



## MINUTES

### **A meeting of the Pukekohe High School Board of Trustees was held at 6 pm, 19 December 2022**

#### **OPEN MEETING**

**Present:** Ben Stallworthy (Board Chair), Richard Barnett (Principal), Tyler Chapman, Denis Murphy (Business Manager), Rani Amaranathan, Lita Henwood, Logan Soole (via Microsoft Teams), Simon Williams (via Microsoft Teams), Lincoln Sharp

#### **1. Apologies**

Rachel Hamlin (Associate Principal)  
Denise Proctor  
Catherine Tamihere

**Carried**

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

**Carried**

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

Minutes of the Pukekohe High School Board of Trustees dated 21 November 2022 have been circulated to all Trustees.

**Carried**

#### **4. Correspondence**

Staff member leave request

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

Nil

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

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

Lincoln Sharp:

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

**Seconded:** Rani Amaranathan

**Carried**

##### **6.2 Principal's Report**

The board chair moved:

*'That the Pukekohe High School Board of Trustees accepts the proposed Board Meeting dates for 2023.'*

**Seconded:** Lita Henwood

**Carried**

Richard Barnett moved:

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

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

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

Richard Barnett moved:

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

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

### **6.5 Staff Representative Report**

The Board Chair moved to carry onto the next agenda item as the staff member was absent

**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**

The Board Chair moved to Thank Tyler for her service as the student representative for 2022 and wishes her all the best.

**Carried**

## **7 Items for Decision**

### **7.1 Governance Plan for 2023**

The Board Chair moved:

*'That the Pukekohe High School Board of Trustees endorses the proposed governance plan for 2023.'*

**Seconded:** Lincoln Sharp  
**Carried**

### **7.2 Policy Review Cycle**

Simon Williams moved:

*'That the Pukekohe High School Board of Trustees endorse the attached policy structure and request that School management ensure that any policy highlighted as requiring staff consultation is discussed with staff and their feedback recorded, analysed and reported to the Board.'*

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

### **7.3 Complaints Policy**

Simon Williams moved:

*'That the Pukekohe High School Board of Trustees adopts the Complaints Policy and Procedures.'*

**Seconded:** Lita Henwood

**Carried**

#### **7.4 Critical Incident Report**

The Board Chair moved:

*"That the Pukekohe High School Board of Trustees*

- *Support management's recommendation that an independent review of the incident is conducted by an external expert.*
- *Request that management work with the following appointed Trustee Simon Williams to confirm terms of reference for the review.*
- *Request that management appoint a reviewer, support conduct of the review and report back with findings and recommendations for actions required.'*

**Carried**

**Denis Murphy left the meeting at 6.52pm**

#### **7.3 Staff Member's Leave Request**

Correspondence that was discussed in committee.

**The Chair moves into committee at 6.53pm**

**The Chair moves back into open committee at 7.07pm**

#### **8 Items for Information**

Nil

**The Chair moves back into in committee at 7.08pm**

**Carried**

The Chair moved that the board closes 7.42pm

**Carried**

**Meeting closed with a karakia 7.42pm**

**Next Meeting:** Monday 20 February 2023