appropriate staff onsite to maintain a safe environment and support first aid and emergency responses.
10. Keep the number of staff at meetings to a minimum. Staff meetings can proceed in person following the health and safety guidance (masks, distanced, in ventilated spaces), otherwise have a virtual/ online meeting option.
11. Curriculum related activities - Large activities with students should not go ahead unless held outdoors including assemblies, prozegovings and performances.

SLT
Teachers
Nurse
Property staff
(MB/ HV)

-
12. Non-curriculum related activities – should be limited and only go ahead if a vaccination certificate is required.
 13. All students must be outside at interval and lunchtimes. Duty staff must be vigilant and remind students to maintain distancing, particularly while eating.
 14. The priority in an emergency will be to keep students and staff safe from the threat arising through the emergency event – fire flood, earthquake etc., rather than the COVID-19 public health requirements to continue to be met.

How will you gather information on your staff and students' wellness to ensure they are safe and well to work?

Wellness and wellbeing supports.

1. Communication with staff about health expectations and any staff with concerns, particularly those with underlying health conditions and/ or a medical exemption should contact SLT (email).
2. Communication with parents/ caregivers about students' health and attendance expectations and any concerns should be forwarded via the
At the beginning of class, teachers should observe students on arrival checking for COVID-19 symptoms. Students presenting with COVID-19 symptoms will be contacted via students' pastoral support network (email/ phone call).
3. Arrangements made with parents/ caregivers (SLT/ Nurse) and arrangements made for them to return home, and seek medical advice about whether they may need to be tested.
4. Employee Assistance Programme available for staff via virtual consultations

SLT
Kaiaawhina
Kaitiaki
Aakonga
Parents/
caregivers
Kellie Loader
(attendance)
Nurse
Counsellor

<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<ol style="list-style-type: none"> 1. Keep an accurate daily record of student attendance using KAMAR and sign in procedures using the PHS QR code and NZ COVID Tracer app (teachers and students) for contact tracing if necessary. 	<p>Rachel Hamlin (Site manager) Kellie Loader (attendance)</p>
<p>MANAGING ILLNESS</p>	<ol style="list-style-type: none"> 2. Have good contact tracing systems in place (accurate attendance register/ KAMAR, visitor register, and timetable). These will be used to support case management and contact tracing should there be a case in the school. 3. If we have a staff member or student onsite who has been exposed or suspected of being exposed to COVID-19 they should be referred SLT via the Main Reception phone and/or Nurse via phone 021 324 645 and follow the established process for the staff member or student to return home. 	
<p>MANAGING CASES</p>	<ol style="list-style-type: none"> 4. Parents will be contacted immediately, and safe transport home will be arranged in the case of students who are suspected of having exposure to COVID-19. Advice will be provided to phone Healthline or their GP for further advice and guidance about whether they will need to be tested. 	
<p>CONTACT TRACING</p>	<ol style="list-style-type: none"> 5. In the case of staff, contact will be made with next-of-kin and safe transport home will be arranged if necessary. Advice will be provided to phone Healthline or their GP for further advice and guidance about whether they will need to be tested. 	
	<ol style="list-style-type: none"> 6. Contact the Ministry of Education/ Director of Education if notified of <u>a confirmed case in our community</u> 	
	<ol style="list-style-type: none"> 7. If a COVID-19 case is identified at a school, Healthline will be contacted immediately and advice from the Ministry of Health followed. 	
	<ol style="list-style-type: none"> 8. Communicate with the school community to advise on actions that will need to be taken such as self-isolation and testing (in accordance with information provided by the local public health authority and/or Ministry of Education). 	

<p>How will you check to see if your work processes and risk controls are effective?</p>	<ol style="list-style-type: none"> 1. SLT to regularly review and adapt planning as necessary and communicate with staff. 2. Use established teams including the Curriculum Leadership Team and Kaitiaki Aakonga roopuu to seek feedback. 3. Use Health, Safety and Well-Being Committee to monitor, review and adapt planning as necessary. 4. All staff should refer any concerns or ideas to SLT in writing. 5. Review any processes that can be modified to ensure health and safety requirements can be met (e.g. new student enrolment, parent/ teacher meetings, behaviour management). 6. Review communication practice so that staff, students and whaanau get the information they need in a timely way. 7. Remind staff and whaanau to update their contact details. 8. This plan will be reviewed and revised as necessary. 9. Regular well-being check-ins with staff about how they are coping with the change to working situation. This should be led by SLT and Team Leaders. 	<p>SLT Curriculum Leaders Kaitiaki Aakonga Health, Safety and Well-Being Committee</p>
<p>REVIEW ADMINISTRATION PRACTICES/ REVIEW SYSTEMS AND PRACTICES REGULARLY</p>		

Additional Information/ Notes:

Distance learning will need to be provided for all students who are advised to stay home for their own medical reasons, for selfisolation, or due to sickness.

