



## NOTICE OF MEETING 2022

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

# AGENDA

## OPEN MEETING

### Welcome from Principal and Karakia

|   |               |
|---|---------------|
| <b>1 Apologies</b>  | <b>2 min</b>  |
| <b>2 Declaration of Conflict of Interest</b>  | <b>2 min</b>  |
| <b>3 Confirmation of Previous Minutes</b><br><i>Minutes of the Pukekohe High School Board of Trustees dated 19 September 2022 have been circulated to all Trustees.</i>   | <b>3 min</b>  |
| <b>4 Correspondence</b><br>Nil  | <b>2 min</b>  |
| <b>5 Extraordinary Business</b><br>Nil  | <b>2 min</b>  |
| <b>6 Standing Items</b>   | <b>20 min</b> |
| <b>6.1 Financial Report</b>   |               |
| <b>6.2 Principal's Report</b>   |               |
| <b>6.3 Property, Health and Safety Report</b>   |               |
| <b>6.4 Staff Representative Verbal Report</b>   |               |
| <b>6.5 Student Representative Verbal Report</b>   |               |
| <b>7.0 Items for Decision</b>   | <b>10min</b>  |
| <b>7.1 Glasgow Road land lease proposal</b><br>Recommendation:<br><i>'Authorises school management to work with the Ministry of Education and conduct a tender process to lease the land adjacent to Glasgow Road.'</i> |               |
| <b>8 Items for Information</b><br>Nil   | <b>2 min</b>  |
| <b>9 Meeting Closes approx.</b>   | <b>8.00pm</b> |

**Next Meeting: 21 November 2022**

## 6 Standing Items

### 6.1 Financial Report

Commentary on September 2022 Financial Statements

1. Below is the September 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 September 2022.
2. In summary the month's YTD surplus is \$88,513 (August \$130,128) against budgeted surplus of \$56,484. Our YTD surplus last month was \$130k but in September we incurred a loss for the month of \$42k. Each year we do incur losses in some months where income is low and or expenditure is high and September is one such month. In September 2021 the loss that month was \$69k and YTD deficit was \$132k. So while things have followed the same pattern we are in a much stronger position than a year ago.

#### Variances

3. Variances to budget worth noting are:

##### **Income**

##### **Government Grants**

Teachers Salary Grant well up on budget but matched by extra Teachers Salary and relivers costs. Operations Grant and STP funding up on budget due to extra funding for relief costs for teachers affected by Covid, extra funding for Teacher Aides etc

##### **International Students net income**

Down due lower numbers and one student being absent for a long period.

##### **Expenditure**

Staffing costs are above budget by \$200k but all of that is offset by extra Government Grants mentioned above.

Strategic planning costs (legal fees for HR issues) over by \$52k

-relief costs up by \$145k. Extra funding for relief costs offset that.

##### **Staff banking.**

Similarly, to last month Staff banking is now \$100k, down from last month's \$113k in our favour. As mentioned last month the figure will drop to zero by year end.

4. **Balance Sheet**

Working capital is down from \$610k in August to \$585k due to the \$42k loss we suffered.

5. **Desktop computers**

30 of the 60 desktop computers ordered have been delivered. The New Era techs are imaging them, and the devices will go into one of the computer labs. The other 30 for the Art faculty are coming soon. Apparently, they were delivered to Australia in error.

