



## NOTICE OF MEETING 2022

**A meeting of the Pukekohe High School Board of Trustees  
will be held at 6pm, 19 September 2022 in the staff room**

# AGENDA

## OPEN MEETING

### Welcome from Principal 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 22 August 2022 have been circulated to all Trustees.*

*However, Item 7.1's Resolution was amended on 8 September 2022 using electronic decision-making processes after further investigation identified that purchase was a more cost-effective option than leasing and should now reads:*

*Richard Barnett moved:*

*That the Pukekohe High School Board of Trustees agrees to purchasing 60 desktop computers with the specifications listed for rooms B9 and M19 as soon as practicable'*

*Seconded: Rani Amaranathan  
Carried*

**4 Correspondence** **2 min**  
Nil

**5 Extraordinary Business** **2 min**  
Nil

**6 Items for Decision** **10 min**

**6.1 Appointment of Board Chair**

**6.2 Appointment of Deputy Board Chair**

**6.3 Board Code of Behaviour Policy**

*Recommendation:*

*'That the Pukekohe High School Board of Trustees affirms its commitment to abide by the Pukekohe High School Board Code of Behaviour Policy.'*

<b>7</b>	<b>Standing Items</b>	<b>20 min</b>
<b>7.1</b>	<b>Financial Report</b>	
<b>7.2</b>	<b>Principal's Report</b>	
<b>7.3</b>	<b>Property, Health and Safety Report</b>	
<b>7.4</b>	<b>Staff Representative Verbal Report</b>	
<b>7.5</b>	<b>Student Representative Verbal Report</b>	
<b>8</b>	<b>Items for Information</b>	<b>2 min</b>
	Nil	
<b>9</b>	<b>Meeting Closes approx.</b>	<b>8.00pm</b>

**Next Meeting: 25 October 2022**



## Trustee Code of Behaviour Policy

### Outcome statement

The board will act in an ethical and respectful manner

### Scoping

Every member of the board will have access to the code of behaviour and opportunities to discuss its expectations of their conduct. Board business will be conducted in an ethical and respectful manner, in accordance with legislation and board policy.

### Expectations and limitations

As members of an effective governance team, each member of the board of trustees shall:

- ensure the needs of all students and their achievement is paramount
- show commitment to school and its vision
- maintain and understand the values and goals of the school
- protect the special character of the school
- publicly represent the school in a professional manner
- act as good employer
- respect the integrity of the principal and staff
- observe the confidentiality of non-public information acquired in their role as a trustee and not disclose to any other persons
- be diligent and attend board meetings prepared for full and appropriate participation in decision making
- ensure that individual trustees do not act independently of the board's decisions
- speak publicly with one voice through board policies and endeavour to ensure that any disagreements with the board's stance are resolved within the board
- in the course of board meetings, disclose any interests in a transaction or decision where they, their family and/or partner, employer or close associate may receive a benefit or gain and leave the meeting for the duration of discussion and/or voting in relation to the matter
- recognise the lack of authority in any individual trustee or committee/working party of the board in any interaction with the principal or staff
- recognise that only the chair (working within the board's agreed chair role description or delegation) or a delegate working under written delegation can speak for the board
- continually self-monitor their individual performance as trustees against policies and any other current board evaluation tools
- be open to receiving appropriate professional development.

### Legislative compliance

[Education & Training Act 2020](#)

## 7. Standing Items

### 7.1 Financial Report

#### Commentary on the August 2022 Financial Statements

Below is the August 2022 income & expenditure statement, balance sheet and 3 graphs showing surplus vs budget, working capital vs budget and the staff banking figure as at 31 August 2022.

In summary the month's YTD surplus is \$130,128 (July \$121,544) against budgeted surplus of \$30,893 and Working Capital is \$609,764 (July \$610,426).

#### **Variances**

Variances to budget worth noting are:

- **Income**
- **Locally raised funds:**
  - Net Sport Income slightly down due to tournament week where we had to pay a number of expenses out front.