More information about health and safety measures and recommendations to support health and in the COVID-19 Protection

Framework for schools can be found at: [COVID-19 Protection Framework for schools and kura – Education in New Zealand](#)

Attachment D Property H&S Report

7.3 Property, Health and Safety Report December 2021/January 2022

PROPERTY

1. **SIP Project-Front Entrance & Landscaping.** The MOE have paid the money for this job already but according to the project manager his contractor is having trouble sourcing materials such as concrete. We have just been informed that the concrete work has been scheduled in for next Thursday.
2. **School Rebuild.** The first step in this project is creating new courts to replace the Harris St ones. The new ones will be placed between the horticulture unit and the gym. Work is starting in a week or so and will take 10 weeks to complete. The classroom block which is to be built on the Harris St courts is scheduled to commence late this year.

HEALTH & SAFETY

All items discussed in principals report.

Attachment E Delegations Schedule

8.1 Board Delegations Schedule

Background

The Education Act 1989 states that the Board has the power to govern the school including setting the policies by which the school is controlled and managed. The Principal, as the Board's Chief Executive, has complete discretion, subject to the policy directions of the Board, to manage the day to day operations of the school.

The Act also allows the Board of Trustees to delegate any of the functions or powers of the Board, (except the power to borrow, and the general power of delegation), either generally or specifically in some situations.

Board Delegations

1. *Currency*
 - 1.1. Until revoked, a delegation to a Committee or individual continues in force even if the membership of the Board or Committee changes.
 1. *Delegations to the Chairperson of the Board*

2.1. The Chairperson shall be the joint spokesperson, with the Principal, for the Board on all matters relating to the School and Board;

2.2. The Chairperson shall have the authority to make decisions, in consultation with the Principal and Deputy Chairperson, that bind the Board when urgent matters require a decision (such as an emergency) and the convening of a Board meeting is not practicable under the circumstances of the emergency;

2.3. The Chairperson shall represent the Board on all other day to day matters, including corresponding on the Board's behalf;

2.4. The Board Chair is delegated the responsibility for undertaking the Principal's annual appraisal. The Board Chair may employ an external consultant and may include a second Board member.

3. *Delegations to the Principal*

3.1. The Principal shall be the joint spokesperson, with the Board Chair, for the Board on all matters relating to the School and Board;

3.2. Appointments

The Principal is delegated authority to appoint all staff. The Principal may delegate these powers to other senior staff.

3.3. Discretionary Leave

The Principal has authority to grant discretionary leave up to a maximum of five days for Teaching staff and authority to grant discretionary leave for support staff. The Principal may delegate this task to other senior staff.

3.4. Teacher Performance and Appraisal

The Board delegates to the Principal the attestation of teacher performance, and appraisals of all staff. In turn the Principal may delegate this task to senior members of staff.

3.5. Police Vetting and Teacher Registration

The Board delegates to the Principal the task of undertaking police vetting and teacher registration. In turn, the Principal may delegate this task to senior members of staff.

3.6. Associate staff

The Principal is delegated authority to deal with all employment issues relating to support/ancillary staff. This includes undertaking disciplinary investigations, performance management, convening disciplinary hearings, and issuing sanctions, including warnings and dismissal. The Principal may delegate some of these functions to senior staff.

3.7. Teaching Staff

The Principal is delegated authority to commence preliminary inquiries under clause 3.4.1 of the Secondary Teachers Collective, and resolve matters informally, and issue verbal and written warnings as appropriate. Should a matter be regarded as serious, then the Principal shall refer the matter to the Personnel Committee pursuant to clause 3.4.3 of the Collective.

3.8. Suspension

The Principal may suspend any employee, at any time, including during an inquiry or following receipt of a complaint, if satisfied that the welfare and/or interests of any student attending the school or of any employee at the school so requires.

