



## MINUTES

### **A meeting of the Pukekohe High School Board of Trustees was held at 6 pm, 21 November 2022**

#### **OPEN MEETING**

**Present:** Ben Stallworthy (Board Chair), Rachel Hamlin (Associate Principal), Tyler Chapman, Denis Murphy (Business Manager), Rani Amaranathan, Lita Henwood, Logan Soole, Simon Williams, Lincoln Sharp, Denise Proctor, Catherine Tamihere

#### **1. Apologies**

Richard Barnett  
Lincoln Sharp

**Carried**

#### **2. Declaration of Conflicts of Interest**

**Carried**

#### **3. Confirmation of Previous Minutes**

Minutes of the Pukekohe High School Board of Trustees dated 25 October 2022 have been circulated to all Trustees.

Moved from Chair:

*"That the Pukekohe High School Board of Trustees amends the previous minutes to include Ben Stallworthy as present."*

#### **4. Correspondence**

Nil

#### **5. Extraordinary Business**

Moved from the Chair

*"That the Pukekohe High School Board of Trustees says thank you to local iwi for their generosity, hard work, perseverance and support that culminated in gifting the new house names and Pou to the school."*

**Carried**

#### **6. Standing Items**

##### **6.1 Financial Report**

Moved from the Chair:

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

**Seconded:** Rani Amaranathan  
**Carried**

## **6.2 Principal's Report**

Rachel Hamlin moved:

*'That the Pukekohe High School Board of Trustees provides a letter in support of the development of a whare-kura within Pukekohe.'*

**Seconded:** Lita Henwood  
**Carried**

Rachel Hamlin moved:

*'That the Pukekohe High School Board of Trustees accept the Principal's report.'*

**Seconded:** Denise Proctor  
**Carried**

## **6.3 Property, Health and Safety Report**

Rachel Hamlin moved:

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

**Seconded:** Simon Williams  
**Carried**

## **6.5 Staff Representative Report**

Catherine Tamihere moved:

*"That the Pukekohe High School Board of Trustees accept the verbal Staff Representative Report."*

**Seconded:** Logan Soole  
**Carried**

## **6.5 Student Representative Report**

Tyler Chapman moved:

*"That the Pukekohe High School Board of Trustees accept the verbal Student Representative Report."*

**Seconded:** Lita Henwood  
**Carried**

**Denis Murphy left the meeting at 6.45pm**

## **7 Items for Decision**

### **7.1 Policy Review Cycle**

Simon Williams moved:

*'That the Pukekohe High School Board of Trustees endorse the policy structure and plan for review of individual policies.'*

**Seconded:** Catherine Tamihere  
**Carried**

## **7.2 Complaints Policy**

Recommendation:

*'That the Pukekohe High School Board of Trustees receives the complaint policy and will review and consult with staff members and report back next board meeting.'*

**Seconded:** Lita Henwood  
**Carried**

Rani Amaranathan moved

*That Simon Williams to report back next board meeting on which policies should be consulted with staff and community.*

**Seconded: Ben Stallworthy**  
**Carried**

## **7.3 Discipline Process Review**

Recommendation:

*'That the Pukekohe High School Board of Trustees:*

- *Organise a student disciplinary committee training activity involving senior staff and Trustees.*
- *Requests that the Principal, work with senior management to review the history of all students suspended and allowed to return to school with conditions; and report back in early-2023 with data about the following:*
  - *Conditions that were effective.*
  - *Conditions that are supported by staff.*
  - *Conditions that were not effective or were unenforceable.*
  - *Confirmation of compliance with conditions.'*

**Seconded: Ben Stallworthy**  
**Carried**

## **8 Items for Information**

**Nil**

**The Chair moves into in committee at 7.00pm**

**Carried**

The Chair moved that the board closes 8.00pm

**Carried**

**Meeting closed with a karakia 8.00pm**

**Next Meeting:** 2023 dates to be confirmed