



AGENDA

NOTICE OF MEETING 2022

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 16 May 2022 in the staff room**

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 02 May 2022 have been circulated to all Trustees | |
| 4 Correspondence | 10 min |
| 5 Extraordinary Business | |
| 6 Standing Items | 20 min |
| 6.1 Financial Report | |
| Recommendations: | |
| 6.2 Principal's Report | |
| 6.3 Property, Health and Safety Report | |
| 6.4 Student Representative Report | |
| 6.5 Staff Representative Report | |
| 7 Items for Decision | 20 min |
| 7.1 Policy Programme Report | |
| Recommendations: | |
| Simon Williams | |
| <i>'That the Pukekohe High School Board of Trustees authorise the 'Responsibilities of the Principal' policy.'</i> | |
| 7.2 BOT Triennial Election | |
| Recommendations: | |
| <i>'That the Pukekohe High School Board of Trustees authorise MySchoolElection as the Returning Officer for the Triennial Board Elections in September.'</i> | |
| <i>'That the Pukekohe High School Board of Trustees agree to hold the election on the date recommended by NZSTA which is Wednesday 7 September 2022'</i> | |

8 Items for Information
Nil

9 Meeting Closes approx.

7.30pm

Next Meeting: June 13th, 2022

6. Standing Items

6.1 Financial Report

Commentary on April 2022 Financial Statements

1. Attached is the April 2022 income & expenditure statement, balance sheet and 3 graphs showing surplus vs budget, working capital vs budget and the staff banking figure as at 30 April 2022.
2. In summary the month's YTD surplus is \$139,467 (Mar \$73,098) against budgeted surplus of \$47,076. Working Capital is \$681,057 (Mar \$561,074).

Variances

3. Variances to budget worth noting are:

Income

International Student Income/Expenditure has improved compared to last month even though there was no income. Final salary payment to our International Coordinator was made and a part time replacement is being sought.

Expenditure

Learning Resources

Legal costs due to Covid related staffing issues has made staff expenses slightly over budget. MOE funded staffing is \$29k over budget but this is offset by the equivalent amount of MOE Salary Grant shown in the Government Grants section.

Administration

The ICT costs are above budget due to the increased number of software teaching programs purchased. Expenditure on text books has dropped accordingly.

Property, Finance, Depreciation

Property costs, finance costs and depreciation are all below budget.

Balance Sheet

Working capital has improved from \$561,000 in March to \$681,507 and that is equal to budget for the first time this year.

4. Staff banking. Payroll Administrator Sue Langheim has been doing some great work in the staff banking area and has got us to a figure over \$40,000 to the good. Normally we would not want that but (thankfully) there are a number of experienced staff members coming on stream this term. We will need the \$40k buffer now so that we are not below zero at year end.
5. 5YA Projects. No changes since the last report.
6. Glasgow Rd field. No changes here either. Marsh & Irwin won't begin their valuation work until June.

Income and Expenditure Report

For the 4 months ended 30 April 2022

	Actual Apr \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	401,927	1,560,028	1,532,916	27,112	2
Teachers Salary Grant	754,049	2,983,233	2,953,848	29,385	1
Use of land & buildings	266,667	1,066,668	1,066,668	-	-
	1,422,643	5,609,929	5,553,432	56,497	1
Locally Raised funds					
			-		
Donations/Fundraising/Activities	204	1,168	9,528	(8,360)	(88)
Sport Income/exp	12,194	777	(62,361)	63,138	101
Other activities inc/exp	21,273	40,274	53,881	(13,607)	(25)
	33,671	42,219	1,048	41,171	(3,929)
International Students	(3,766)	46,446	58,928	(12,482)	(21)
Investment income	679	1,367	1,668	(301)	(18)
Total Income	1,453,227	5,699,961	5,615,076	84,885	2
Less expenses					
Learning Resources					
Staff Expenses	159,200	625,269	609,849	15,420	3
Teachers Salary-MOE funded	754,049	2,983,233	2,953,848	29,385	1
Curricula	32,766	159,146	178,176	(19,030)	(11)
Curricular Other	2,971	9,662	16,115	(6,453)	(40)
	948,986	3,777,310	3,757,988	19,322	1
Administration					
Staff expenses	58,788	208,323	210,396	(2,073)	(1)
ICT	8,789	89,103	79,536	9,567	12
General/Consumables/Legal	(4,079)	15,632	11,516	4,116	36
BOT Expenses	94	5,951	5,688	263	5
Communication	2,394	19,775	13,468	6,307	47
Audit/Accounting	36	175	4,101	(3,926)	
Risk Management	6	2,885	7,052	(4,167)	(59)
	66,028	341,844	331,757	10,087	3