# Income and Expenditure Report

## For the 9 months ended 30 September 2022

|                                  | Actual<br>Sep<br>\$ | Actual<br>YTD<br>\$ | YTD<br>Budget<br>\$ | Variance<br>Actual<br>\$ | Variance<br>% |
|----------------------------------|---------------------|---------------------|---------------------|--------------------------|---------------|
| <b>Income</b>                    |                     |                     |                     |                          |               |
| <b>Government Grants</b>         |                     |                     |                     |                          |               |
| Operations Grant                 | 374,532             | 3,657,180           | 3,453,021           | 204,159                  | 6             |
| Teachers Salary Grant            | 774,429             | 7,282,713           | 7,015,388           | 267,325                  | 4             |
| Use of land & buildings          | 266,668             | 2,400,004           | 2,400,003           | 1                        | 0             |
|                                  | <b>1,415,629</b>    | <b>13,339,897</b>   | <b>12,868,412</b>   | <b>471,485</b>           | <b>4</b>      |
| <b>Locally Raised funds</b>      |                     |                     |                     |                          |               |
| Donations/Fundraising/Activities | 1,087               | 6,746               | 3,204               | 3,542                    | 111           |
| Sport Income/exp                 | 9,818               | (13,205)            | (3,885)             | (9,320)                  | (240)         |
| Other activities inc/exp         | 10,233              | 118,904             | 127,552             | (8,648)                  | (7)           |
|                                  | <b>21,138</b>       | <b>112,445</b>      | <b>126,871</b>      | <b>(14,426)</b>          | <b>(11)</b>   |
| <b>International Students</b>    | <b>(5,664)</b>      | <b>27,281</b>       | <b>56,678</b>       | <b>(29,397)</b>          | <b>(52)</b>   |
| <b>Investment income</b>         | <b>1,211</b>        | <b>4,551</b>        | <b>3,753</b>        | <b>798</b>               | <b>21</b>     |
| <b>Total Income</b>              | <b>1,432,314</b>    | <b>13,484,174</b>   | <b>13,055,714</b>   | <b>428,460</b>           | <b>3</b>      |
| <b>Less expenses</b>             |                     |                     |                     |                          |               |
| <b>Learning Resources</b>        |                     |                     |                     |                          |               |
| Staff Expenses                   | 197,397             | 1,732,467           | 1,414,911           | 317,556                  | 22            |
| Teachers Salary-MOE funded       | 786,742             | 7,182,032           | 7,029,999           | 152,033                  | 2             |
| Curricula                        | 20,283              | 344,855             | 412,911             | (68,056)                 | (16)          |
| Curricular Other                 | 3,932               | 25,612              | 37,938              | (12,326)                 | (32)          |
|                                  | <b>1,008,354</b>    | <b>9,284,966</b>    | <b>8,895,759</b>    | <b>389,207</b>           | <b>4</b>      |
| <b>Administration</b>            |                     |                     |                     |                          |               |
| Staff expenses                   | 60,795              | 532,158             | 499,688             | 32,470                   | 6             |
| ICT                              | 17,773              | 175,949             | 178,956             | (3,007)                  | (2)           |
| General/Consumables/Legal        | 3,993               | 26,603              | 25,911              | 692                      | 3             |
| BOT Expenses                     | 551                 | 21,359              | 27,798              | (6,439)                  | (23)          |
| Communication                    | 1,012               | 27,139              | 30,303              | (3,164)                  | (10)          |
| Audit/Accounting                 | 13                  | 1,718               | 9,216               | (7,498)                  | (81)          |
| Risk Management                  | 9,187               | 18,563              | 15,867              | 2,696                    | 17            |
|                                  | <b>93,324</b>       | <b>803,489</b>      | <b>787,739</b>      | <b>15,750</b>            | <b>2</b>      |
| <b>Property</b>                  |                     |                     |                     |                          |               |
| Use of land & buildings          | 266,867             | 2,400,003           | 2,400,003           | -                        | -             |
| Caretaking/Cleaning              | 19,047              | 158,833             | 145,944             | 12,889                   | 9             |
| Staff expenses                   | 15,775              | 143,275             | 149,964             | (6,689)                  | (4)           |
| R&M/Cyclical Maintenance         | 12,564              | 113,621             | 121,932             | (8,311)                  | (7)           |
| Heat, Light and Water            | 16,545              | 101,949             | 94,050              | 7,899                    | 8             |
| Grounds                          | 788                 | 32,606              | 37,584              | (4,978)                  | (13)          |
| Security                         | 1,588               | 12,574              | 13,905              | (1,331)                  | (10)          |

