



NOTICE OF MEETING 2022

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 25 July 2022 in the staff room**

AGENDA 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 |
| <i>Minutes of the Pukekohe High School Board of Trustees dated 13 June 2022 have been circulated to all Trustees</i> | |
| 4 Correspondence | 10 min |
| 5 Extraordinary Business | |
| 6 Standing Items | 20 min |
| 6.1 Financial Report | |
| 6.2 Principal's Report | |
| 6.3 Property, Health and Safety Report | |
| 7 Items for Decision | 20 min |
| 7.1 Education Outside the Classroom Policy (EOTC) | |
| Recommendation:
<i>'That the Pukekohe High School Board of Trustees adopts the EOTC policy.'</i> | |
| 8 Items for Information | |
| 9 Meeting Closes approx. | 7.30pm |

Next Meeting: 22 August 2022

6. Standing Items

6.1 Financial Report

Commentary on June 2022 Financial Statements

1. Below is the May 2022 income and expenditure statement, balance sheet and 3 graphs showing surplus vs budget, working capital vs budget and the staff banking figure as at 30 June 2022.
2. In summary the month's YTD surplus is \$105,830 (May \$199,915) against budgeted deficit of \$1,517 and Working Capital is \$915,773 (May \$755,561)

Variances

3. Variances to budget worth noting are:

Income

Locally raised funds:

Other Activities net income is up mainly due to ball ticket income.

International Student Income/Expenditure is roughly the same as last month.

Expenditure

Due to June being a 3 pay month we incurred a loss for the month which hit Learning Resources hard in particular. Also, some salary attestations have finally come through and increased staffing costs accordingly. However, there will be a corresponding increase in MOE salary grant to follow. Administration is now slightly over budget, but Property, Finance Costs and Depreciation are all below budget.

Even though June showed a deficit the net result is that we are still \$107,347 better than our year-to-date budget as we had a buffer from last month.

4. **Staff Banking**

Continues to climb but will start dropping in Term 3 as mentioned last month. In Term 3 a number of new staff come on board.

5. **Balance Sheet**

Working capital has unfortunately taken a dive due to the monthly deficit but should improve over the rest of the year until the next 3 pay month in December.

MOE Property Projects. The MOE paid us for the large Tiger Turf progress payment so the liability figure in the balance sheet has dropped markedly.

6. **Glasgow Road Field.** Marsh & Irwin should begin their valuation job in the next week or so.

Income and Expenditure Report For the 6 months ended 30 June 2022

	Actual Jun \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	449,823	2,433,406	2,302,014	131,392	6
Teachers Salary Grant	756,743	4,869,491	4,800,002	69,489	1
Use of land & buildings	266,667	1,600,002	1,600,002	0	-
	1,473,233	8,902,899	8,702,018	200,881	2
Locally Raised funds					
Donations/Fundraising/Activities	496	2,620	2,136	484	23
Sport Income/exp	3,095	5,555	(17,661)	23,216	131
Other activities inc/exp	34,170	104,348	79,605	24,743	31
	37,761	112,523	64,080	48,443	76
International Students	(133)	37,228	58,048	(20,820)	(36)
Investment income	117	1,787	2,502	(715)	(29)
Total Income	1,510,978	9,054,437	8,826,648	227,789	3
Less expenses					
Learning Resources					
Staff Expenses	294,757	1,108,531	975,550	132,981	14
Teachers Salary-MOE funded	756,743	4,869,491	4,800,002	69,489	1
Curricula	20,442	246,710	275,274	(28,564)	(10)
Curricular Other	3,270	15,172	25,293	(10,121)	(40)
	1,075,212	6,239,904	6,076,119	163,785	3
Administration					
Staff expenses	85,941	345,399	341,891	3,508	1
ICT	14,615	121,242	119,304	1,938	2
General/Consumables/Legal	616	27,989	17,274	10,715	62
BOT Expenses	710	7,804	23,532	(15,728)	(67)
Communication	7,233	33,911	20,202	13,709	68