Property

Use of land & buildings	266,667	1,066,668	1,066,668	-	-
Caretaking/Cleaning	16,208	70,365	63,864	6,501	10
Staff expenses	14,460	53,134	63,144	(10,010)	(16)
R&M/Cyclical Maintenance	12,954	46,140	54,192	(8,052)	(15)
Heat, Light and Water	10,739	38,347	49,904	(11,557)	(23)
Grounds	4,492	13,157	16,704	(3,547)	(21)
Security	122	3,733	6,180	(2,447)	(40)
	325,642	1,291,544	1,320,656	(29,112)	(2)

Finance Costs

402	2,505	2,464	41	2
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Depreciation

36,639	147,291	155,135	(7,844)	(5)
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37,041	149,796	157,599	(7,803)	(5)
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Total Expenditure

1,377,697	5,560,494	5,568,000	(7,506)	(0)
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Surplus/(Deficit)

75,530	139,467	47,076	92,391	196
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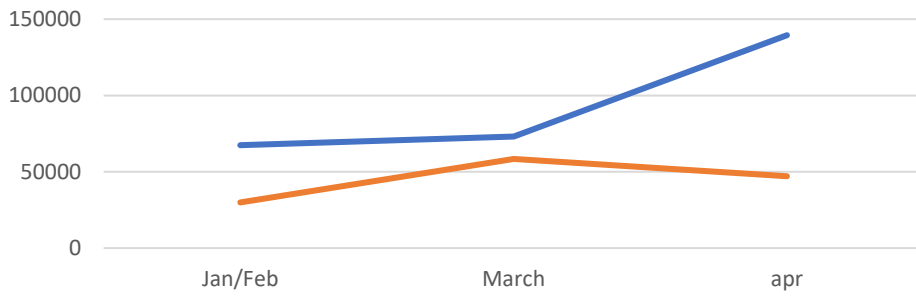
Pukekohe High School