|                          |                  |                   |                   |                 |            |
|--------------------------|------------------|-------------------|-------------------|-----------------|------------|
|                          | <b>333,174</b>   | <b>2,962,861</b>  | <b>2,963,382</b>  | <b>(521)</b>    | <b>(0)</b> |
| <b>Finance Costs</b>     | <b>0</b>         | <b>9,062</b>      | <b>5,544</b>      | <b>3,518</b>    | <b>63</b>  |
| <b>Depreciation</b>      | <b>39,077</b>    | <b>335,283</b>    | <b>346,806</b>    | <b>(11,523)</b> | <b>(3)</b> |
|                          | <b>39,077</b>    | <b>344,345</b>    | <b>352,350</b>    | <b>(8,005)</b>  | <b>(2)</b> |
|                          |                  |                   |                   | -               |            |
| <b>Total Expenditure</b> | <b>1,473,929</b> | <b>13,395,661</b> | <b>12,999,230</b> | <b>396,431</b>  | <b>3</b>   |
|                          |                  |                   |                   | -               |            |
| <b>Surplus/(Deficit)</b> | <b>(41,615)</b>  | <b>88,513</b>     | <b>56,484</b>     | <b>32,029</b>   | <b>57</b>  |

## Pukekohe High School

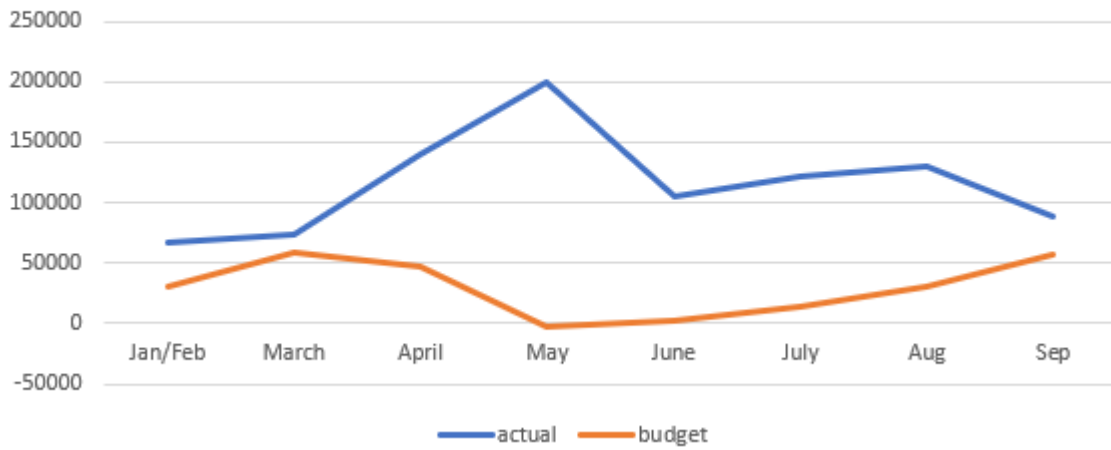
### Statement of Financial Position

#### As at 30 Sep 2022

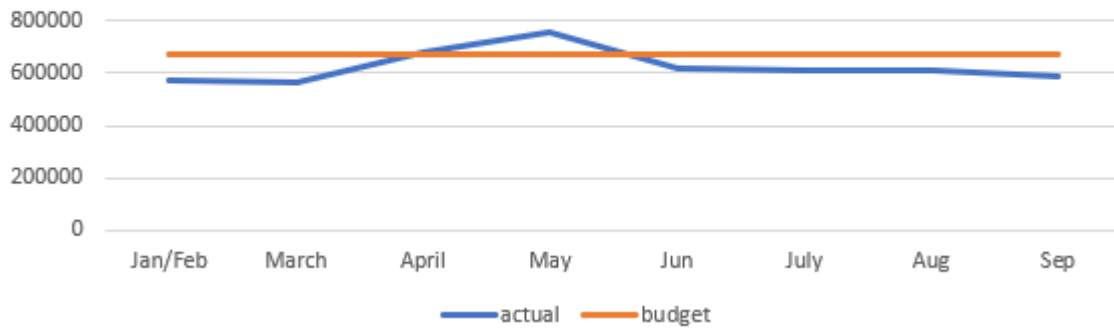
|  | <b>2022</b>      | <b>2022</b>      | <b>Aug</b>       |
|--|------------------|------------------|------------------|
|  | <b>Actual</b>    | <b>Budget</b>    | <b>Actual</b>    |
|  | <b>\$</b>        | <b>\$</b>        | <b>\$</b>        |
| <b>Current Assets</b>                                |                  |                  |                  |
| Cash and Cash Equivalents                            | 913,966          | 817,201          | 991,542          |
| Accounts Receivable                                  | 132,889          | 140,938          | 172,483          |
| Investments  | 85,644           | 85,573           | 485,644          |
| Receivable salary grant                              | 100,682          |                  | 113,014          |
| Prepayments  | 11,398           | 10,032           | 11,398           |
| GST  | 11,603           | 28,758           |                  |
| Inventories  | 3,797            | 3,797            | 3,797            |
|  | <b>1,259,979</b> | <b>1,086,299</b> | <b>1,777,878</b> |
| <b>Current Liabilities</b>                           |                  |                  |                  |