#### **Expenditure**

Staffing costs are above budget by \$375k for a number reasons, the main ones being:

- MOE funded teachers \$105k above budget but that is matched by extra Teachers Salary Grant in income
- BOT funded staff \$64k over but this will come down as new staff come on board
- Strategic planning costs (legal fees for HR issues) now over by \$54k
- Teacher aides/counsellors etc over by \$43k
- Relief costs up by \$115k. However we are receiving quite a bit of that back from the MOE as we make the approved claims for Covid related leave. Claims are ongoing as evidence of recent Covid leave is sent in by staff.

#### **Staff banking.**

Similar to last month, Staff banking is sitting at \$113k in our favour so we have also included the \$113k in Teachers Salary Grant/Debtors this month.

#### **Balance Sheet**

Current liabilities. While the net figure hasn't changed much from July there two big swings where one partly offsets the other. Firstly, Government Grants in Advance drops by \$400k which is the August allocation of bulk grant transferred to income. Secondly MOE Property Projects jumped by \$212,000 because the MOE paid has paid us that money in advance for the new LSC classroom-please see Property/H&S report.

#### **Glasgow Road field.**

We have received the attached valuation and wish to discuss the matter in committee.

#### **Desktop computers**

The 60 desktop computers have been ordered and thanks to the Board for moving quickly on this issue. We hope to receive delivery in a few weeks.

# Income and Expenditure Report

## For the 8 months ended 31 August 2022

	Actual Aug \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
<b>Income</b>					
<b>Government Grants</b>					
Operations Grant	430,475	3,282,648	3,069,352	213,296	7
Teachers Salary Grant	776,319	6,508,284	6,276,926	231,358	4
Use of land & buildings	266,666	2,133,336	2,133,336	0	-
	<b>1,473,460</b>	<b>11,924,268</b>	<b>11,479,614</b>	<b>444,654</b>	<b>4</b>
<b>Locally Raised funds</b>					
Donations/Fundraising/Activities	95	5,659	2,848	2,811	99
Sport Income/exp	(4,062)	(23,023)	(8,477)	(14,546)	(172)
Other activities inc/exp	9,814	108,671	105,329	3,342	3
	<b>5,847</b>	<b>91,307</b>	<b>99,700</b>	<b>(8,393)</b>	<b>(8)</b>
<b>International Students</b>	<b>1,054</b>	<b>32,945</b>	<b>57,118</b>	<b>(24,173)</b>	<b>(42)</b>
<b>Investment income</b>	<b>634</b>	<b>3,340</b>	<b>3,336</b>	<b>4</b>	<b>0</b>
<b>Total Income</b>	<b>1,480,995</b>	<b>12,051,860</b>	<b>11,639,768</b>	<b>412,092</b>	<b>4</b>
<b>Less expenses</b>					
<b>Learning Resources</b>					
Staff Expenses	219,582	1,535,070	1,278,198	256,872	20
Teachers Salary-MOE funded	776,319	6,395,290	6,276,926	118,364	2
Curricula	10,242	324,572	367,032	(42,460)	(12)
Curricular Other	1,282	21,680	33,723	(12,043)	(36)
	<b>1,007,425</b>	<b>8,276,612</b>	<b>7,955,879</b>	<b>320,733</b>	<b>4</b>
<b>Administration</b>					
Staff expenses	60,379	471,363	447,089	24,274	5
ICT	18,437	158,176	159,072	(896)	(1)
General/Consumables/Legal	(8,792)	22,610	23,032	(422)	(2)
BOT Expenses	675	20,808	26,376	(5,568)	(21)
Communication	3,895	26,127	26,936	(809)	(3)
Audit/Accounting	1,519	1,705	8,193	(6,488)	(79)
Risk Management	1,959	9,376	14,104	(4,728)	(34)
	<b>78,072</b>	<b>710,165</b>	<b>704,802</b>	<b>5,363</b>	<b>1</b>
<b>Property</b>					
Use of land & buildings	266,667	2,133,136	2,133,336	(200)	(0)

