



NOTICE OF MEETING 2023

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 20 March 2023 in the staff room**

AGENDA OPEN MEETING

Welcome from Principal and Karakia

1 Apologies

2 Declaration of Conflict of Interest

3 Confirmation of Previous Minutes

Minutes of the Pukekohe High School Board of Trustees dated 20 February 2023 have been circulated to all Trustees.

4 Correspondence

Letter dated 28.02.23 from MOE regarding:

- Consultation on establishing a new secondary school in Drury West, Auckland

- Letter to Andrew Bayly re Glasgow Road Section available for board review on Monday

5 Extraordinary Business

Nil

6 Standing Items

6.1 Financial Report

Appendix 1 – 2023 Operating Budget Draft

6.2 Principal's Report

6.3 Property, Health and Safety Report

6.4 Staff Representative Verbal Report

7.0 Items for Decision

7.1 Critical Incident Report

The external review of the Critical Incident that occurred on 8 December 2022 requested by the Board is now finished and the report has been circulated to Trustees.

Recommendation:

That Pukekohe High School Board receives an 'in committee' report from management during the confidential section of this meeting

7.2 Solar Power Report

Recommendations:

That the Pukekohe High School Board of Trustees:

- *Request that school leadership continue to investigate the installation of solar power panels at Pukekohe High School.*
- *Report back to a future board meeting with a proposal and process for solar power installation.*

8 Items for Information

8.1 International Education Report

9 Meeting Closes approx.

Next Meeting: 24 April 2023

4 Correspondence



28 February 2023

Dear Presiding Member,

Consultation on establishing a new secondary school in Drury West, Auckland

The Ministry of Education is proposing the establishment of a new Year 9-13 co-educational secondary school in Drury West, Auckland.

Under section 209 (2)(a) of the Education and Training Act 2020, the Minister of Education is required to consult with the board of any state school whose rolls might, in the opinion of the Minister, be affected if the school is established. The Ministry is carrying out this consultation on behalf of the Minister.

An 8.5-hectare site for the proposed new school has been purchased at 281 and 401 Jesmond Road, Drury.

The proposed school will be known as Drury West Secondary School during its establishment.

Subject to Designation, it is proposed that the new school will open in 2026 as a year 9–13 co-educational secondary school. It is estimated that the opening roll of the school will be 300-400, with a potential long-term master plan roll of 3,000.

Integrated into the school will be satellite provision for Blind and Low Vision Education Network NZ (BLENNZ) and Parkside School.

Establishment Board nominees

Subject to the Minister establishing the proposed new school, we are also seeking nominations for the Establishment Board of the new school. Information about the role of the Establishment Board a nomination form and the Eligibility Attestation form are attached. If you could please circulate this information amongst your community to assist us with this process, we would be grateful.

If your board has any comments or feedback regarding the establishment of the school that it would like to draw to the Minister's attention, please contact Tariq Shah (Tariq.Shah@education.govt.nz) by 31 March 2023.

Yours sincerely

Janet Schofield
Network Planning Manager

Cc Principal

6 Standing Items

6.1 Financial Report

Commentary on January/February 2023 Financial Statements

1. Attached is the Jan/Feb 2023 income & expenditure statement and balance sheet as at 28 February 2023.
2. We recorded a surplus of \$34,944 against budgeted deficit of \$121,039.

Variances

3. Variances to budget worth noting are:

Income

Locally Raised Funds

These are ahead of budget at present as we haven't had to pay bookings. Tournament entry fees etc as early as usual and we have budgeted for fees to be received later in the year rather than on an equal monthly basis. Our new Sports Director Gordon Paulsen is having a good look at our sports fee structure and processes and hopes to improve these.

International Students

Costs have been incurred out front and are being shared with the Intermediate School but fees are starting to come in and will be apportioned out on a monthly basis. We expect International to record a net surplus by year end. A number of students have yet to start but are booked in.

Expenditure

- Curricular costs are over at present as faculties have stocked up in advance but we have no issue with that at this time of year.
- Staff expenses are under budget at present mainly due to a number of staff not having arrived in the country yet.
- ICT costs are well over budget but this is due to educational software licenses being purchased for the full year.