| Govt Grants in Advance                               | 56,935           |                  | 350,293          |
| Accounts Payable                                     | 67,902           | 51,509           | 149,542          |
| International Student Funds                          | 85,686           | 149,993          | 72,755           |
| Student Funds received in Advance                    | 36,098           | 22,646           | 19,588           |
| Provision for Cyclical Maintenance-Current           | 86,509           | 80,102           | 81,220           |
| GST  |                  |                  | 157,199          |
| Finance Lease Liability - Current                    | 103,088          | 92,327           | 99,040           |
| MOE Property Projects                                | 200,704          | (20,267)         | 200,705          |
| Wages leave accrual/learning account/Banked staffing | 37,771           | 37,771           | 37,772           |
|  | <b>674,693</b>   | <b>414,081</b>   | <b>1,168,114</b> |
| <b>Working Capital Surplus/(Deficit)</b>             | <b>585,286</b>   | <b>672,218</b>   | <b>609,764</b>   |
| <b>Non-current Assets</b>                            |                  |                  |                  |
| Property, Plant and Equipment                        | 2,331,404        | 2,126,142        | 2,339,349        |
|  | <b>2,331,404</b> | <b>2,126,142</b> | <b>2,339,349</b> |
| <b>Non-current Liabilities</b>                       |                  |                  |                  |
| Provision for Cyclical Maintenance                   | 190,706          | 190,706          | 190,706          |

|                         |                  |                  |                  |
|-------------------------|------------------|------------------|------------------|
| Finance Lease Liability | 133,783          | 172,481          | 124,587          |
|                         | <b>324,489</b>   | <b>363,187</b>   | <b>315,293</b>   |
| <b>Net Assets</b>       | <b>2,592,201</b> | <b>2,435,173</b> | <b>2,633,820</b> |
| <b>Equity</b>           |                  |                  |                  |
| Accumulated Funds       | 2,344,335        | 2,381,820        | 2,344,339        |
| Furniture Grant         | 159,353          | 50,000           | 159,353          |
| Surplus/(deficit)       | 88,513           | 3,353            | 130,128          |
|                         | <b>2,592,201</b> | <b>2,435,173</b> | <b>2,633,820</b> |