Audit/Accounting		453	6,147	(5,694)	
Risk Management	68	6,305	10,578	(4,273)	(40)
	109,183	543,103	538,928	4,175	1
Property					
Use of land & buildings	266,667	1,600,002	1,600,002	-	-
Caretaking/Cleaning	15,123	101,364	97,296	4,068	4
Staff expenses	21,886	90,064	102,606	(12,542)	(12)
R&M/Cyclical Maintenance	9,333	66,272	81,288	(15,016)	(18)
Heat, Light and Water	10,750	60,400	62,700	(2,300)	(4)
Grounds	1,263	19,804	25,056	(5,252)	(21)
Security	736	5,510	9,270	(3,760)	(41)
	325,758	1,943,416	1,978,218	(34,802)	(2)
Finance Costs					
	-	3,018	3,696	(678)	(18)
Depreciation					
	36,474	219,166	231,204	(12,038)	(5)
	36,474	222,184	234,900	(12,716)	(5)
				-	
Total Expenditure	1,546,627	8,948,607	8,828,165	120,442	1
				-	
Surplus/(Deficit)	(35,649)	105,830	(1,517)	107,347	7,076

Pukekohe High School
Statement of Financial Position
As at 30 June 2022

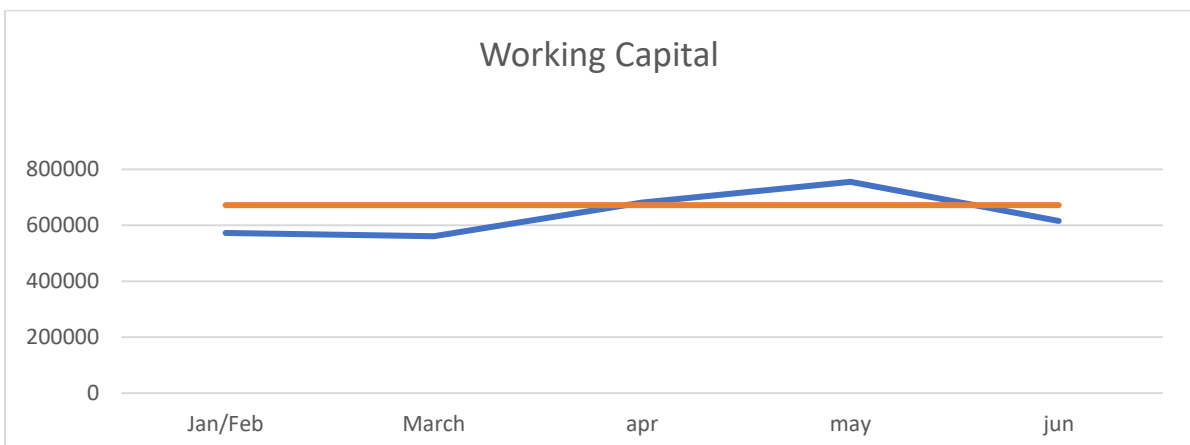
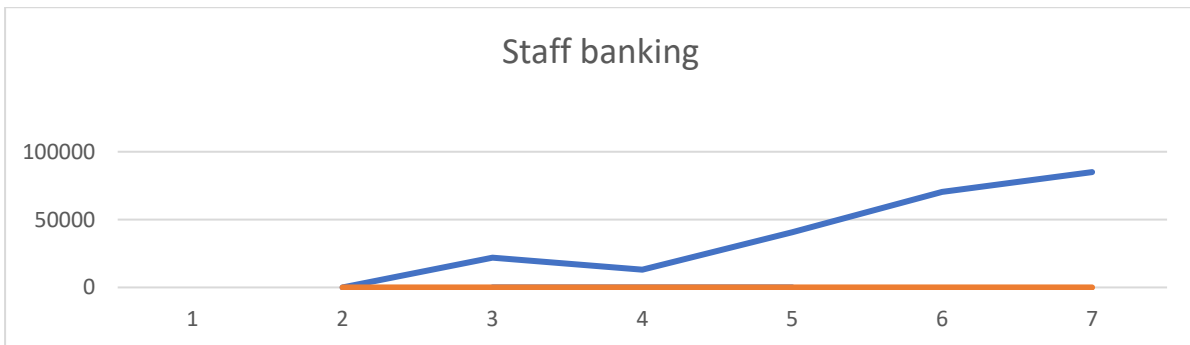
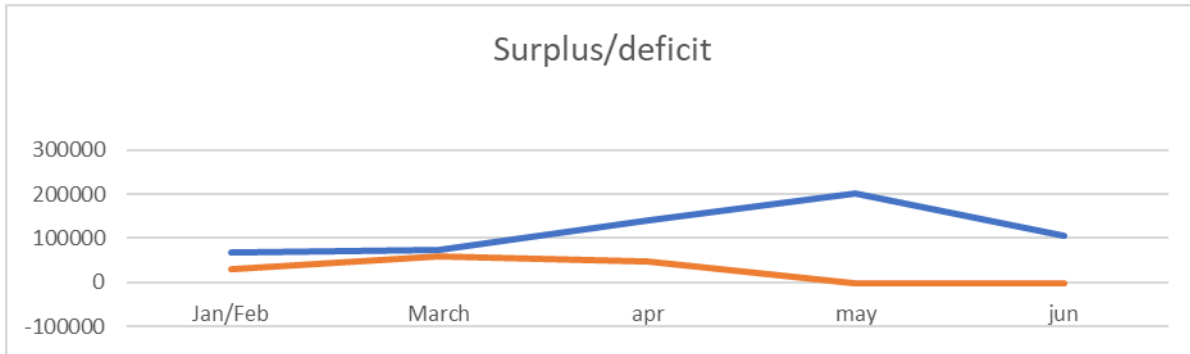
	2022	2022	May
	Actual	Budget	Actual
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	486,358	817,201	722,713
Accounts Receivable	249,617	140,938	598,459
Investments	250,000	85,573	560,568
Prepayments	11,227	10,032	11,227
GST	31,527	28,758	0
Inventories	3,797	3,797	3,797
	1,032,526	1,086,299	1,896,764
Current Liabilities			