Caretaking/Cleaning	21,073	139,786	129,728	10,058	8
Staff expenses	21,436	127,500	134,178	(6,678)	(5)
R&M/Cyclical Maintenance	19,732	101,057	108,384	(7,327)	(7)
Heat, Light and Water	12,244	85,404	83,600	1,804	2
Grounds	8,260	31,818	33,408	(1,590)	(5)
Security	4,182	10,986	12,360	(1,374)	(11)
	<b>353,594</b>	<b>2,629,687</b>	<b>2,634,994</b>	<b>(5,307)</b>	<b>(0)</b>
<b>Finance Costs</b>	<b>5,082</b>	<b>9,062</b>	<b>4,928</b>	<b>4,134</b>	<b>84</b>
<b>Depreciation</b>	<b>37,843</b>	<b>296,206</b>	<b>308,272</b>	<b>(12,066)</b>	<b>(4)</b>
	<b>42,925</b>	<b>305,268</b>	<b>313,200</b>	<b>(7,932)</b>	<b>(3)</b>
				-	
<b>Total Expenditure</b>	<b>1,482,016</b>	<b>11,921,732</b>	<b>11,608,875</b>	<b>312,857</b>	<b>3</b>
				-	
<b>Surplus/(Deficit)</b>	<b>(1,021)</b>	<b>130,128</b>	<b>30,893</b>	<b>99,235</b>	<b>321</b>