4. **Working Capital.**

Working capital is very low at present due to large capital expenditure some of which was planned and the rest not planned but urgent. The major items are as follows:

Planned - hall/foyer flooring	\$32k
- hall chairs	\$20k
- art faculty cameras	\$11k
- art faculty furniture	<u>\$18k</u>
	\$81k
Unplanned - science electrical upgrade	\$17k
- B9 upgrade for new computers	\$10k
- CCTV upgrade/replacement	\$28k
- new projectors	<u>\$19k</u>
	\$74k

Explanations for the unplanned items will be included in the property report. We anticipate working capital improving steadily in the next few months providing no further unplanned items are needed. We are allowing for further costs to the flooring above (planned) and now further expenditure on projectors (previously unplanned but now factored in) many of which are breaking down at the same time as they are up to 13 years old.

5. Staff banking

Staff banking is \$102 as the end of February.

6. Budget revised draft.

Revised draft is attached for discussion/approval. Taking a conservative approach a small deficit is showing now but if new sources of income are found eg grants a surplus should result. The other proviso is that the ongoing HR issue doesn't last much longer.

Income and Expenditure Report For the 2 months ended 28 February 2023

	Actual Jan/Feb \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	880,834	880,834	848,156	32,678	4
Teachers Salary Grant	1,545,617	1,545,617	1,538,462	7,155	0
Use of land & buildings	533,334	533,334	533,334	-	-
	2,959,785	2,959,785	2,919,952	39,833	1
Locally Raised funds					
			-		
Donations/Fundraising/Activities	(115)	(115)	1,666	(1,781)	(107)
Sport Income/exp	(21,912)	(21,912)	(38,255)	16,343	(43)
Other activities inc/exp	17,097	17,097	13,873	3,224	23
	(4,930)	(4,930)	(22,716)	17,786	(78)
International Students	(10,002)	(10,002)	(5,172)	(4,830)	93
Investment income	4,300	4,300	1,000	3,300	330
Total Income	2,949,153	2,949,153	2,893,064	56,089	2
Less expenses					
Learning Resources					
Staff Expenses	284,098	284,098	427,009	(142,911)	(33)
Teachers Salary-MOE funded	1,545,617	1,545,617	1,538,462	7,155	0

Curricula	116,933	116,933	96,854	20,079	21
Curricular Other	9,829	9,829	10,315	(486)	(5)
	1,956,477	1,956,477	2,072,640	(116,163)	(6)
Administration					
Staff expenses	120,245	120,245	127,818	(7,573)	(6)
ICT	84,781	84,781	42,434	42,347	100
General/Consumables/Legal	8,869	8,869	5,346	3,523	66
BOT Expenses	1,874	1,874	3,042	(1,168)	(38)
Communication	3,410	3,410	6,734	(3,324)	(49)
Risk Management	514	514	3,526	(3,012)	(85)
Audit/Accounting	297	297	5,374	(5,077)	(94)
	219,990	219,990	194,274	25,716	13
Property					
Use of land & buildings	533,334	533,334	533,334	-	-
Repairs and Maintenance	27,195	27,195	30,918	(3,723)	(12)
Staff expenses	38,171	38,171	30,956	7,215	23
Caretaking/cleaning	26,386	26,386	31,166	(4,780)	(15)
Heat, Light and Water	13,271	13,271	20,900	(7,629)	(37)
Grounds	9,162	9,162	8,362	800	10
Security	12,116	12,116	10,768	1,348	13
	659,635	659,635	666,404	(6,769)	(1)
Finance Costs					
	2,600	2,600	2,243	357	16
Depreciation					
	75,507	75,507	78,542	(3,035)	(4)
				-	
Total Expenditure	2,914,209	2,914,209	3,014,103	(99,894)	19
				-	
Surplus/(Deficit)	34,944	34,944	(121,039)	155,983	129

