



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