Govt Grants in Advance	130,951		520,816
Accounts Payable	73,521	51,509	62,119
International Student Funds	32,913	149,993	35,613
Student Funds received in Advance	18,699	22,646	19,398
Provision for Cyclical Maintenance-Current	82,856	80,102	66,947
GST			32,506
Finance Lease Liability - Current	92,928	92,327	92,115
MOE Property Projects	(28,201)	(20,267)	287,536
Wages leave accrual/learning account/Banked staffing	13,086	37,771	24,153
	416,753	414,081	1,141,203
Working Capital Surplus/(Deficit)	615,773	672,218	755,561
Non-current Assets			
Property, Plant and Equipment	2,289,414	2,126,142	2,250,629
	2,289,414	2,126,142	2,250,629
Non-current Liabilities			
Provision for Cyclical Maintenance	190,706	190,706	190,706
Finance Lease Liability	147,220	172,481	151,337
	337,926	363,187	342,043
Net Assets	2,567,261	2,435,173	2,664,147

Equity

Accumulated Funds	2,302,078	2,381,820	2,304,879
Furniture Grant	159,353	50,000	159,353
Surplus/(deficit)	105,830	3,353	199,915
	2,567,261	2,435,173	2,664,147

Blue = Actual

Orange = Budget



6.2 Principals Report

Covid – 19 response

During the final two weeks of term 2 we rostered home one year level per day in response to the level of staff sickness. During the final week of term, we prioritised senior year levels being in school because of NCEA deadlines.