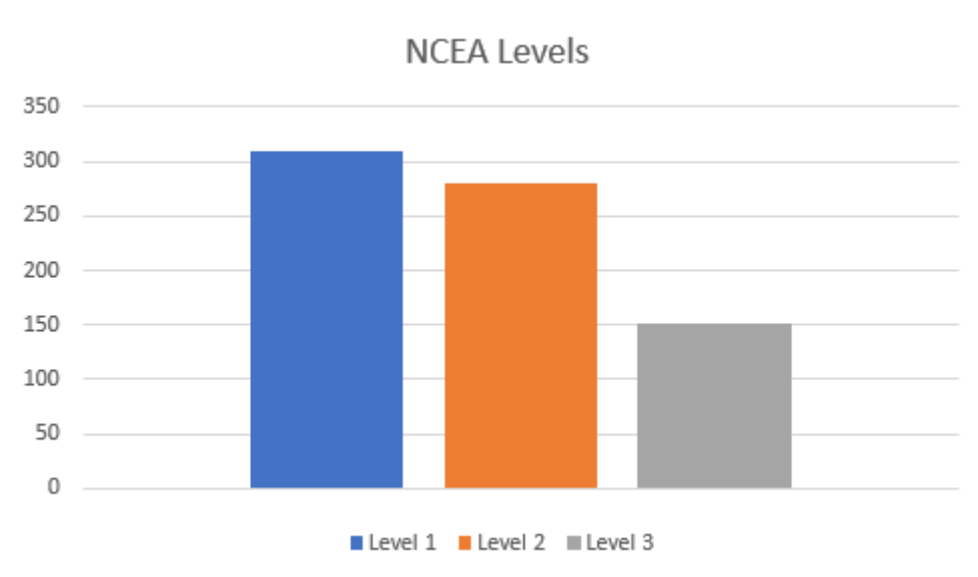
Pukekohe High School
Statement of Financial Position
As at 28 February 2023

	2023 Actual \$	Dec Actual \$
Current Assets		
Cash and Cash Equivalents	904,805	119,760
Accounts Receivable	114,915	237,711
Investments	436,622	436,390
Receivables salary grant	0	761,677
Prepayments	42,256	56,736
GST		80,043
Inventories	3,797	3,797
	1,502,395	1,696,114
Current Liabilities		
Govt Grants in Advance	623,532	0
Accounts Payable	210,168	284,651
GST payable	127,288	0
International Student Funds	134,179	107,375
Student Funds received in Advance	16,730	19,387
Provision for Cyclical Maintenance-Current	17,250	72,756
Finance Lease Liability - Current	102,281	97,711
MOE Property Projects	152,410	157,773
MOE Salary accrual	37,770	799,447
	1,421,608	1,539,100
Working Capital Surplus/(Deficit)	80,787	157,014
Non-current Assets		
Property, Plant and Equipment	2,507,828	2,432,257
	2,507,828	2,432,257
Non-current Liabilities		
Provision for Cyclical Maintenance	190,811	190,706
Finance Lease Liability	114,847	115,954
	305,658	306,660
Net Assets	2,282,957	2,282,611
Equity		
Accumulated Funds	2,214,220	2,395,238
Furniture Grant	33,793	70,271
Surplus/(deficit)	34,944	(182,898)
	2,282,957	2,282,611