Statement of Financial Position

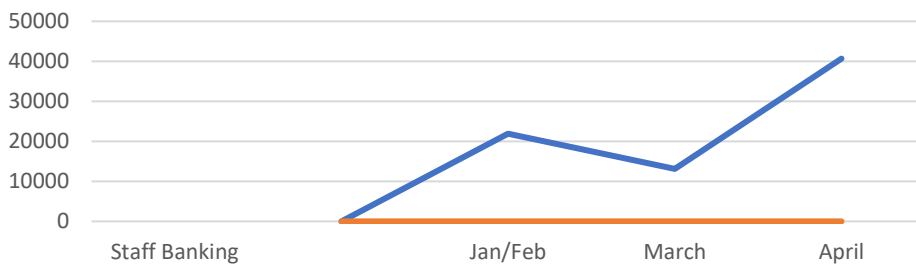
As at 30 April 2022

	2022 Actual \$	2022 Budget \$	Mar Actual \$
Current Assets			
Cash and Cash Equivalents	1,771,773	817,201	815,615
Receivables from MOE	0	800,000	0
Accounts Receivable	117,953	140,938	100,902
Investments		85,573	85,145
Prepayments	11,227	10,032	11,227
GST	0	28,758	31,512
Inventories	3,797	3,797	3,797
	1,904,750	1,886,299	1,048,198
Current Laibilities			
Emplolyee Entitlements		800,000	
Govt Grants in Advance	910,682		196,426
Accounts Payable	118,528	51,509	124,477
International Student Funds	32,672	149,993	110,037
Student Funds received in Advance	24,932	22,646	20,204
Provision for Cyclical Maintenance-Current	72,278	80,102	66,990
GST	120,139		0
Finance Lease Liability - Current	96,119	92,327	92,138
MOE Property Projects	(176,774)	(20,267)	(174,294)
Wages leave accrual/learing account/Banked staffing	24,667	37,771	51,146
	1,223,243	1,214,081	487,124
Working Capital Surplus/(Deficit)	681,507	672,218	561,074
Non-current Assets			
Property, Plant and Equipment	2,266,175	2,126,142	2,272,512
	2,266,175	2,126,142	2,272,512
Non-current Liabilities			
Provision for Cyclical Maintenance	190,706	190,706	190,706
Finance Lease Liability	153,281	172,481	176,393
	343,987	363,187	367,099
Net Assets	2,603,695	2,435,173	2,466,487
Equity			
Accumulated Funds	2,304,878	2,381,820	2,234,036
Furniture Grant	159,350	50,000	159,353
Surplus/(deficit)	139,467	3,353	73,098
	2,603,695	2,435,173	2,466,487

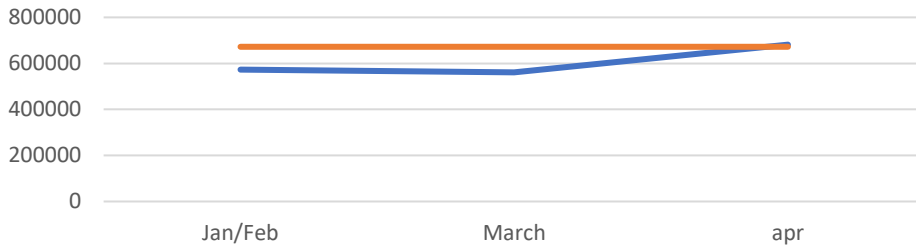
Surplus/deficit



Staff banking



Working Capital



6.2 Principals Report

Covid – 19 Response

Attendance during the first week after the term break averaged 81.3% across all 5 year levels (higher for Year 9 than for Year 13). This is a reasonable rate of attendance for the start of a winter term, but we are working to raise this still further. We are seeing the return of a small number of students for the first time this year.

We are now reporting positive student and staff cases of Covid 19 to the ministry on a weekly rather than daily basis. The total for the first week was lower than we saw in term 1 but there are clearly considerable numbers of cases circulating in our community.

We are aware of other schools in Auckland that have already seen a spike in the number of positive cases, and we continue to monitor this situation carefully by minimising planned teacher relief requirements (e.g. professional learning and school trips).