## Pukekohe High School

# Statement of Financial Position

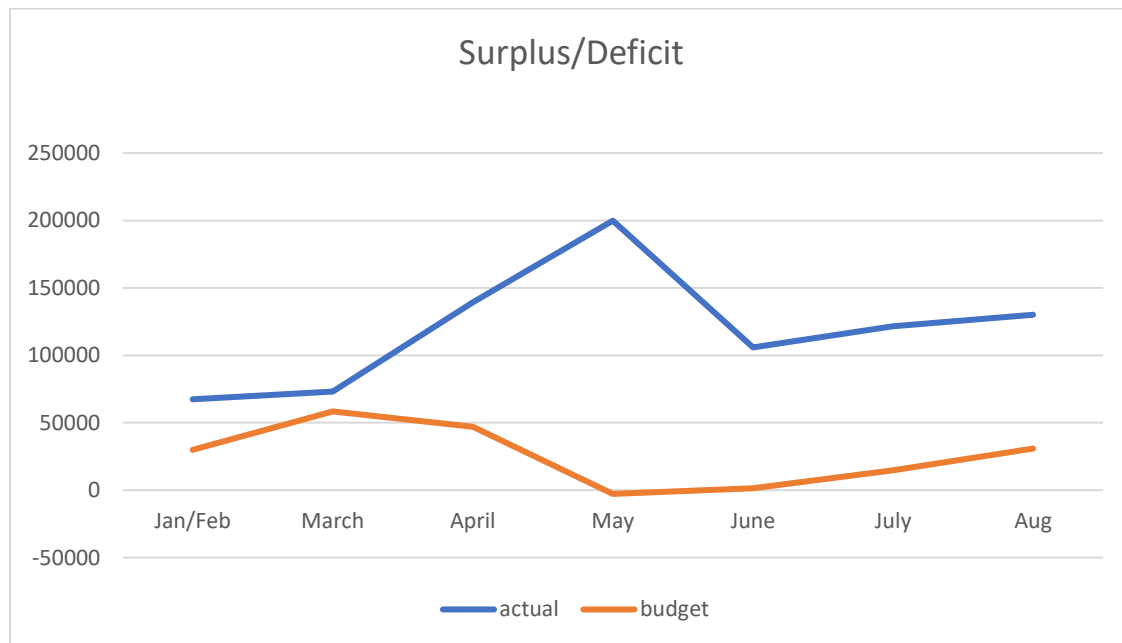
### As at 31 Aug 2022

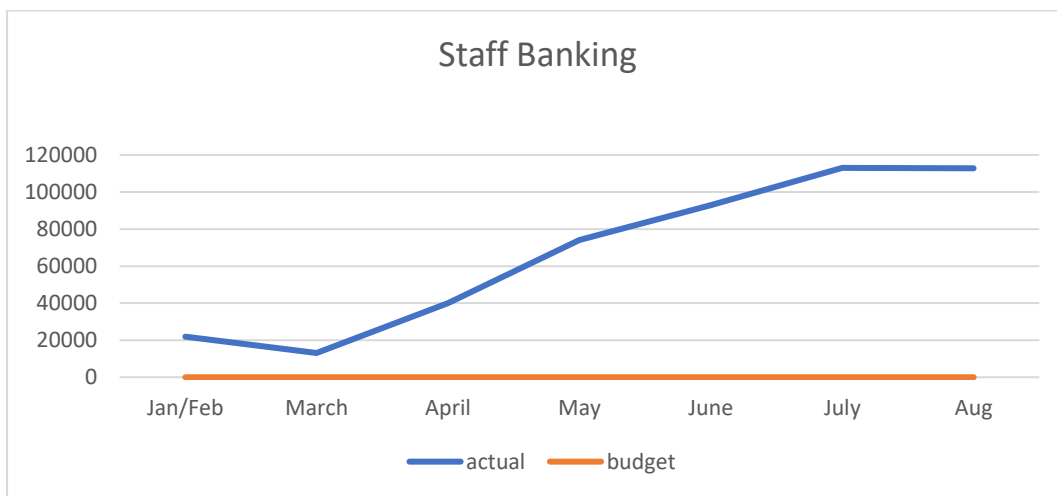
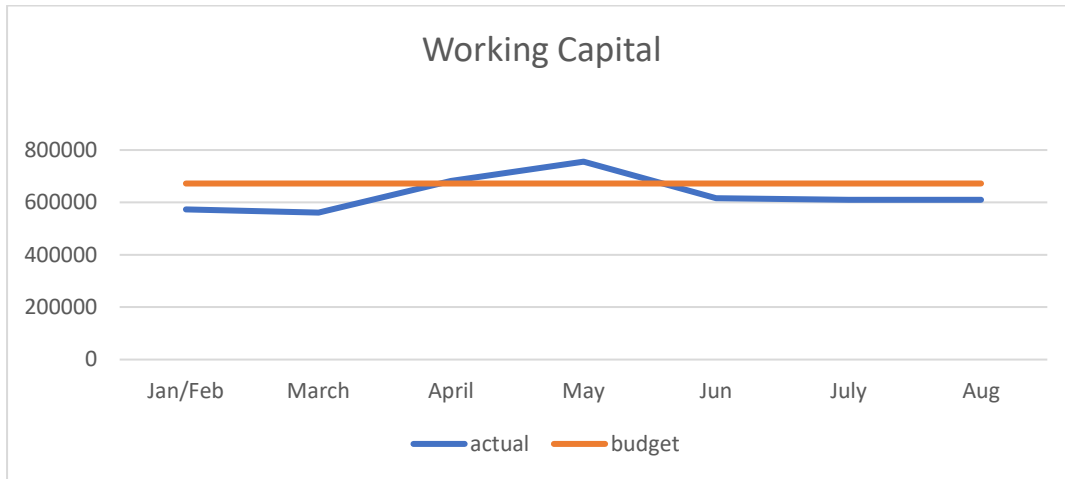
	2022 Actual \$	2022 Budget \$	July Actual \$
<b>Current Assets</b>			
Cash and Cash Equivalents	991,542	817,201	646,686
Accounts Receivable	172,483	140,938	250,318
Investments	485,644	85,573	800,000
Receivable salary grant	113,014		113,014
Prepayments	11,398	10,032	11,227
GST		28,758	
Inventories	3,797	3,797	3,797
	<b>1,777,878</b>	<b>1,086,299</b>	<b>1,825,042</b>
<b>Current Liabilities</b>			
Govt Grants in Advance	350,293		744,235
Accounts Payable	149,542	51,509	111,502
International Student Funds	72,755	149,993	30,212
Student Funds received in Advance	19,588	22,646	19,351
Provision for Cyclical Maintenance-Current	81,220	80,102	75,931
GST	157,199		113,243
Finance Lease Liability - Current	99,040	92,327	97,811
MOE Property Projects	200,705	(20,267)	(12,926)