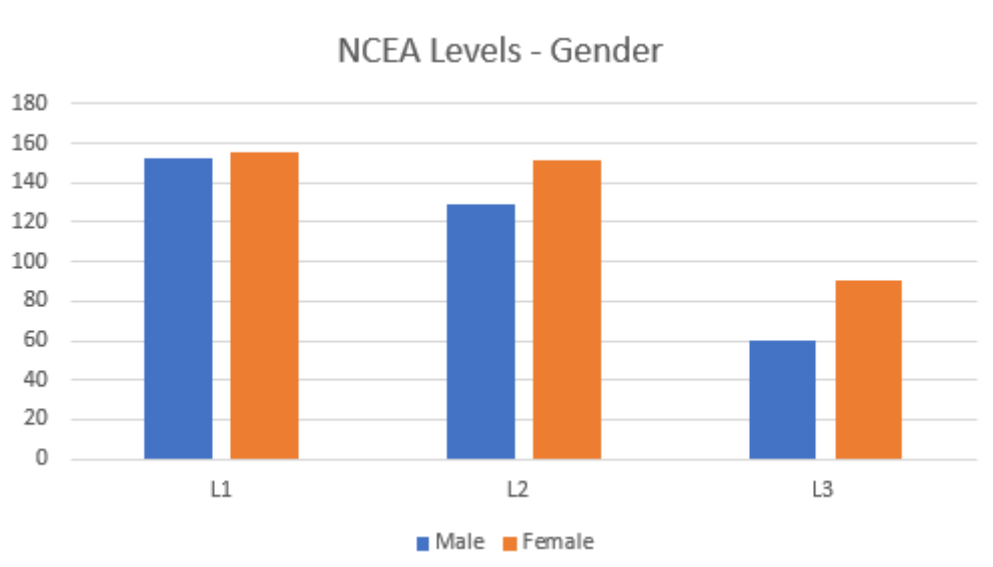
Appendix 1 -2023 Operating Budget Draft

6.2 Principal's Report

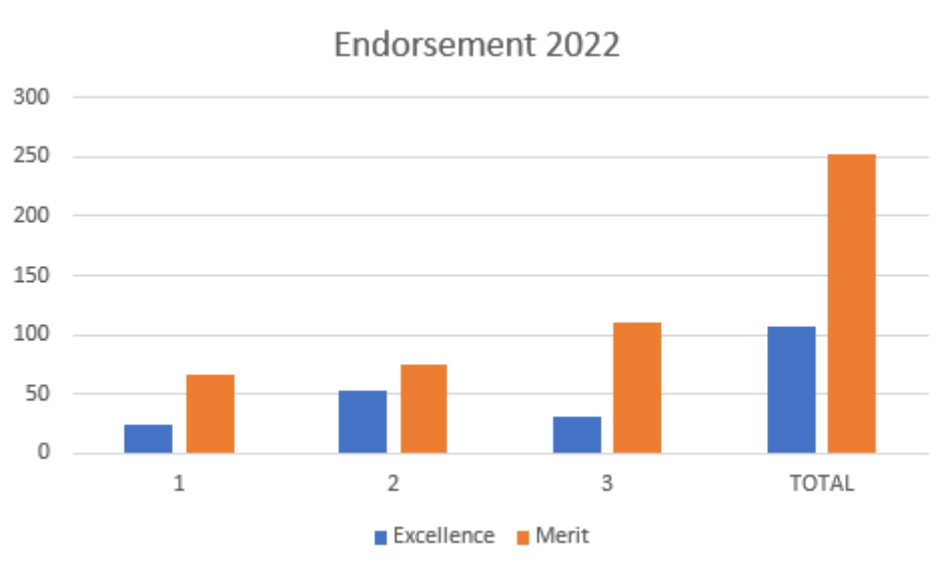
NCEA 2022 Achievement data



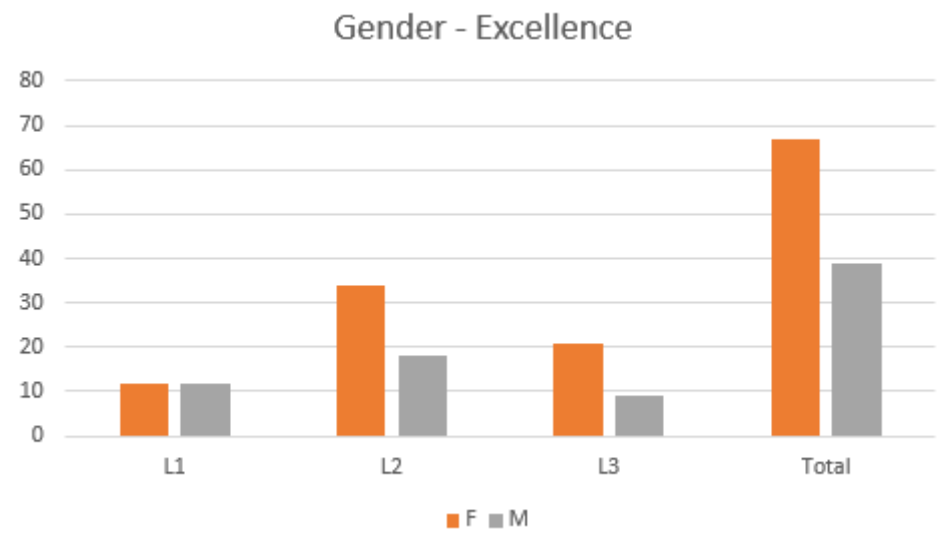
This graph shows the number of students who achieved their respective level of NCEA. It highlights that retention into Year 13 is a major issue for the school. The drop in the number of students who remain for Year 13 has been exacerbated by the impact of Covid – senior students needing to leave school for paid work. In a future board report I will share some interesting pathways data.