In term 3 we will again need to take a pragmatic and flexible approach if numbers of student and staff positive cases do increase. This may have to include rostering home or adopting a hybrid learning model.

In response to the resolution at the previous meeting, the PPTA support mask wearing in an indoor setting.

New recommendations from the Secretary for Education to schools about mask wearing were received at 6.39pm on Thursday 21 July, which have been communicated to families. The recommendation is as follows:

'The Ministry of Health and the Ministry of Education strongly recommend that all schools and kura amend their mask policy for the **first four weeks** of Term 3 to require mask wearing in all indoors for students Year 4 and above, where it will not have a significant impact on teaching and learning.

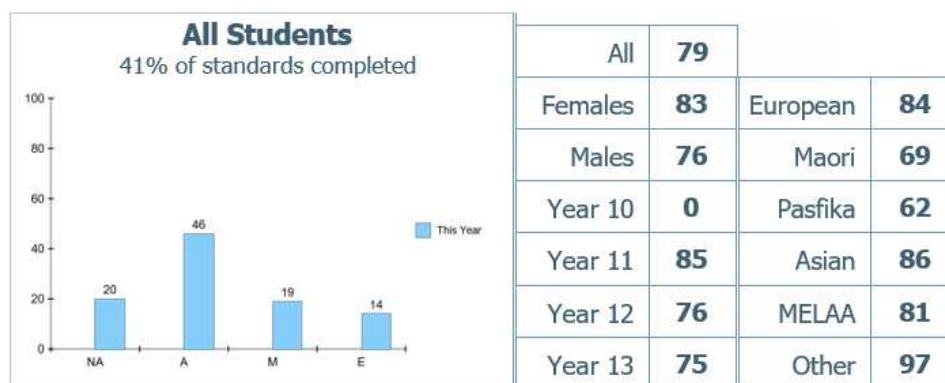
Examples of situations where mask wearing may not be practicable include:

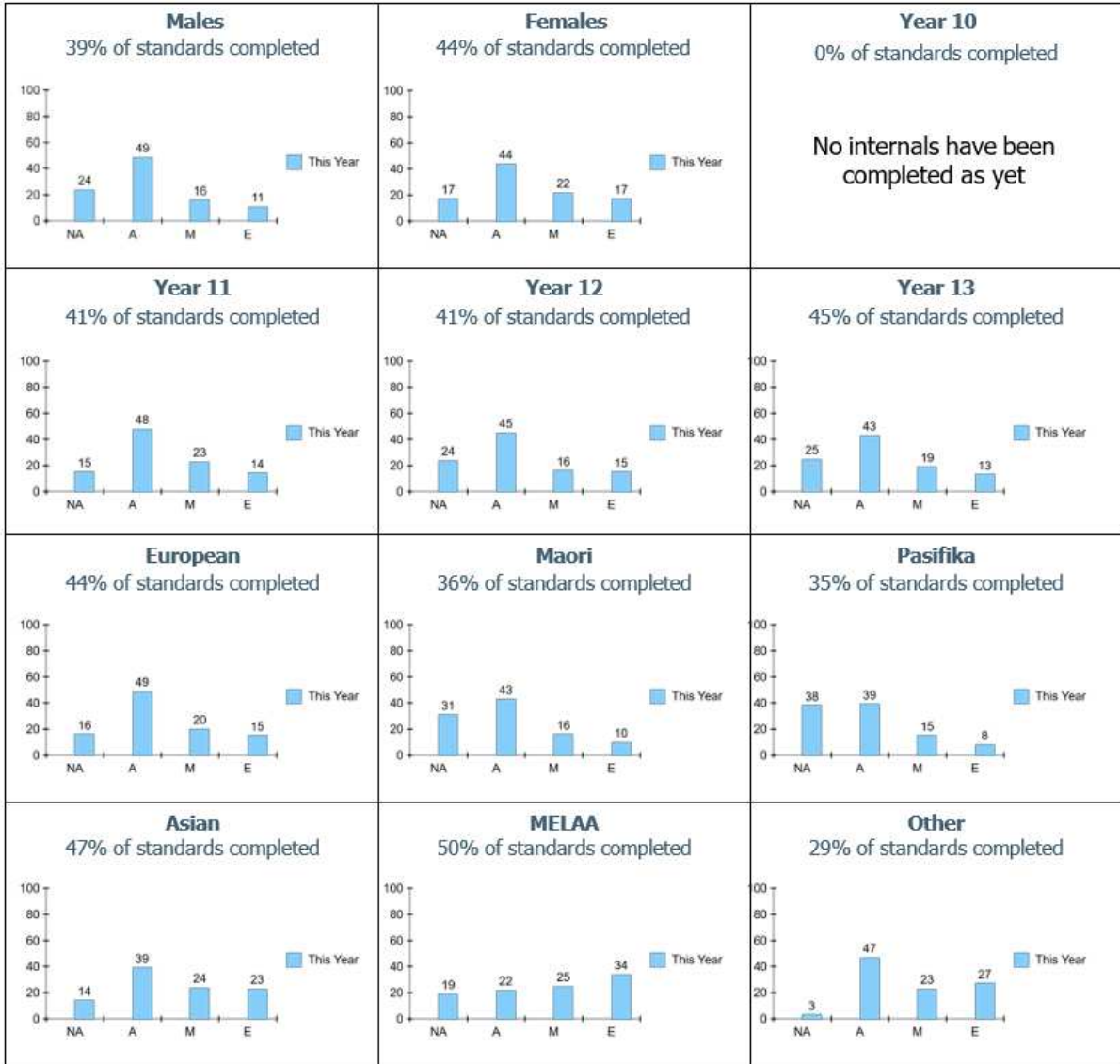
- while eating and drinking
- playing certain musical instruments
- playing indoor sport
- singing or drama performance on stage, and PE.