Wages leave accrual/clearing account/Banked staffing	37,772	37,771	35,257
	<b>1,168,114</b>	<b>414,081</b>	<b>1,214,616</b>
<b>Working Capital Surplus/(Deficit)</b>	<b>609,764</b>	<b>672,218</b>	<b>610,426</b>
<b>Non-current Assets</b>			
Property, Plant and Equipment	2,339,349	2,126,142	2,356,173
	<b>2,339,349</b>	<b>2,126,142</b>	<b>2,356,173</b>
<b>Non-current Liabilities</b>			
Provision for Cyclical Maintenance	190,706	190,706	190,706
Finance Lease Liability	124,587	172,481	150,656
	<b>315,293</b>	<b>363,187</b>	<b>341,362</b>
<b>Net Assets</b>	<b>2,633,820</b>	<b>2,435,173</b>	<b>2,625,237</b>
<b>Equity</b>			
Accumulated Funds	2,344,339	2,381,820	2,344,340
Furniture Grant	159,353	50,000	159,353
Surplus/(deficit)	130,128	3,353	121,544
	<b>2,633,820</b>	<b>2,435,173</b>	<b>2,625,237</b>

**Blue = Actual**

**Orange = Budget**





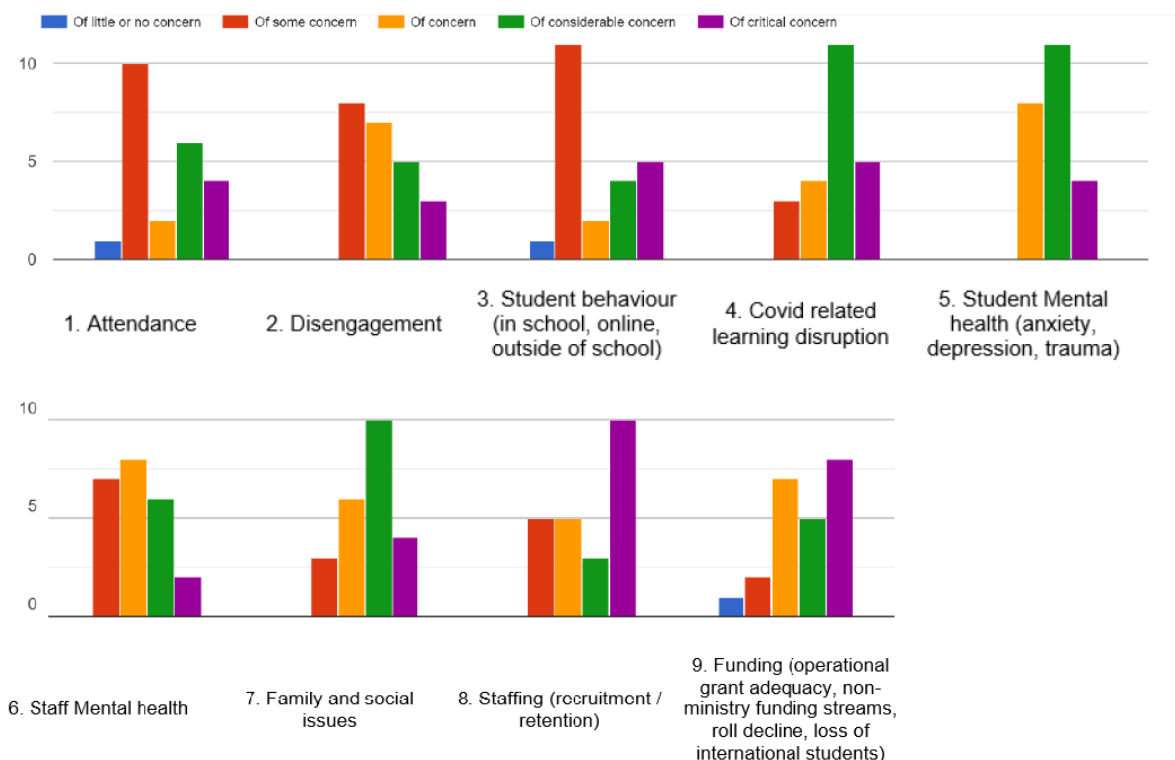
## 7.2 Principal's Report

### Current context

As the Board of Trustees begins its term in this September meeting it is important to reflect on the current context that Pukekohe High School is working in. The graphs below are taken from a survey carried out by Counties Manukau Principals' Association in June this year and are based on 23 detailed responses.