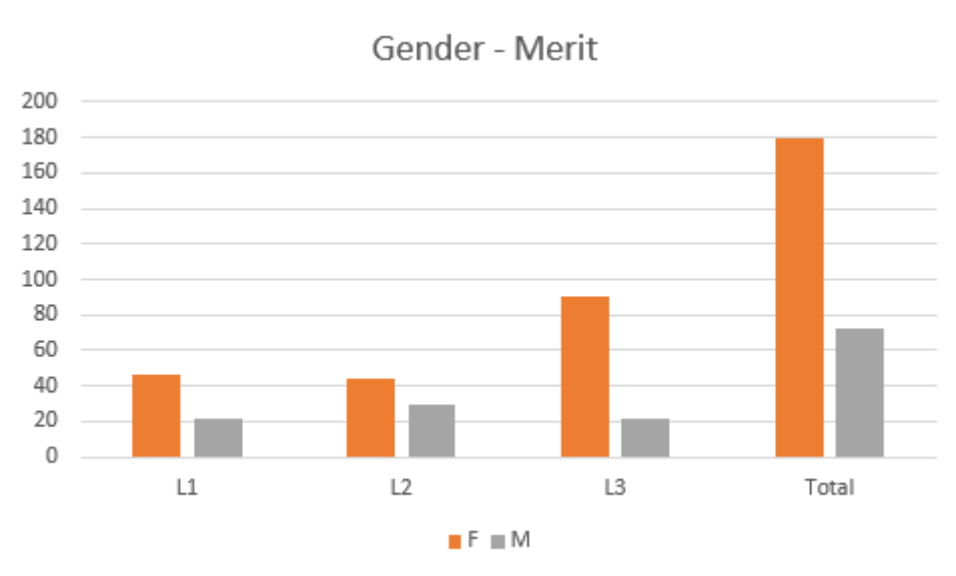
The increasing gap between male and female levels of achievement between Level 1 and Level 3 is also true of Decile 6 schools nationally, but is more pronounced at PHS. In 2022 the gap between male and female at Level 1 at PHS was 5.4% and for decile 6 schools nationally it was 5.1%. At Level 3 the gap at PHS in 2022 was 9.8% and in all decile 6 schools it was 6.4%.



Significantly increasing our Merit and Excellence endorsements across all 3 levels is a key goal for 2023. We have made Universal Design for Learning or differentiation a key part of the Wednesday professional learning programme for staff this year. Our Merit and Excellence endorsement rates last year were both down in 2021. In 2021 the Level 1 Excellence rate was 14% and in 2022 8.5%. Similarly, in 2021 the Level 3 Excellence rate was 12.6% and in 2022 6.8%.



This graph highlights the growing gender disparity at Excellence level.



FEBRUARY INTERVENTIONS

During February of this year, we ran literacy, numeracy and leadership skills courses focused on supporting students to complete their NCEA qualifications. Despite the severe weather conditions and associated disruptions limiting time available for this, students who attended the courses experienced success. School NCEA results for 2022 have not yet been finalised by NZQA. However, the results submitted during February have led to a 5% increase in NCEA Level 1 achievement, and a 2% increase at Level 2. This model of small group, two-day workshops is one that we will continue throughout the year for targeted students, particularly with a literacy and numeracy focus.

The overall NCEA data nationally for 2022 was down slightly from 2021. This increase in our provisional results means that our achievement rates stayed stable from 2021 to 2022 and are above national average for levels 1 and 2.

The overall NCEA achievement levels for the last 5 years are as follows after the February intervention strategies:

Year	NCEA L1	NCEA L2	NCEA L3	UE
2018	61	72.6	55.6	41.8
2019	69.9	74.7	60.2	39.4
2020	77.6	84	67.7	41.3
2021	75	76.2	69.1	47.5
2022	73.8	78.1	63.2	42.4

EXTERNAL STANDARDS

The Covid disruption in terms 1 and 2 of 2022 caused significant challenges for students sitting external standards because of lack of learning time. Students made tactical decisions about which external standards to sit, depending on whether they had achieved sufficient credits from internal assessments for their chosen pathway.

Level 1 Maths algebra students (76 entries) achieved a pass rate of 62% on standard 91027 largely because teachers did not have time to teach the full course.

A significant number of Level 2 Maths General students (92 entries), chose not to sit their externals because they had achieved their overall Level 2 NCEA by the time of the exam in November (30 absent + 12 Standard Not Attempted in 91262).

It is encouraging to see students in smaller entry subjects such as Languages and Dance enjoy success. A strength of the school continues to be the wide subject choice available to senior students. Even when, because of small numbers, students are taught in multi-level courses they continue to achieve well. Level 3 Japanese (5 students) achieved 100% pass rate in standard 91553 and 80% pass rate in standard 91556.