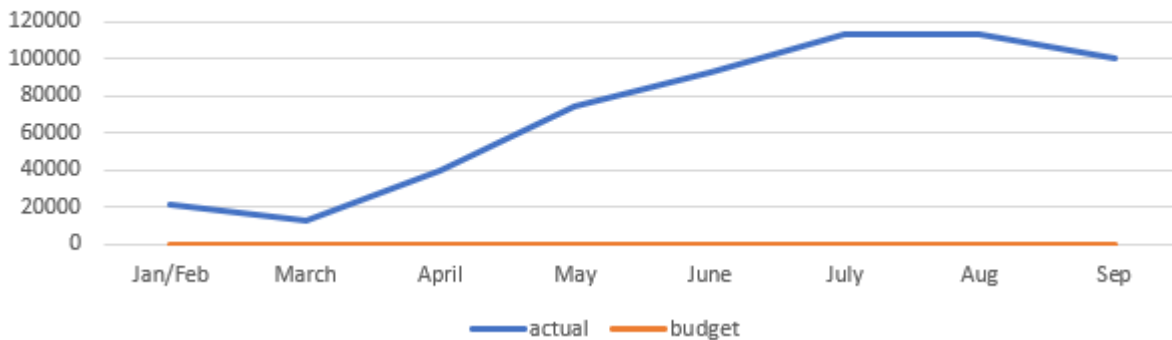
### Surplus/Deficit



### Working Capital



### Staff Banking



## 6.2 Principal's Report

### Attendance

Average overall attendance for term 3 has been:

| Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 |
|--------|--------|--------|--------|--------|---------|
| 79.8%  | 75.8%* | 78.9%  | 78.5%  | 78.9%  | 77%     |

\*week 6 statistics impacted by winter tournament week.

1. Attendance on Monday 17 October (first day of term 4) was 84.8%.

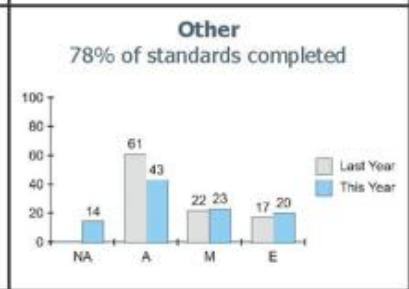
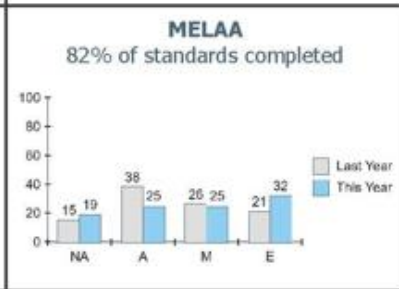
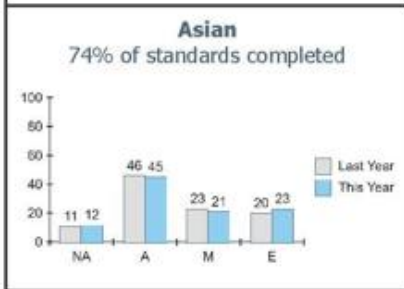
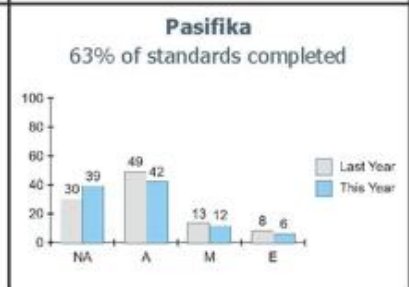
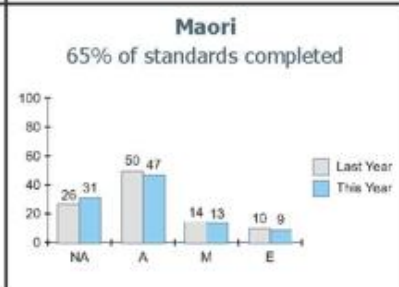
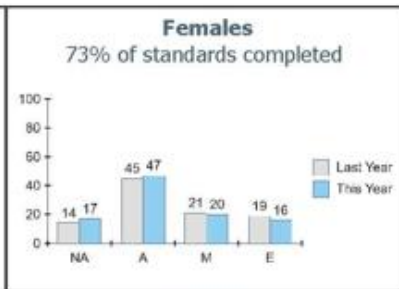
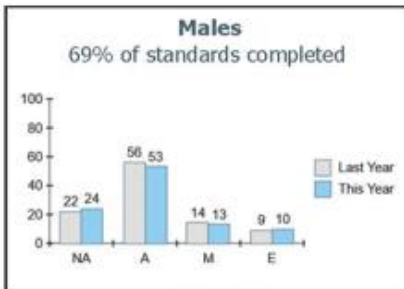
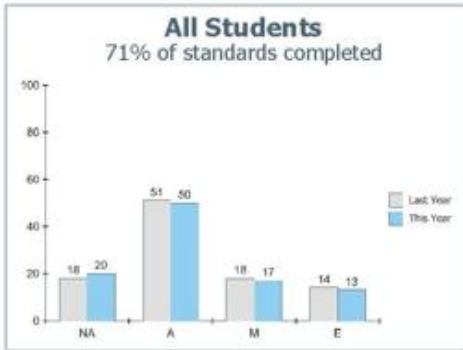
### Truancy Initiative