3.9. Competency

The Principal shall be responsible for administering the competency procedures against teaching staff on behalf of the Board. This in turn may be delegated by the Principal to senior staff.

3.10. Budget

3.10.1 The Principal has authority to spend up to the limits of the approved annual budget within respective categories.

3.10.2 The Principal has authority to replace capital items not approved in the budgeting process on an 'urgent' basis up to a limit of \$5,000. Power exercised under this authority will be reported to the next meeting of the Board.

3.11. Privacy Officer

The Principal is delegated authority to act as the Board's Privacy Officer. The Principal may delegate this task to a senior member of staff.

3.12. Official Information

The Principal is delegated authority to act for the Board when receiving, actioning and responding to any Official Information Act requests. The Principal may delegate this task to a senior member of staff.

3.13. Overnight Trips

The Principal is delegated authority to approve domestic overnight student trips. The Board has authority to approve overseas student trips.

3.14. School Closure

The Principal has authority to close the school if necessary due to exceptional circumstances, e.g. on advice of the Ministry of Health around pandemic issues or in an emergency.

3.15. Signing Declarations

The Principal can sign declarations on behalf of the Board in relation to information required by the Ministry of Education.

3.16. Mandatory Reporting

The Principal is delegated authority to complete any mandatory reports to the New Zealand Teaching Council.

3.17. Delegation to the Acting Principal

The Principal may delegate any or all of her powers, in writing, to the Acting Principal appointed, during a period of absence overseas, or during a period of extended leave lasting more than 7 days or in other situations as determined by the Principal.

4. *Delegations to the HR Committee*

- 4.1. The HR committee will be chaired by the Chairperson or Deputy Chairperson of the Board.
- 4.2. At least three Board members will be on the committee and the quorum will be a minimum of three Board members.
- 4.3. The Principal will be an ex-officio member of the committee.
- 4.4. The student representative and staff representative are ineligible to be members of this Committee.
- 4.5. The HR Committee shall have the power to meet and consider any serious conduct issues that are referred to it by the Principal under clause 3.4.3 of the STCA.
- 4.6. The HR Committee may also review any penalties imposed on a staff member, at the request of that staff member or their representative.
- 4.7. The HR Committee may commence disciplinary procedures, including an investigation, convene a disciplinary hearing, and issue sanctions including warnings or the termination of employment, without further recourse to the Board.
- 4.8. The Committee may also suspend staff during an investigation or disciplinary process, or review the suspensions of staff by the Principal, and decide to confirm, revoke or otherwise deal with the suspension.
- 4.9. The HR Committee will report to the Board.

5. *Delegations to the Finance and Property Committee*

- 5.1. The Finance and Property Committee will be chaired by a designated parent member of the Board.
- 5.2. The Principal will be a member of this Committee.
- 5.3. At least two Board members will be on the Committee with the Principal and the quorum will be a minimum of two members.
- 5.4. The Board delegates to the Committee the authority to make decisions on matters of finance and property only when urgency is required, and this will be reported to the Board at the next meeting.
- 5.5. The Committee is responsible for reviewing the reports provided and monitoring financial performance. The Committee should query items as deemed necessary and should approve the monthly financial report.
- 5.6. The Committee will also review reports provided and actions taken by the Business Manager including on:
 - 5.6.1. Property and maintenance;
 - 5.6.2. Minutes from the Health and Safety committee meetings which will be held twice a term and which will include a review of the accident and hazard registers;
 - 5.6.3. Emergency Evacuations.

5.7. The Finance and Property Committee will report to the Board.

6. *Delegations to the Student Discipline Committee*

6.1. The Student Discipline Committee will be chaired by a designated member of the Board. The Chair has authority to delegate that function to any other eligible Board member.

6.2. The Principal, student representative and staff representative are ineligible to be members of this Committee when convened for disciplinary hearings.

6.3. All other Board members will be members of this Committee and the quorum at any meeting or hearing will be a minimum of two Board members.

6.4. The Board delegates to the Student Discipline Committee the authority to:

6.4.1. Carry out the role of the Board of Trustees;

6.4.2. Make any decisions under the Education Act 1989 in relation to students that are suspended. This includes the power to lift or extend a suspension, with or without conditions, or exclude or expel a student, without further recourse to the Board;

6.4.3. Consider any requests for review or reconsideration and make any decision as necessary.

6.5. Decisions of the Committee may be appealed to the full Board.

6.6. The Student Discipline Committee will report to the Board.