Kaihautū (faculty leaders) reported that students who did attend Study Hub (classes that continued to run after seniors went on study leave in term 4) had significantly higher success rates than those who did not attend because of the individual and small group support they received. We need to continue to incentivise these opportunities for students in 2023.

The literacy level of many external standards continues to be a challenge for students across the curriculum. For example, Health and PE students achieved a pass rate of over 50% in only one external standard across all three year levels. Literacy challenges were combined with a shortage of teaching time in Health and PE, as in other subjects. Literacy teaching continues to be a focus for staff professional learning in 2023.

Māori and Pasifika students enjoy success in Sports Leadership courses but have lower participation rates in Health and PE.

After evaluating their 2022 NCEA data, learning areas are revising their programmes for this year in some cases by reducing overall credit totals. This enables greater depth of teaching. In Biology and Physics, programmes now include 2 instead of 3 external standards but in both cases students are offered the opportunity to study for the third external outside of class time if they need that for University of Auckland entrance - for example 3 Physics externals for Engineering.

Of the students taking Level 2 Chemistry this year, 10 identify as Māori. In previous years, pathways into senior Science subjects for Māori and Pasifika learners were challenging because an external standard was not offered in one of the Year 11 Science courses.

The Pūhoro programme aims to raise participation and achievement of Māori students in STEMM subjects; assist in the transition to tertiary education; support Māori student participation and success in STEMM programmes at tertiary level; and meet future workforce demands. Participation in Pūhoro is increasing, and several of our current Year 13 student leaders are past graduates of this programme.

Board student trustee election

We have received 9 nominations for student representative. Students have until 31 March to vote for their preferred candidate. The interest in standing as a student trustee is very encouraging.

Stand downs and suspensions since the February board meeting.

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	3	1	2	9 (1)	NZ European (1)
				10 (1)	Māori (2)
				11 (1)	
Stand-down	19	7	12	9 (7)	NZ European (6)
				10 (5)	Māori (10)
				11 (7)	Samoan (1)
					British (1)
					Cook Islands Māori (1)

6.3 Property, Health and Safety Report

PROPERTY

Capex issues referred to in the finance report.

1. Science block electrical upgrade.

This was mentioned in the previous report and in the accompanying finance report. As the science block classrooms were wired up in series once one room overloaded and power cut off all the other rooms lost power as well. The work to rewire the circuits has now been done so classes could continue but cost us \$17k (unforeseen).

2. B9 power upgrade.

This is the room that we outfitted with high spec computers for the Art faculty last year but the whole process has had additional costs installing internet ports and power points. Also, we need to install heat pumps to cool the room down as once all the computers are in action the temperature rises markedly. Unforeseen cost \$10k.

3. CCTV upgrade.

Due to continued vandalism in the horticultural unit we intended to install additional cameras but the system was already at capacity. The system has also reached its use by date and recent film footage quality has deteriorated significantly. To install more cameras we need to have a more powerful system, which is currently being upgraded. Unforeseen cost \$28k.

4. New projectors.

New Era IT have been working to overcome a historical lack of a planned replacement schedule for classroom projectors. This has started to have an impact on teaching and learning and we are in the process of replacing 10 that have failed/partially failed. Unforeseen cost so far \$19k.

Cleaning contract

At present we have given the firms that were unsuccessful in their tenders the chance to resubmit a proposal. In the meantime, we are in the process of employing part time cleaners to add to the current team employed directly by the school. One of our long-term cleaning staff has managed the cleaning staff effectively and there has been no loss of cleaning standards.

Glasgow Road

The school was visited a couple of weeks ago by Christopher Luxon and Andrew Bayly. They met with senior staff and student representatives with the intention of finding out first hand what issues there are with the current system. When Mr Luxon met with the students we spoke separately with Andrew Bayly about two issues -solar power and Glasgow Rd. He knows the latter issue well having met with Counties Power previously and suggested we write to him with the MOE's response to our application to lease it out. He also wanted to know our take on the MOE response. He said he would take that letter to Minister Jan Tinetti and see if we could get some action. A copy of that letter is attached.

HEALTH AND SAFETY

The school is currently seeking members for this year's H&S committee (HSC) which has to have a ratio of 19:1 to be compliant with the Health and Safety at Work Act. Representatives on this committee have a key role to represent staff on health and safety matters and to create a positive and proactive health and safety culture at the school. All members will need to undergo formal H&S training and complete a Unit Standard.