2. The school is working with the wider community to inform people that students should be at school during school hours and is taking the following steps:
  - a. The Pukekohe Business Association is designing new truancy signs which will be printed for businesses in Pukekohe. These will state:
    - i. The hours that shops will not allow students in their stores.
    - ii. Only year 13 students with their official Student ID may visit businesses during school hours.
  - b. Pukekohe High School will use adverts in the local paper along with social media to inform people about truancy and that students should not be hanging around town during the day.
  - c. The Business association and local board will also use their social media platforms. I am happy to get the message out via the grapevines.

The shared information statement is yet to be finalised but will include the school's phone number, encouraging the community to call if they see young students out and about during school hours.

3. Our PHS truancy officer has suggested a small working group to include the intermediate and high schools, Franklin Local Board and business association, have short 20-minute meetings starting on a fortnightly basis.

## NCEA Data Analysis 2022 Internals



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            |

## **Study Hub**

During week 3 (from Monday 31 October) Study Hub will be running. Following their regular timetable students will be able to access their subject teachers, during their timetabled slots, for support completing internals and/or external exam preparation.

## **Workshops**

Also, from week 3 we will be offering targeted workshops for our students working towards NCEA. These will be for support completing internals and/or external exam preparation OR for longer periods of time for completion of additional standards within learning areas or outside of specific learning areas (e.g. for literacy and numeracy). It is expected that all learning areas offer this support.

Workshops will operate during school hours with one slot in the morning (AM) and one in the afternoon (PM). Times are to be confirmed. NCEA exam start at 9.30am and 2.00pm.

## **Review of reporting to parents**

1. We have reviewed the ways in which our key contributing schools report to their communities and looked at examples from other secondary schools.
2. In 2023 our junior 'traffic light' reporting will become fortnightly instead of weekly. This allows for more movement between reports based on more lessons.
3. Junior 'traffic light' reports will also move to a 5-point scale and parents will be able to see a continuum over the term. Students who achieve an overall average of 4.5 on their fortnightly reports will be rewarded with house points.
4. We will change some of the terminology used in reports to ensure it is more streamlined with our contributing schools.

## **School property update**

The MOE Property Manager has confirmed that the higher-than-expected cost of the new 10 teaching space block under phase 1 of the campus development plan has been approved.

For 2023 the shortage of teaching spaces remains a significant challenge.

The newly constructed courts adjacent to the gyms have been completed and are being used. Land near the new courts is being remediated and there will be some additional car parking spaces for visitors and members of the community.





## Discipline summary

Stand downs and suspensions since the September board meeting.

| Action     | Total | Female    | Male | Year Level                          | Ethnicity  |
|------------|-------|-----------|------|-------------------------------------|--|
| Suspension | 4     | 1 (twice) | 2    | 11 (4)                              | Māori (1)<br>NZ European (1)<br>NZ European/Fijian (1 twice) |
| Stand-down | 10    | 5         | 5    | 9 (5)<br>10 (1)<br>11 (2)<br>12 (2) | NZ European (5)<br>Māori (4)<br>Tongan (1)                   |

For perspective, it is also important to look at an overview of terms 2 and 3. These figures were shared with staff at the first meeting of this term.

### Term 2

| Action     | Total | Female | Male | Year Level                             |
|------------|-------|--------|------|--|
| Suspension | 7     | 0      | 7    | 9 (5)<br>10 (1)<br>11 (1)              |
| Stand-down | 50    | 25     | 25   | 9 (21)<br>10 (13)<br>11 (15)<br>12 (1) |

Total of 3 students excluded.