Nine areas of potential challenges were presented, and principals gave a rating for each and were also able to add additional comments.





It is instructive to have this wider context in mind when looking at the current data below for PHS.

### Attendance

Average overall attendance in the first 7 weeks of this term for PHS has been:

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
80.92%	80.72%	77.9%	78.4%	79.8%	75.8%*	78.9%

\*Week 6 statistics impacted by winter tournament week.

### NCEA Achievement data

- Level 1 are currently tracking at 70.9%, compares to the Overall Level 1 Pass rate of 75% in 2021
- Level 2 are currently tracking at 68.7% compares to the Overall Level 2 Pass rate of 76.2% in 2021
- Level 3 are currently tracking at 62.2% compares to the Overall Level 3 Pass rate of 69.1% in 2021.
- Level 1 Māori students are currently tracking at 52.5%, compares to the Overall Level 1 Māori Pass Rate of 51.1% (PHS) and 57.7% (Nationally) in 2021.
- Level 2 Māori students are currently tracking at 46.2%, compares to the Overall Level 2 Māori Pass Rate of 69.7% (PHS) and 68.3% (Nationally) in 2021.
- Level 3 Māori students are currently tracking at 47.9%, compares to the Overall Level 3 Māori Pass Rate of 48.1% (PHS) and 58.5% (Nationally) in 2021.

This data does not take into account the Learning Recognition Credits (LRCs), which will provide a slight buffer for students who have missed significant amounts of class time due to Covid. In 2022, students will be entitled to 1 Learning Recognition Credit (LRC) for every 5 credits earned through assessment, up to a maximum of:

NCEA Level	Maximum LRCs
1	10
2	8
3	8

The next 6 school weeks (beginning Monday 12 September) up until NCEA exams begin on Monday 7 November are crucial for our intervention strategies to support students to reach their individual NCEA goals.

### Strategies to support NCEA students, September - November

#### Maths

1. Year 11 targeted workshops for Year 11 leading to MCAT. Three different workshops based on performance in school exams. MCAT is in week 8
2. Homework interventions after school run by department

#### English

1. At Level 1 64 students have not yet achieved Literacy. Department is working with groups of 10 students from this group each Thursday morning.
2. At Year 13 in class interventions to support students achieving UE Literacy.

#### Science

1. Level 1 Biology standard (4 Numeracy credits) aimed at 80 students
2. Use of Wednesday period 1 to support identified Year 12 students

**Friday homework club** – in the library with staff support from different learning areas

**Study Hub in week 3 of term 4** (last week before NCEA exams begin)

**Wānanga for Angitu (Success) learners**, Saturday 24 September

### School Vision: Learning without Limits

<p><b>Empowering curriculum</b> <i>An empowering curriculum that meets the individual needs of our diverse learners</i></p>	<ul style="list-style-type: none"> <li>• Introduction of NCEA Psychology at Year 12</li> <li>• On the recent Teacher only Day, time was utilised to unpack the new NCEA standards. –In particular, what aspects of matauranga Māori exist in new standards and how can they grow that from junior curriculum</li> <li>• The Maths and Science faculties joined together on the Teacher only Day to look at consistent teaching of numeracy across the school. This, together with the connections that are being made with the Intermediate School, will further support raising numeracy levels for our ākonga</li> </ul>
<p><b>Innovative leadership</b> <i>Igniting the capacity of staff and students to achieve continuous school improvements</i></p>	<ul style="list-style-type: none"> <li>• In November we will conduct lesson observations using the Rongohia te hau tool to review and support ongoing pedagogical improvements (we have not been able to use this tool to evaluate pedagogy for the last two years). This will build leadership capacity by training teacher evaluators to do observations and spread best practice.</li> </ul>
<p><b>Inspiring environment</b> <i>An inspiring physical, social and emotional environment that supports innovative teaching and learning</i></p>	<ul style="list-style-type: none"> <li>• Working group to design programme to build House identity and spirit in 2023 through junior student leadership, academic achievement, traffic light data.</li> <li>• Ongoing discussions with Matua Ted Ngataki from Ngāti Tamaoho over placing of 5 pou within school grounds</li> </ul>