In these situations, particular attention should be paid to ensuring good ventilation, and physical distancing where practicable.

This approach attempts to **balance the benefits** of mask wearing with the primary purpose of school's education across curriculum areas and ensure students with **particular learning needs** that may be hindered by mask wearing are considered.'

NCEA Achievement data





School Vision: Learning without Limits

<p>Empowering curriculum <i>An empowering curriculum that meets the individual needs of our diverse learners</i></p>	<ul style="list-style-type: none"> • We met with our PLD partner from Cognition Education and completed a numeracy audit based on the MOE developed rubric and discussed how to individualise learning goals based on numeracy data results and communication with whanau • Planning is underway for 2023 course selection process via School Bridge (second year of using this platform) and Open Evening on 4 August
<p>Innovative leadership <i>Igniting the capacity of staff and students to achieve continuous school improvements</i></p>	<ul style="list-style-type: none"> • Staff House leaders have been appointed for the start of Term 3. This is an important leadership opportunity and is critical for raising school spirit and reengaging reluctant learners with their kura. • We are beginning to look at how to align the ERO framework, with the Teaching Council Educational Leadership Capabilities framework with GGL to start drafting a PHS model fit for our context. Combined middle leaders' hui unpacking Leadership aspect of Te Ara Huarau School improvement framework.
<p>Inspiring environment <i>An inspiring physical, social and emotional environment that supports innovative teaching and learning</i></p>	<ul style="list-style-type: none"> • Provision of Learning Hub funding approved. The school will be required to report on - the number of students enrolled - Number and % of students with an 80% attendance rate - Number & % of the students who have achieved their goals related to study habits - Number and % who have achieved 2 or more of their goals (study habit or educational)
<p>Impactful partnerships <i>Impactful and reciprocal partnerships based on the principles of Te Tiriti o Waitangi</i></p>	<ul style="list-style-type: none"> • We have held an initial hui with the MOE Networks team regarding a rūmaki pathway at PHS. This follows a community hui at Pukekohe North School (see below) • Thoughts on changing the Measurement Terminology around the Key Competencies from Mastered to Consistently, Developing to Usually, Emerging to Sometimes and Not yet evident to Rarely. • Junior subject-based parent teacher meetings were held on Tuesday 28 June and were well attended. • Following a meeting with and trial of SchoolAppsNZ we have decided to use the App for whānau communication (as used by Westlake Girls and Mt Albert Grammar School).