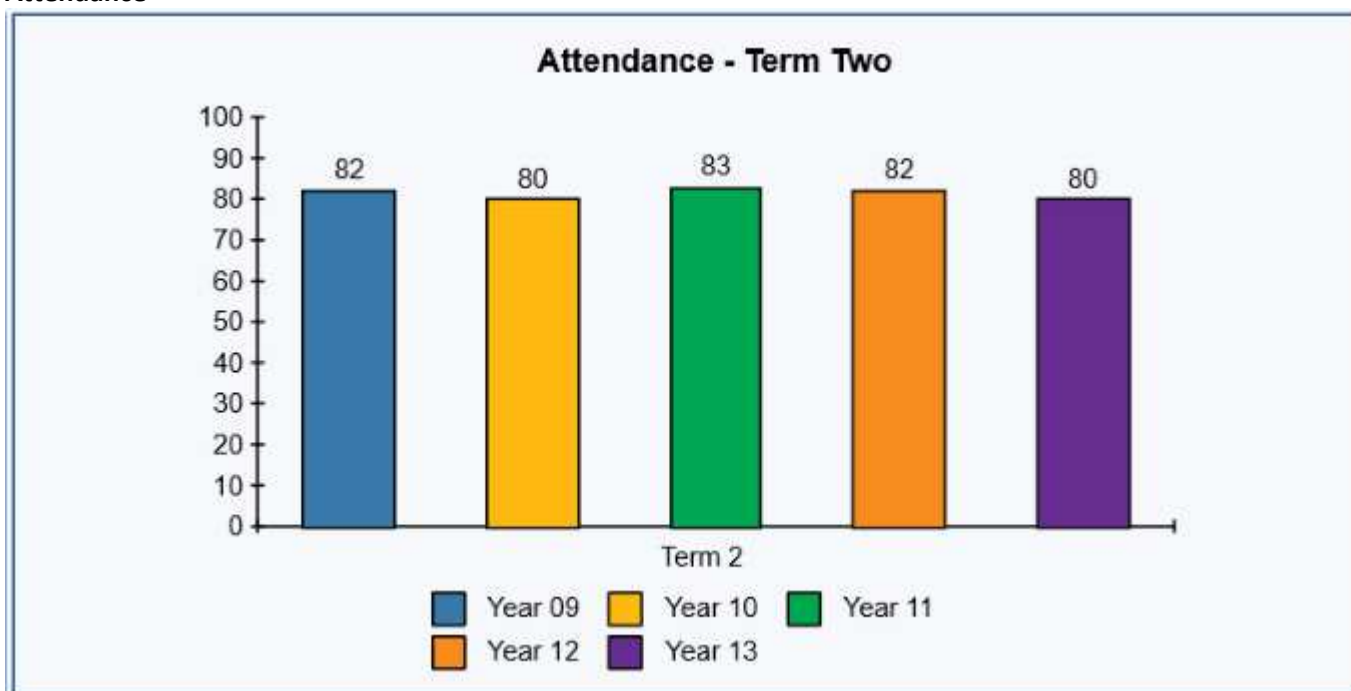
As a first step, we have had to decide not to provide relief teachers for Year 13 lessons if their teachers are absent. We are also regrettably considering the possibility of rostering home one year level per day.

Achievement and Attendance Data

NCEA Achievement Data (at 11/05/2022)



Attendance



	Total	Week 1	Week 2
European	994	85.5	82.00
Māori	443	70.5	68.80
Tongan	48	66.4	72.90
Samoan	33	67.2	66.70

School Vision: Learning without Limits

Empowering Curriculum

An empowering curriculum that meets the individual needs of our diverse learners

- The Teacher only Day on 16 May is devoted to upskilling teachers to meet the demands of the new co-requisites for literacy that will come into effect for Year 11 students in 2023. This includes the development of a new, whole-school approach to teaching literacy (WEREAD) and an in-depth review of current Year 10 literacy levels via e-astTtle testing.

Innovative Leadership

Igniting the capacity of staff and students to achieve continuous school improvements

- Neil Harray, our ERO partner, is visiting the school to speak with the senior team on Thursday 26 May. This is the first of the new partnership model visits from ERO and we welcome the opportunity to work alongside Neil, who has visited the school previously and knows our context well. In particular, Neil will focus on our capacity for self-evaluation.

Inspiring Environment

An inspiring physical, social and emotional environment that supports innovative teaching and learning

- The tendering process for phase 1 of the campus development plan is underway with a projected start date of July when the new turf adjacent to the gyms is expected to be completed. The new classroom block should be opened in July 2023.
- Sarah Ferguson gave the first presentation of 2022 on Staff Wellbeing on Monday 9 May. There will be follow-up professional learning sessions before Sarah's next visit in term 4

- I am working with Denis Murphy, a consultant from Maynard Marks and students in the Wellbeing Council to upgrade student bathrooms across the site, using 5 Year Agreement (5YA) funding
- The school is holding a non-uniform, gold coin donation day on Friday 20 May (Pink Shirt Day) to stand together to stop bullying - Kōrero Mai, Kōrero Atu, Mauri Tū, Mauri Ora – Speak Up, Stand Together, Stop Bullying!
- School meals - the school is currently offering between 180 to 200 meals 4 times per week. Most days the pre-packed meals are provided by Tuakau college. On other days, especially on a Tuesday, we prepare the meals provided by KidsCan. Colleen Jacobs and her team in Food Technology are doing an amazing job of distributing food to students.

