



MINUTES

A meeting of the Pukekohe High School Board of Trustees was held at 6 pm, 24 April 2023

OPEN MEETING

Present: Ben Stallworthy (Chairperson), Rani Amaranathan (Deputy Board Chair), Richard Barnett (Principal), Denis Murphy (Business Manager), Lita Henwood, Logan Soole, Simon Williams, Catherine Tamihere, Rachel Hamlin (Associate Principal), Denise Proctor, Mahmoud Moussa

1. Apologies

Lincoln Sharp

Carried

2. Declaration of Conflicts of Interest

Nil

Carried

Logan Soole arrived at 6.10pm

3. Confirmation of Previous Minutes

Simon Williams moved:

"That the minutes of the Pukekohe High School Board of Trustees dated 20 March 2023 are an accurate record of proceedings."

Seconded: Denise Proctor

Carried

4. Correspondence

Nil

Carried

5. Extraordinary Business

Nil

6. Standing Items

6.1 Financial Report

The Principal moved:

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

Seconded: Rani Amaranathan

Carried

6.2 Principal's Report

The Principal moved:

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

Seconded: Rani Amaranathan
Carried

6.3 Property, Health and Safety Report

The Principal moved:

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

Seconded: Denise Proctor
Carried

Board Chair moved:

"That the Pukekohe High School Board of Trustees request management review a method of recording and reporting threatening behaviour towards teachers within the Property, Health and Safety Report; and that this information should be presented in a graphical way"

Seconded: Rani Amaranathan
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

6.5 Student Representative Report

Mahmoud Moussa moved:

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

Seconded: Logan Soole
Carried

7.0 Items for Decision

7.1 PHS Incorporated Trust Report

Moved from the Chair:

'That the Pukekohe High School Board of Trustees:

- Requests that school leadership work with the Parent Teacher Association to investigate options for this body to increase its fundraising role and potential.*
- Requests that school leadership investigate options for either registering the school as a charitable entity; or forming a third-party charitable entity based on the wider school community and report back with options.*

Seconded: Lita Henwood

7.2 Sports Department Report

Richard Barnett moved:

That the Pukekohe High School Board of Trustees:

- *Approves an application for funding to enable 1st XI Hockey Boys to travel to Wellington to compete in the Rankin Cup.*
- *Approves an application for funding for coaching gear and player uniforms.*

Seconded: Simon Williams

Recused: Rani Amaranathan

Carried

(Ms Amaranathan indicated a potential conflict of interest and recused themselves from voting)

7.3 Personnel Policy

Simon Williams moved:

"That the Pukekohe High School Board of Trustees review the policy and send the revised policy to PHS staff for consultation and feedback."

Seconded: Rani Amaranathan

Carried

7.4 Policies for Review

Simon Williams moved:

"That the Pukekohe High School Board of Trustees review and approve the following existing policies:

- *Theft and Fraud Prevention policy*
- *Sensitive Expenditure Policy*
- *Credit Card Policy*
- *Financial Planning and Condition Policy*
- *Asset Protection Policy*

Seconded: Ben Stallworthy

Carried

8.0 Items for Information

8.1 Term 1 School Sport Overview

Richard Barnett moved:

'The Pukekohe High School Board of Trustees accepts the Term 1 School Sport Overview report.'

Seconded: Rani Amaranathan

Carried

Denis Murphy left the meeting at 7.12pm

Moved from the Chair that the Board move into committee at 7.13pm

Carried

The Chair moved that the board closes 7.30pm

Carried

Meeting closed with a karakia 7.30pm

Next Meeting: Monday 22 May 2023