International students

Towards the end of term 2 I met with the Principal and International Director at Pukekohe International School. We discussed the possibilities of the two schools cooperating closely in the International student market. This could include sharing some staffing costs, for example, a homestay coordinator. In general, my view is that we should avoid very short-term group visits of 2 – 3 weeks duration because of the disruption and shortage of teaching spaces at PHS. However, longer term group bookings and individual International students should be our focus. I will provide a full report for the August board meeting.

School property update

The timeframe to begin the new 10 teaching space block under phase 1 of the campus development plan has been pushed back by another month. The revised price from the contractor will be considered by the MOE Steering Group in August with an estimated start time of September for actual construction. The newly constructed courts adjacent to the gyms, which will replace the current courts at the Harris Street entrance, are awaiting the final astro-turf surface.

Rūmaki pathway at PHS

We are currently waiting to attend the first whānau, community and kura hui with MOE to discuss the provision of a Rūmaki pathway at PHS. As previously reported, we have held an initial hui with MOE only, and now seek more detailed information about what is proposed including recruitment of suitable Kaiako, funding and appropriate teaching spaces.

Discipline summary for term 2

During the term break the SLT has reviewed the Behaviour and Relationships for Learning procedures to support students and staff. This includes clarifying consequences for poor behaviour and introducing an additional step for defiance before reaching stand down or suspension. Reinforcing positive behaviour through praise is also an essential element. The overall aim is to strengthen students' sense of connection and belonging to the school through House activities and competition to negate much of the poor behaviour that we have seen in previous terms. This is a clear focus for the whole school in term 3. At the same time, we need to have very clear expectations and boundaries for serious misbehaviour including continual defiance and physical aggression.

Stand downs and suspensions since the last board meeting.

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	5	0	5	9 (4) 10 (1)	NZ European (1) Cook Island Māori (1) Māori (2) Tongan/Samoan (1)
Stand-down	28	17	11	9 (10) 10 (12) 11 (6)	NZ European (7) Māori (6) Indian (1) Tongan (2) South African (2) Fijian (2)

School Board Elections

The returning officer for the triennial board election is Bernardine Vester. She can be contacted at returningofficer@myschoolelection.nz.

The timetable for the election is:

Nominations close: Wednesday 3 August

Voting starts: Wednesday 10 August

Election day: Wednesday 7 September

Voting count: Tuesday 13 September

New board in place: Wednesday 14 September.

Nominations can be made online through an email link provided in the Call for Nominations. However, a hard copy nomination form can also be obtained from the school office.

6.3 Property Health & Safety Report

Property, Health & Safety Report June 2022

Property

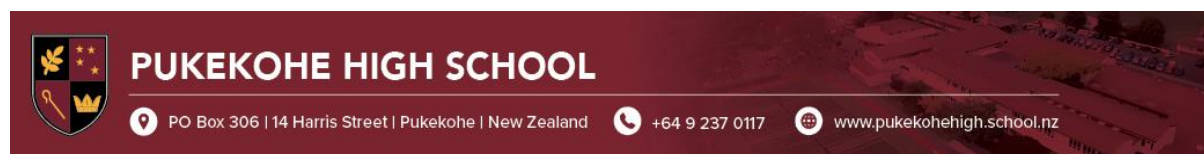
1. **New courts project.**
The MOE paid the money for us to pay Tiger Turf. The work has been at delayed for two months due to supply issues.
2. **Massey Block Roof Project.**
Still waiting for payment for this.
3. **Glasgow Road Valuation.**
Work is about to start on this.
4. **New John Street Gate.**
The new sliding gate has had teething problems most of which has been fixed and it is a lot sturdier than the swing gates.