Impactful partnerships

Impactful and reciprocal partnerships based on the principles of Te Tiriti o Waitangi

- We are committed to developing our partnership with Ngā Hau e Wha marae
- On Friday 13 May Rachel and I are meeting with Tamaoho Trust to discuss the carving of the pou and the gifting of House names to coincide with Matariki in June
- The first whānau hui of the term is on 26 May
- A Fono evening will be held on 9 June

Behaviour and Relationships for Learning

As reported in the previous Principal's report, a key focus for this term, with all five year levels present on site each day, is ensuring student and staff safety under our *Behaviour and Relationships for Learning* framework. This was the focus for the first staff meeting of term and follow-up staff training. An external consultant worked with our newly qualified teachers during the last Friday of the term break to reinforce their ability to manage classrooms effectively. We have also reinforced this focus of consistent expectations with whānau and with students in assemblies.

Discipline Summary for Term 2

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	0				
Stand-down	7	3	4	9 (1) 10 (1) 11 (5)	NZ European (4) Māori (2) Other (1)

School Planning and Reporting, 2023

The Ministry of Education is currently undertaking a consultation exercise with boards and schools regarding changes to schools' planning and reporting, as legislated in the Education and Training Act 2020, which come into effect on 1 January 2023.

Instead of a charter, schools must publish a three-year Strategic Plan, an Annual Implementation Plan, and an Annual Report.

Schools must work in partnership with their communities to develop their plans so that they reflect local needs and priorities.

The initial engagement with boards and principals during May will help decide what should be mandated versus what should be guidance, so that strategic plans are flexible enough to meet local needs.

6.3 Property Health & Safety Report

Property, Health & Safety Report April 2022

PROPERTY

1. **SIP Project-Front Entrance & Landscaping.** Still waiting for the new seating
2. **New courts project.** No change since last report.
3. **School rebuild.** The MOE advisor in charge of the new build plus the project manager and several contractors met with Richard on Monday specifically to look at how the new block is going to be connected to the rest of the school in terms of internet, electricity, fire alarm and burglar alarms.
4. **10YPP.** We met with Danica McPhee of Maynard Marks (project managers for the 10YPP) so she could scope out work on the main toilet blocks as discussed in the last report. Danica is going to provide various options and then the MOE will approve one. We are keen the work starts ASAP and while we don't have too much say in the matter our continued encouragement might be in order!
5. **Glasgow Rd.** Nothing to report.

HEALTH & SAFETY

6. No change since last report.

6.4 Student Representative Report

Students are relieved to be back at school, among their peers and teachers. The winter sport has begun, and students are looking forwards to seeing the results. However, some senior students are still concerned about their NCEA. Their fear stems from their perception that assessments were rushed last term due to rostering home days. Teachers have offered workshops/tutorials after school or even at lunch to help students cope with their anxiety.

The councils have begun their work and are planning events for the coming term. The arts council is organizing an arts exhibition/cultural night, as well as murals around the school that they will paint, and they have recently completed the design for the leavers' hoodie/jersey. The Māori council is planning kapa haka performances, hangi, and an arts and culture night with the Pasifika and Arts Council for the forthcoming Matariki. Sign-up sheets for culture groups are being distributed by both the Pasifika and Māori councils. The Pasifika Council is preparing events such as Arts and Cultural Week, as well as a weekly homework club that will be open to all students. The Learning Council has already scheduled scholarship sessions for senior students this semester. The wellbeing council have been involved in multiple events and have had a good year so far. The wellbeing council has been given the green light by senior staff members for students to attend to school in mufti and a pink shirt for pink shirt day. This will also be a gold coin donation. The wellbeing council has also contacted The Voices of Hope in an attempt to secure a speaker. Moving forward, the council would like to promote wellbeing in as many ways as possible and wish to endorse and promote the councilors and the nurses and improve the school bathrooms. A successful cross-country event was held by the sports council at the beginning of the term. The council is excited to plan house events, and different sports at lunch, and to give more notice to students and staff members about games that take place during the week, including times and locations.

However, the overall feedback that I did get back from some of the members of the councils is that communication within the council could be improved and that some students believe that it would be good to address this issue with the support of the deans and the SLT.

