



MINUTES

A meeting of the Pukekohe High School Board of Trustees was held at 6 pm, 13 June 2022

OPEN MEETING

Present: Ben Stallworthy (Chair), Rachel Hamlin (Associate Principal), Tyler Chapman, Catherine Tamihere, Denis Murphy (Business Manager), Denise Proctor (via zoom), Lita Henwood, Lincoln Sharp (via zoom)

1. Apologies

Richard Barnett (Principal), Logan Soole, Rani Amaranathan (Deputy Chair), Simon Williams for lateness, they were involved in a Student Discipline Committee meeting.

2. Declaration of Conflicts of Interest

Trustee Lincoln Sharpe declared a possible perceived conflict of interest because his partner works with overseas students at Pukekohe Intermediate. The financial report discussed plans to work together with Pukekohe Intermediate School to increase the number of overseas students.

Moved from the Chair

'That the Pukekohe High School Board of Trustees acknowledges Lincoln Sharp's conflict of interest due to his wife working at Pukekohe Intermediate as the International Student Coordinator, noting this declaration and did not feel that further action was required.'

Carried

3. Confirmation of Previous Minutes

Minutes of the Pukekohe High School Board of Trustees dated 16 May 2022 have been circulated to all Trustees.

Moved from the Chair:

"That the Pukekohe High School Board of Trustees accepts the 16 May minutes as a true and accurate record of that meeting."

Carried

4. Correspondence

Nil

5. Extraordinary Business

Nil

6. Standing Items

6.1 Financial Report

Lincoln Sharp moved:

"That the Pukekohe High School Board of Trustees accept the financial report."

Seconded: Denise Proctor

Carried

Special Motion – Change of Agenda Order

Moved from the Chair

‘That due to some members being delayed in a Disciplinary Committee meeting Pukekohe High School Board of Trustees change the order of the agenda presented to be 6.3, 6.4, 6.5, 7 and then 6.2.’

Carried

6.3 Property, Health and Safety Report

Lincoln Sharp moved:

“That the Pukekohe High School Board of Trustees approves changes to the Pukekohe High School 10YPP to reallocate funds from autex and carpets to an urgent upgrade of the student toilets in the Massey and Administration blocks.”

Seconded: Ben Stallworthy
Carried

Lincoln Sharp moved:

“That the Pukekohe High School Board of Trustees accept the Property, Health & Safety Report.”

Seconded: Lita Henwood
Carried

Denis Murphy left the meeting 6.22pm

6.4 Student Representative Report

Tyler Chapman moved:

“That the Pukekohe High School Board of Trustees accept the written Student Representative Report.”

Seconded: Ben Stallworthy
Carried

6.5 Staff Representative Report

Catherine Tamihere moved:

“That the Pukekohe High School Board of Trustees accept the written Staff Representative Report.”

Seconded: Lita Henwood
Carried

7 Items for Decision

7.3 Governance Kaupapa

Noted by Denise Proctor that there is no ‘s’ in the Māori Language and the agenda will be amended accordingly from ‘Kaupapa’s’ to ‘Kaupapa’.

The Board Chair moves

That the Pukekohe High School Board of Trustees accepts the Governance Kaupapa with the following amendments:’

- Page 38 (PHS Delegations, Student Behaviour Management Committee) - Amend to "All current Board members except the Principal, Staff and Student Trustees."
- Page 23 (5. Chair Role Description Policy) Under delegations, bullet point two; "The Chairperson (Presiding Member) will inform the Board of the decision and reasoning for the decision as soon as practically possible."
- Amending the first paragraph of the 'Expectations and Limitations' section to read "If a Trustee could have, or could be perceived to have, a conflict of interest in relation to an agenda item, they must declare such conflict or potential conflict at the start of the meeting"
- Amending the first paragraph of the 'Expectations and Limitations' section of the School's supporting Conflict of Interest Policy to read "All staff and board members will effectively manage conflicts of interest between the interests of the school on one hand and personal, professional and business interests on the other. This includes managing potential and actual conflicts of interest as well as perceptions of conflicts of interest"
- The Governance Kaupapa's 'Conflict of Interest' policy to include the following statement that the "The Board will minute each declaration and the Trustee shall not take part in any debate or decision making for that issue" so that this policy matches the School's 'Conflict of Interest Policy'

The Board Chair moves:

'That the Pukekohe High School Board of Trustees conduct a full board discussion led by Simon Williams, to educate all Trustees about the Code of Conduct.'

Seconded: Lincoln Sharp
Carried

The Board Chair moves:

'That the Pukekohe High School Board of Trustees agrees with the NZSTA guidance that the Staff and Student Representatives are no longer required to provide a regular written report for each meeting.'

Seconded: Lincoln Sharp
Carried

The Board Chair moves:

'That the Pukekohe High School Board of Trustees agrees to amend the Principal's Performance Management Policy.'

Seconded: Lincoln Sharp
Carried

The Board Chair moves:

'That the Pukekohe High School Board of Trustees agrees with the Conflict-of-Interest Policy and Governance Kaupapa Analysis Table.'

Seconded: Lincoln Sharp
Carried

Special Motion – Change of Agenda Order

Moved from the Chair

'That the meeting adjourns form 6.45pm and restarts at 7.00pm.'

Carried

The meeting started again at 7.00pm with the Principal, Deputy Chair and Logan Soole and Simon Williams in attendance.

6.2 Principal's Report

Richard Barnett moved:

“That the Pukekohe High School Board of Trustees agreed to amend the Board of Trustees meeting dates for the rest of 2022.”

Seconded: Denise Proctor
Carried

Lita Henwood requested:

‘That the Pukekohe High School provide further breakdown on NCEA for Pasifika Students’.

Simon Williams moved:

‘That the Pukekohe High School Board of Trustees thank Senior Leadership and the Pasifika Council for the mahi put in place for the Pasifika Fono being a successful event’.

Seconded: Ben Stallworthy
Carried

Logan Soole moved:

‘That Pukekohe High School provide information from the PPTA regarding mandating masks for students and staff at the next meeting’.

Seconded: Simon Williams
Carried

The Principal moved:

‘That the Pukekohe High School Board of Trustees accept the Principal’s report.’

Seconded: Lita Henwood
Carried

8 Items for Information

8.1 Code of Conduct Report

Simon Williams led a Board discussion about the Code of Conduct.

The Board Chair moved:

'That the Pukekohe High School Board of Trustees accepts the verbal brief by Simon Williams provided on the code of conduct.'

Seconded: Richard Barnett

Carried

The Chair moved that the board move into committee 7.25pm

Carried

Meeting closed with a karakia 7.48pm

Next Meeting: Monday 25 July 2022