Health & Safety

1. There has been an incident after school at the bus stop. One of the Pukekohe Intermediate School students who catches the bus sustained a foot injury as the bus drew up to the kerb. This was accidental and there was no malicious intent. Richard met with the PIS Principal in late June to discuss supervision. The Council have now agreed that they will paint yellow lines on the kerb.

7.0 Items for Decision

7.1 EOTC Policy



Education Outside the Classroom (EOTC) Policy

Policy to support NAG 5 Health & Safety

Outcome statement

Education is not limited to the classroom and education outside the classroom (EOTC) is seen as being an important part of the educative process. The school believes in utilising a range of environments, and experiences to enhance the learning of their students. The school believes in providing students with the opportunity to participate in recreation, leisure, and sport. Such education, however, must fall within the requirements of Pukekohe High School's health & safety policy.

Scoping

Education Outside the Classroom (EOTC) is defined as all those events that occur outside the classroom, both on- and off-site, including all curriculum, sporting, and cultural activities. It also includes overseas trips. EOTC sits within our safety management system and planning and consent requirements vary according to the type of activity and risk assessment.

Delegations

All participants and leaders of EOTC experiences have a responsibility for both their own safety and the safety of others.

Expectations and limitations

Taking students out of the school environment can provide them with life-changing experiences, that they will remember for the rest of their lives. It can also put them at risk and into unfamiliar situations. Careful planning and preparation is needed to minimise risks and make the activity a positive experience for each student

To make EOTC effective and safe, the school will:

- Use EOTC to enhance learning in a variety of curriculum areas through a balanced programme that provides a wide variety of adventure activities and outdoor pursuits.
- Follow Ministry of Education EOTC guidelines on safety and supervision, risk management, leadership and legal requirements.
- Implement a clear and transparent process will be used for selecting volunteers for EOTC experiences. Volunteers will understand the requirements and level of behavior expected while on EOTC experiences. The Board requires Police Vetting to be undertaken for all EOTC volunteers for overnight experiences. It expects that volunteers for any other EOTC

experience will declare any prior convictions and staff will exercise caution if concern is raised regarding any volunteers.

- Ensure that adequate ratios and effective supervision are provided for all EOTC experiences. There is no prescribed ratios for activities. Ratios will vary according to the age and needs of the students, the nature of the activity, the location, and the competence of the students and staff involved. A discussion will be held with a member of the school leadership team to determine the ratio required for each EOTC experience.
- Ensure that no alcohol or drugs will be consumed by any person while on any EOTC experiences.
- Resources within the school and local community will be utilised where possible for EOTC activities.
- Ensure that all involved with EOTC activities show respect for the environment, and the needs and values of other people, and cultural considerations.
- Take all practicable steps to include students with additional support needs. Alternative learning situations will be provided for students unable to participate.
- Ensure that EOTC includes elements of fun, time for reflection, the development of self-esteem and the opportunity to develop group skills.
- Ensure there is a robust post-evaluation and review of EOTC experiences.
- Ensure adequate ongoing training for all staff involved in EOTC including support for staff attending approved workshops, seminars, courses and training and assessment schemes.
- Ensure that written permission is sought from parents/caregivers for all EOTC activities that take place out of the school grounds at a 'Medium Risk' level. Written permission may be in the form of email, etc. All messages must be retained for proof of permission.
- Ensure that the skills and experience required to run each activity are identified and recorded on RAMS or Safety Action Plans.
- Ensure that students requiring additional language or behaviour support will be identified and catered for on the RAMS or Safety Action Plans.
- Ensure that all staff involved in EOTC experiences have a basic understanding of first aid.