6.5 Staff Representative Report

The beginning of the term has been met with a feeling of normality. Returning to a full timetable, in person staff briefings and meetings. Unity feels stronger because of it, connection and having a voice is important for staff culture. The leadership stance on our new phone policy has been a welcome initiative, already it has made an impact on classes. More time is spent on teaching rather than interrupting lessons to address phone use this leads to students being far more focussed on the task at hand.

We had our first well being session for the year with Dr Sarah Fergusson which would have been beneficial for most. With Covid still having a significant impact on teachers who are having to deal with a heavy workload of normal classes, producing and suppling lessons and resources for students isolating at home, providing relief for colleagues who are isolating which is severely reducing non-contact hours, the session will hopefully provide the teachers with some good tools to be able to respond to this change in workload.

7.0 Items for Decision

7.1 Policy Programme Report

Title	Policy Programme Report
Date	12 May 2022
Prepared By	Simon Williams / Ben Stallworthy
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustee: <ul style="list-style-type: none">• Authorise the 'Responsibilities of the Principal' policy

Introduction

The Pukekohe High School Board (the Board) is continually reviewing and updating its policies. This work is led by Simon Williams and this report is to provide an update on this work.

Analysis

This report is to remind everyone of our existing adopted polices and those yet to be completed.

Attached to this report is the 'Responsibilities of the Principal' policy, for review and authorisation by the Board.

The next two policies to be completed are the Education Outside of the Classroom (EOTC) policy and the Maanakitanga policy. Further discussion with relevant staff is needed before these policies can be brought back to the Board. However, it is important that the Trustees know that this work is underway and are able to input into these policies if they wish too.

Further, if Trustees wish to highlight new policies that they wish to be reviewed then it is important that they have the opportunity to identify them.

Future Plan

If the Board supports the recommendation, then the next steps will be:

- Simon Williams will continue reviewing the Education Outside of the Classroom (EOTC) policy and the Manaakitanga policy then report back with drafts for the Board to review.
- If Trustees pass a resolution requesting other policies are reviewed or discussed then Simon Williams can either put them into the work programme or provide a reason that they may not be able to be delivered at this time.



Policy – Responsibilities of the Principal

Policy to support NAG 1 Curriculum

Outcome statement

Authority and accountability for the day-to-day running/operation of the school is delegated to the principal.

Scoping

The principal is the professional leader of the school and the board's chief executive working in partnership with the board of trustees. The board is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed. The principal is responsible for the implementation of these policies including the charter/strategic plan.

The relationship between the board and principal is based on mutual respect, trust, integrity and support with both parties working to ensure no surprises.

Delegations

Authority and accountability for the day-to-day running of the school is delegated to the principal. Reference in documentation to the school, management and staff is to be read as "principal" for responsibility for implementation.

Only decisions made by the board acting as a board are binding on the principal unless specific delegations to the chair, individual board members, committee chairs or committees of the board are in place.

The board chair/personnel committee has responsibility for the principal's performance review.

Expectations and limitations

The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful or imprudent or that violates the board's expressed values, its charter/strategic plan or commonly held professional ethic.

The responsibilities of the principal are set out in the board's operational policies and include the following:

- Meet the requirements of their current job description and employment agreement including the four areas of practice from the Professional Standards for Primary/Secondary Principals.
- Participate in the development and implementation of their annual performance agreement and participate in their annual review process.
- Act as the educational leader and day-to-day manager of the school within the law and in line with board policies.
- Develop, seek board approval for and implement an annual plan that is aligned with the board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement.
- Use resources efficiently and effectively and preserve assets (financial and property).
- Operate within the board's approved annual budget.
- Give effect to good employer policies and practices through effective procedures, instructions or guidelines.
- Employ, deploy and terminate staff positions in line with board policy and legislative requirements.
- Communicate with the community on operational matters as and where appropriate.
- Refrain from unauthorised public statements about the official position of the board on social, political and/or educational issues that are or have the potential to be controversial.
- Keep the board informed of all information relevant to its governance role and report this in accordance with the requirements set out under Monitoring below.
- Act as protected disclosures officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
- Appoint, on behalf of the board, the privacy officer and EEO officer.
- Ensure school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette.
- Ensure systems are developed and implemented to support the smooth running of the school in regards to surrender and retention of property and searches of students. Written records and storage of items must be consistent with legislative

requirements and associated rules and guidelines.

