



## MINUTES

### **A meeting of the Pukekohe High School Board of Trustees was held at 6 pm, 20 February 2023**

#### **OPEN MEETING**

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

#### **1. Apologies**

Nil

**Absent** – Denise Proctor

**Carried**

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

**Carried**

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

Minutes of the Pukekohe High School Board of Trustees dated 19 December 2022 have been circulated to all Trustees.

**Carried**

#### **4. Correspondence**

Nil

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

##### **5.1 Appointment of Board Chair**

The Principal, assumed the Chair and called for nominations and the following nominations were received:

- Ben Stallworthy - *Nominated by Rani Amaranathan, Seconded by Lincoln Sharp*
- Simon Williams – *Nominated by Catherine Tamihere, Seconded by Lita Henwood*

Simon Williams declined the nomination.

Moved from the Chair that:

*The Pukekohe High School Board of Trustees confirm Ben Stallworthy as the Board Chairperson for 2023.*

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

## 5.2 Appointment of Deputy Board Chair

One nomination was received for Deputy Chair.

Moved from the Principal:

*The Pukekohe High School Board of Trustees elected Rani Amaranathan as the Deputy Board Chairperson.*

**Seconded:** Lincoln Sharp

**Carried**

## 5.3 Delegation Committees

Moved from the Board Chair:

*'The Pukekohe High School Board of Trustees moved that the Financial, HR and Student Committees stay in place from 2022'.*

**Seconded:** Simon Williams

**Carried**

## 6. Standing Items

### 6.1 Financial Report

Lincoln Sharp moved:

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

**Seconded:** Ben Stallworthy

**Carried**

### 6.2 Principal's Report

The Principal 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

Lincoln Sharp moved:

*'Due to Quad Services pulling out of the cleaning contract tender, Pukekohe High School has currently employed 9 cleaners. The Pukekohe School Board of Trustees requests that the Pukekohe High School Property team reports back to on future options with a cleaning contract'.*

**Seconded:** Lita Henwood

**Carried**

Richard Barnett moved:

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

**Seconded:** Lincoln Sharp

**Carried**

### 6.5 Staff Representative Report

Catherine Tamihere moved:

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

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

## **7.0 Items for Decision**

### **7.1 Critical Incident Report**

Moved from the Chair:

*'That the Pukekohe High School Board of Trustees accepts the 'in committee' report from management during the confidential section of this meeting.'*

**Carried**

### **7.2 External Review of Critical Incident Report**

Moved from the Chair:

*'That the Pukekohe High School Board of Trustees*

*a. Approves the Board delegated nominee, Principal and Associate Principal to work with the external reviewer agreed by the Board; and*

*b. The terms of reference contained in this report for the external review.'*

**Carried**

**Denis Murphy left the meeting at 6.53pm**

### **7.3 Student Representative Election Timeline**

Lincoln Sharp moved:

*'That the Pukekohe High School Board of Trustees accepts Denis Murphy as the Returning Officer for the Student Election 2023'.*

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

Rani Amaranathan moved

*'That the Pukekohe High School Board of Trustees seek advice from NZSTA towards the timeline of the student election for 2024 to start earlier than this year to get in a full year of service for 2024'.*

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

Rani Amaranathan moved:

*The Pukekohe High School Board accepts the approves the timeline presented in the report for the election of a student representative for 2023.*

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

### **7.4 Curriculum Delivery Policy**

Simon Williams moved:

*'The Pukekohe High School Board of Trustees accepts the Curriculum Delivery Policy with the proposed amendments.'*

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

## **7.5 Planning & Reporting Policy**

Simon Williams moved:

*'The Pukekohe High School Board of Trustees accepts the Planning and Reporting Policy.'*

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

## **8.0 Items for Information**

**Nil**

**The Chair moves into in committee at 7.05pm**

**Carried**

The Chair moved that the board closes 8.24pm

**Carried**

**Meeting closed with a karakia 8.24pm**

**Next Meeting:** Monday 20 March 2023