EOTC Approval Delegations

Low Risk	Medium Risk	High Risk	Overseas
Subject Teacher Organisation	Subject Teacher Organisation	Head of Department Endorsement	Principal Endorsement
Head of Department Approval	Head of Department Approval	Leadership Team Approval	Board Approval

Procedures/supporting documentation

Resources

- TKI: ***EOTC Guidelines***
- TKI: ***Learning Experiences Outside The Classroom***
- EONZ: ***EOTC SMP Template and Tools***

- SupportAdventure: **Good Practice Guidelines**

Monitoring Legislative compliance

Reviewed: <i>June 2022</i>	Next review: <i>June 2025</i>
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Low Risk	Medium Risk	High Risk	Overseas
Franklin Events	Events involving machinery	Camps and overnight experiences	Overseas experiences
Risk levels increased due to travel off site activity.	Where risk exposure is greater than what would typically be the case at school. Adventurous activities & Hazardous environments., Water activities	Overnight experiences Including camps and trips.	Overnight experiences Including camps and trips.
<i>Examples: Franklin sports events, swimming off-site, Marae Day visit.</i>	<i>Examples: Day trips to museum, Beach Ed. Rock climbing</i>	<i>Examples: Duke of Ed, Matariki sleep over.</i>	<i>Examples: Sports Tour to Australia, Representation at World Events</i>
Activity Proposal Requirement: <ul style="list-style-type: none"> ● Head of Department Approval ● Inform Leadership team 	Activity Proposal Requirement: <ul style="list-style-type: none"> ● Head of Department Approval ● Inform Leadership team 	Activity Proposal Requirement: <ul style="list-style-type: none"> ● Head of Department endorsement ● Leadership Team Approval ● Approval form 	Activity Proposal Requirement: <ul style="list-style-type: none"> ● Principal Endorsement ● BOT Approval ● Approval form

<p>Consent Requirement:</p> <ul style="list-style-type: none"> • Staffing allocated related to activity. • Caregiver notification 	<p>Consent Requirement:</p> <ul style="list-style-type: none"> • Staffing allocated related to activity. • Caregiver permission slips • External provider contact information and agreement. 	<p>Consent Requirement:</p> <ul style="list-style-type: none"> • Staffing allocated related to activity. • Caregiver permission and agreement. • Medical information • External provider contact information and agreement. • Volunteer contract / details 	<p>Consent Requirement:</p> <ul style="list-style-type: none"> • Funding Agreement • Staffing allocated related to activity. • Caregiver permission and agreement. • Medical information • External provider contact information and agreement. • Volunteer contract / details
<p>Risk Identification:</p> <ul style="list-style-type: none"> • SAP - (Safety Action Plan) for travel. • SAP - of main activities 	<p>Risk Identification:</p> <p>SAP - (Safety Action Plan) for travel. SAP - of main activities from provider</p>	<p>Risk Identification:</p> <p>SAP - (Safety Action Plan) for travel, camp activities. SAP - of activities delivered by provider</p>	<p>Risk Identification:</p> <p>SAP - (Safety Action Plan) for travel, camp activities. SAP - of activities delivered by provider</p>
<p>Information required (but not limited to:)</p> <ul style="list-style-type: none"> • Student medical list • Emergency communication plan • Teachers mobile contact information • Contact details for parent transport & supervision. • Transport plan • SAP 	<p>Information required (but not limited to:)</p> <ul style="list-style-type: none"> • Student medical list • Emergency communication plan • Teachers mobile contact information • Contact details for parent transport & supervision. • Transport plan • SAP 	<p>Information required (but not limited to:)</p> <ul style="list-style-type: none"> • Student medical list • Emergency contact information • Risk assessment • Transport plan • Site plan and information • Emergency communication plan 	<p>Information required (but not limited to:)</p> <ul style="list-style-type: none"> • Student medical list • Emergency contact information • Risk assessment • Transport plan • Site plan and information • Emergency communication plan