The principal is not restricted from using the expert knowledge of individual board members acting as community experts.

Procedures/supporting documentation

Board's governance and management definitions

Principal's job description

Principal's employment agreement including relevant Principal Professional Standards Principal's performance agreement and review report

Annual implementation plan and budget

Personnel-related policy and procedures including appointments and performance management

Monitoring

The board will review the principal's performance in line with its policy on principal performance review.

Evidence gathered for the review will include principal reporting to the board in line with the board's annual workplan and that addresses all matters having real or potential legal considerations and risk for the school including significant trends, implications of board decisions, issues or risk to policy compliance or changes to the basis upon which the board's strategic aims have been developed.

The principal will prepare (or, where appropriate, delegate, coordinate and approve) a report for every board meeting that:

- is timely, accurate and presents information in an understandable form that is not too complex or lengthy
- includes data and analysis on curriculum delivery, student progress and achievement
- tracks progress and variance towards strategic aims and key performance indicators
- informs the board of any significant changes in staffing, programmes, plans or processes that are under consideration
- outlines financial income and expenditure and explains any variance against budget
- summarises and highlights any risks associated with the fortnightly staff usage and expenditure (SUE) report
- identifies the number of stand-downs, suspensions, exclusions and expulsions during the period and highlights trends over time
- identifies the instances of physical restraint
- includes information of any actual or potential risks to health and safety
- specifies current roll numbers and explains any roll variance against year levels
- recommends changes in board policies when the need for them becomes known
- highlights areas of possible adverse publicity or community dissatisfaction
- addresses any other matter requested by the board within a reasonable, specified timeframe.

Legislative compliance

[Education and](#)

[Training Act](#)

[2020 Privacy](#)

[Act 1993](#)

[Protected Disclosures Act 2000](#)

[Collective Employment Agreement for Principals](#)

Pukekohe High School -Policy Structure



Pukekohe High School governance framework and charter are key documents that set both the model of governance to be implemented as well as the schools strategic direction. The following policies at the operations policies that the board wishes to have some control over.

NAG 1- Curriculum	NAG 2 - Self Review	NAG 3- Personnel	NAG 4 - Property & Financial	NAG 5 - Health & Safety	Legislation
Policies					
Curriculum delivery (2020)	Planning & Reporting (2021)	Personnel (2021)	Financial Planning & Condition (2020)	Health & Safety (2020)	Enrolment (2021)
Student Devices (2021)		Appointments (2021)	Theft & Fraud prevention (2020)	Education Outside the Classroom	Uniform (2021)
Staff Devices (2021)		Equal Opportunities	Asset Protection (2020)	Child protection (2020)	International Students
		Performance management	Credit card (2020)	Concerns & Complaints (2020)	Attendance (2021)
			Sensitive Expenditure (2020)	Protected Disclosures (2021)	
			Protection and sharing of intellectual property (Creative Commons) (2021)	Manakitanga <ul style="list-style-type: none"> - Bullying - Harassment - Duty of Care - Restraint 	
			Conflict of Interest (2021)		

7.2 Triennial Elections Report

Title	Triennial elections to the Board of Trustees, September 2022
Date	11 May 2022
Prepared By	Denis Murphy/Richard Barnett
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: <ul style="list-style-type: none">• Authorise MySchoolElection as the Returning Officer for the Triennial board elections in September;• Agree to hold the election on the date recommended by NZSTA which is Wednesday 7 September

The triennial elections for boards of trustees are due to be held in September this year. Management investigated using MySchoolElection NZ to manage the whole election process on behalf of the board.

The provider has extensive experience of acting as Returning Officer nationwide for Boards of Trustees.

The cost of the election is reimbursed by Ministry of Education.

MySchoolElection is seeking accreditation to run elections electronically. The board can decide whether to hold the elections via postal ballot or electronically but does not have to decide that yet.