7.2 Solar Power Report

Title	Solar Power Report
Date	9 March 2023
By	Richard Barnett, Principal and Denis Murphy, Business Manager
Approved By	Ben Stallworthy, Chair
Recommendations	<p>That the Pukekohe High School Board of Trustees:</p> <ul style="list-style-type: none">• Request that school leadership continue to investigate the installation of solar power panels at Pukekohe High School.• Report back to a future board meeting with a proposal and process for solar power installation.

The Business Manager and Principal met with staff from Superpower Ltd to discuss the potential for installation of solar panels on existing and new buildings at PHS.

Please note that the information that follows is for information and illustration purposes only and is not a recommendation to adopt this particular proposal. At this initial stage, we are continuing to explore the feasibility of solar power at the school, including costs and potential benefits.

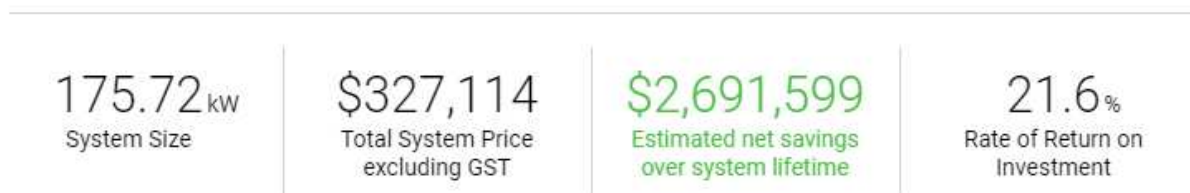
Solar Power Ltd are the largest installers of solar power in New Zealand and have successfully installed solar panels in 65 schools.

Solar panels have a 25 year warranty, which includes weathertightness (they guarantee against water ingress).

Superpower Ltd have also never encountered an issue caused by the weight of installing solar panels on roofs.

There are cash options and 10 year finance options for installation.

The recommended installation is as follows:



The cash option is detailed overleaf:

Financials



8.1 Brief International Report for Pukekohe High School Board of Trustees

After 2 turbulent years, Term 4, 2022 was the start of our “rebuild” for international education at Pukekohe High School.

It is an exciting time as we are in a unique position to build a strong department with fresh marketing while utilising the experience, I gained from working in this role pre-pandemic.

We have joined forces with Pukekohe Intermediate School and now operate as a combined campus offering students study opportunities from Year 7 - 13.

I am the international director for both schools and Lydia Firmin Cavanagh has been employed as the campus homestay coordinator.

Lydia is organised, a quick learner and takes great initiative.

I have ensured our code requirements are consistently met.

Ongoing advertising for new homestay families is going strongly with Facebook being our most successful recruitment tool to date.

We currently have a database of approx. 100 families available for homestay across the 2 schools and it continues to grow.

All families have been police checked, visited and their details updated on our database hosted by E School.

A new homestay handbook has been printed and an informal training evening with a light supper was held on Wednesday February 22 in the staffroom.

All education portals have been updated to include our 2023 prospectus, social media channels and links to success across our school. This will continue to be a focus as most individual enrolments are completed online.

As of February 2023, we have the following full-time students enrolled. At the end of 2022 we had 3.

Our 40-week tuition fee is \$14,600

- Thailand – 2 students
- China – 2 students
- Japan – 1 student starting in April
- India – 1 student starting in March
- Sri Lanka – 1 student awaiting her visa and arriving in April.

We have 5 Tahitian students arriving in May – July and our relationship with Agent Mary Johnson in Papeete is stronger than ever.

1 Japanese boy and 1 girl are coming for a short-term visit in April with a view to studying longer. The relationship with their agent in Auckland has been beneficial with a number of enquiries being passed on.

We are expecting a large (Japanese) group from our former agency World Class but will be able to use the newly designated International Classroom space at the Intermediate for their base. Lydia will be there when groups are visiting, and I will focus on pastoral care for our high school students at those times.

I have contacted every agent on our contact list, archived the ones no longer in business and signed new agency agreements with those that have expired.

I am expecting a number (8-10) of full time enrolments from China by Term 3 which would help us achieve my rather ambitious goal of 15 FTE students this year.

My recruitment visit to China, arranged by our Chinese agent, begins on Tuesday 14 March.

Thank you to the Board for your continued support with International Education.

Lynda Sharp International Director