<p><b>Impactful partnerships</b>  <i>Impactful and reciprocal partnerships based on the principles of Te Tiriti o Waitangi</i></p>	<ul style="list-style-type: none"> <li>• Celebration of Te Wiki o te reo Māori in week 8</li> <li>• Māori whānau hui, Monday 12 September</li> <li>• Wānanga for Māori learners, Saturday 24 September</li> <li>• Pasifika homework club is open each Friday afternoon (and available to all learners)</li> </ul>
--	---

### 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 again by a further month due to higher-than-expected costs. The revised price from the contractor will be considered by the MOE Steering Group at their next meeting with an estimated start time of October for actual construction. The newly constructed courts adjacent to the gyms, which will replace the current courts at the Harris Street entrance, are almost completed.

The delayed start of this major project is a concern because of the current shortage of teaching spaces, that will continue into 2023 with an estimated Year 9 roll of 450.

### Discipline summary

Stand downs and suspensions since the last board meeting.

The number of suspension meetings has reduced since the previous board meeting. There is evidence from students and parents that the exclusion of some students has had a positive impact on lowering some of the highest behavioural concerns.

The number of stand downs is also considerably lower than at this stage of term 2. We are also piloting an afterschool community service consequence that will be jointly run by SLT and Kaitiaki (Deans).

However, we remain concerned, in common with other Auckland schools, about the recourse to physical violence from a small minority of our junior students.

Action	Total	Female	Male	Year Level	Ethnicity
<b>Suspension</b>	1	1		10 (1)	Māori (1)
<b>Stand-down</b>	9	6	3	9 (3) 10 (2) 11 (3) 12 (1)	Chinese (1) Filipino (1) NZ European (3) NZ European/Fijian (1) Māori (1) Cook Islands Māori (1) Samoan (1)

## **6.3 Property Health & Safety Report**

### **Property, Health & Safety Report August 2022**

#### **PROPERTY**

**1. New courts project.**

The job is nearly finished and should be ready for use in the next few weeks.

**2. Massey Block Roof Project.**

As per last month we are still waiting for final payment for this.

**3. New John St gate.**

The contractor has now buried the trigger pad underground so cars can activate the gate but phones cannot.

**4. New 10YPP.**

We are still awaiting the new amended plan but we have been permitted to start the process for the Massey block toilets to be renovated. The architects visited the site on Wednesday 14 September and measured up for their design. The quote for their work alone is \$24k. The idea for the redesign is to eliminate the ability for students to congregate in the toilets. Both girls and boys' toilets will be reduced in size and extra storage rooms will be created. Also the small area outside the cubicles will be visible from the corridor.

**5. Massey block toilets.**

In the meantime as a trial, we have painted the boys' block black and coated the paint with an anti graffiti film. Already that has cut graffiti down a lot and any that does go on can be wiped off easily with a wet cloth. The black actually looks quite smart-even the students are saying that and because it is glossy it hasn't darkened the block at all.

We are installing vandal proof paper dispensers in every toilet and those we have done so far have reduced the blocking of pans/drains markedly. The blocking of toilets was almost a daily occurrence.

Thirdly we just starting to install vandal proof seats on the pans. These are bolted down and cannot be ripped off.

**6. Glasgow Rd.**

The valuation is attached so we can now make a decision on the use of the site.

#### **HEALTH & SAFETY**

1. 755 students were treated in the health centre this month with two people sent to hospital-one student with a knee dislocation caused by a slip on a wet gym changing room floor and a staff member with a gashed head. This was due to walking into an open door and did not involve anyone else.
2. We have been advertising to no avail for a third nurse for some time now.