### Term 3

| Action     | Total | Female | Male | Year Level                           |
|------------|-------|--------|------|--------------------------------------|
| Suspension | 12    | 4      | 8    | 9 (2)<br>10 (3)<br>11 (7)            |
| Stand-down | 26    | 14     | 12   | 9 (11)<br>10 (6)<br>11 (6)<br>12 (3) |

Total of 8 students excluded.

### During term 4 we will:

1. Use the Education Review Office *Bullying Prevention and Response in New Zealand Schools* evaluative rubric to review our procedures and strategies to better support a student anti-bullying culture at PHS
2. Form a staff working group to review and improve our Behaviour and Relationships for Learning framework so that we have a consistent and cohesive focus on bullying prevention in 2023
3. Provide PLD for staff to ensure that all teachers address bullying when they encounter it in their classes and on duty
4. Budget for an additional 0.6 FTE guidance counsellor
5. Budget for an on-site security contractor to support the truancy officer

### **Key dates for term 4**

- Wednesday 26 October – Music Concert
- Thursday 27 October – Annual Sports Awards
- Thursday 3 November – Senior Prize-giving
- Friday 4 November – Teacher Only Day
- Monday 7 November – Friday 2 December – NZQA Exams
- Friday 11 November – Teacher Only Day
- Monday 21 November – Friday 2 December – Year 10 Camps
- Thursday 8 December – Year 13 Graduation
- Monday 12 December – Year 9 and 10 Prize-giving

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

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

#### **PROPERTY**

##### **New courts project**

The courts are completed, and the contractor will start reinstatement of the surrounding area when weather permits. We will score a new metalled carpark with room for 10-15 cars out of the deal.

##### **Massey Block Roof Project**

As per previous months we are still waiting for final payment for this.

##### **New 10YPP**

- Massey Block toilets.  
The architects visited the site on Wednesday 14 September and are currently drawing up the plans.
- Electrical upgrade.  
The engineer was here for 3 days scoping out the site and where all the distribution boards etc are. He is now drawing up his design/upgrade plans.

#### **HEALTH & SAFETY**

- We have finally been able to appoint a third nurse and she was a charge nurse so comes with plenty of experience.
- There were no major injuries in the last two weeks of the school term.

## 7.0 Items for Decision

### 7.1 Glasgow Road land lease proposal

|                |   |
|----------------|---|
| Title          | <b>Glasgow Road land lease proposal</b>   |
| Date           | Thursday 20 October   |
| Prepared By    | Denis Murphy, Richard Barnett   |
| Approved By    | Ben Stallworthy, Chair  |
| Recommendation | That the Pukekohe High School Board of Trustees:<br><br>a) Authorises school management to work with the Ministry of Education and independent legal counsel to develop a tender process to lease 4,000 sqm of school property located on Glasgow Road including confirmation:<br>i. The terms of use of the leased land.<br>ii. The length of lease including; rights of renewal.<br>b) Consideration of a report outlining this information, prior to approval for the tender process starting. |

The Ministry of Education's Regional Property Manager confirmed that the school is able to lease the 4000m<sup>2</sup> of land adjacent to Glasgow Road.

Although the land was used in 2019 and 2020 by students studying building, who built a small house with a local builder; it has not been used since and due to its location is unlikely to be used by the school.

Recently, informal approaches have been made to the School about the possibility of leasing the land. After attaining a valuation, from the valuers; Marsh and Irwin, the School believes that leasing the underutilised land could provide a significant income stream for the school.

The School engaged with the Ministry of Education and their advice is that; applying for a third party occupancy is a streamlined and straightforward process. The Ministry's list of permitted activities is reasonably broad and leasing the land for a purpose that does not involve construction of buildings (i.e. parking or storage) is not unusual and supported by the Ministry.

Currently, the School will engage commercial legal advice to support an open and transparent tender process. School management is seeking Board approval to develop the tender process, supported by an independent commercial advisor and identify a lease partner.

When the School, confirms details of the lease conditions (i.e. tenure, possible use of the land, rights of renewal) with the Ministry of Education and its independent legal advisor those conditions will be reported to the Board of Trustees for final approval. After which the board will authorise the tender process to start.