



NOTICE OF MEETING 2023

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 24 April 2023 in the staff room**

AGENDA

OPEN MEETING

Welcome from Board Chair 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 March 2023
have been circulated to all Trustees.*

4 Correspondence

Nil

5 Extraordinary Business

Nil

6 Standing Items

6.1 Financial Report

6.2 Principal's Report

6.3 Property, Health and Safety Report

6.4 Staff Representative Verbal Report

6.5 Student Representative Verbal Report

7 Items for Decision

7.1 PHS Incorporated Trust Report

Recommendation:

That the Pukekohe High School Board of Trustees:

- Approves PHS becoming an Educational Trust*
- Asks that school leadership take the necessary steps for the school to become an Educational Trust.*

- *Asks that Trustees be nominated for a committee to oversee and manage the Trust.*

7.2 Sports Department Report

Recommendation:

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.*

7.3 Personnel Policy

Recommendation

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

7.4 Policies for Review

Recommendation

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*

8 Items for Information

8.1 Term 1 School Sport Overview

9 Close of meeting

Next Meeting: 22 May 2023

6 Standing Items

6.1 Financial Report

Commentary on the March 2023 Financial Statements

Below are the March 2023 income & expenditure statement and balance sheet as at 31 March 2023.

We recorded a deficit of \$28,052 against budgeted deficit of \$154,702.

Variances

Variances to budget worth noting are:

Income

- **Locally Raised Funds**

Net sports fees is ahead of budget at the end of term 1 for the first time in a number of years

- **International Students**

The costs of our International Director's trip to China have been incurred and income will follow in due course.

Expenditure

- Under Learning Resources, Teachers' Salary costs are over but matched by MOE Salary grant.
- Curricular costs are still over at present as per Jan/Feb report.
- Under Administration, ICT costs are still well over budget but as mentioned in the last report this is due to educational software licenses being purchased for the full year.
- Property costs, finance costs and depreciation are all on target.

The net result of all the above is that our quarterly deficit is \$126,650 better than budget.

Working Capital.

A full explanation of the working capital situation will be provided at the meeting.

Staff banking

- Staff banking is \$7,708 in our favour.

Income and Expenditure Report For the 3 months ended 31 March 2023

	Actual Mar \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	460,168	1,335,000	1,272,234	62,766	5
Teachers Salary Grant	858,029	2,403,646	2,307,693	95,953	4
Use of land & buildings	266,667	800,001	800,001	-	-
	1,584,864	4,538,647	4,379,928	158,719	4
Locally Raised funds					
Donations/Fundraising/Activities	1,582	1,466	2,499	(1,033)	(41)
Sport Income/exp	(588)	(22,358)	(44,605)	22,247	(50)
Other activities inc/exp	21,926	38,589	21,099	17,490	83
	22,920	17,697	(21,007)	38,704	(184)
International Students	(8,694)	(18,452)	5,963	(24,415)	(409)
Investment income	797	5,099	1,500	3,599	240
Total Income	1,599,887	4,542,991	4,366,384	176,607	4
Less expenses					
Learning Resources					
Staff Expenses	237,866	522,250	640,515	(118,265)	(18)
Teachers Salary-MOE funded	858,029	2,403,646	2,307,693	95,953	4
Curricula	51,561	194,805	145,281	49,524	34
Curricular Other	6,527	19,089	15,474	3,615	23
	1,153,983	3,139,790	3,108,963	30,827	1
Administration					
Staff expenses	72,799	193,044	191,727	1,317	1
ICT	11,389	100,345	63,651	36,694	58
General/Consumables/Legal	1,238	10,107	8,019	2,088	26
BOT Expenses	590	2,465	4,566	(2,101)	(46)
Communication	3,410	7,867	10,101	(2,234)	(22)

Risk Management	514	8,701	5,289	3,412	65
Audit/Accounting		297	8,061	(7,764)	(96)
	89,940	322,826	291,414	31,412	11
Property					
Use of land & buildings	266,667	800,001	800,001	-	-
Repairs and Maintenance	14,305	41,499	46,377	(4,878)	(11)
Staff expenses	31,222	69,394	46,434	22,960	49
Caretaking/cleaning	3,630	30,016	46,749	(16,733)	(36)
Heat, Light and Water	8,200	21,471	31,350	(9,879)	(32)
Grounds	2,850	12,013	12,543	(530)	(4)
Security	6,791	18,907	16,142	2,765	17
	333,665	993,301	999,596	(6,295)	(1)
Finance Costs	1,074	1,073	3,300	(2,227)	(67)
Depreciation	38,578	114,053	117,813	(3,760)	(3)
				-	
Total Expenditure	1,617,240	4,571,043	4,521,086	49,957	(60)
				-	
Surplus/(Deficit)	(17,353)	(28,052)	(154,702)	126,650	82

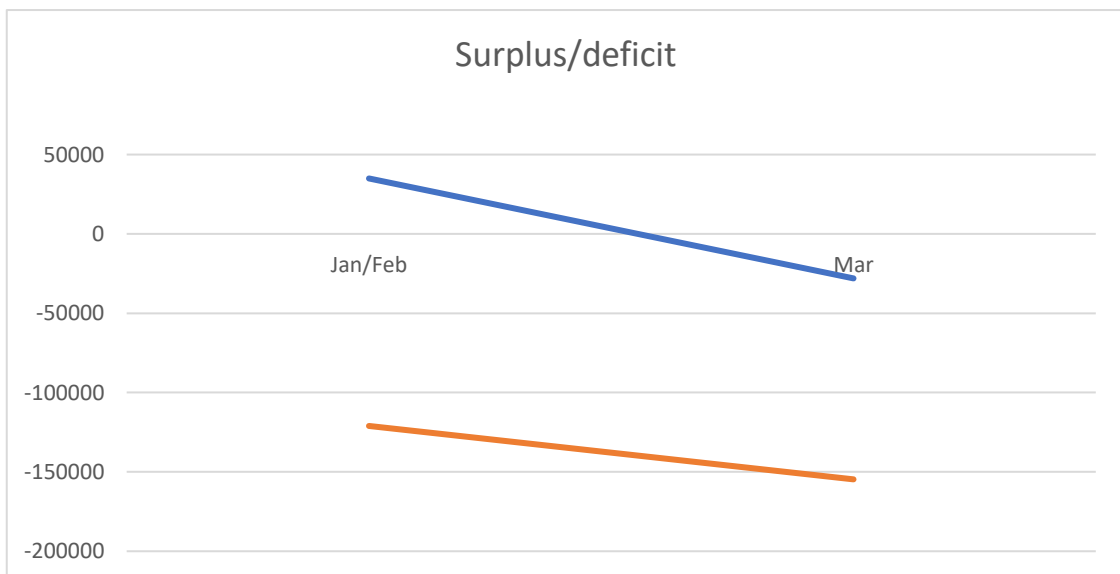
Pukekohe High School

Statement of Financial Position

As at 31 March 2023

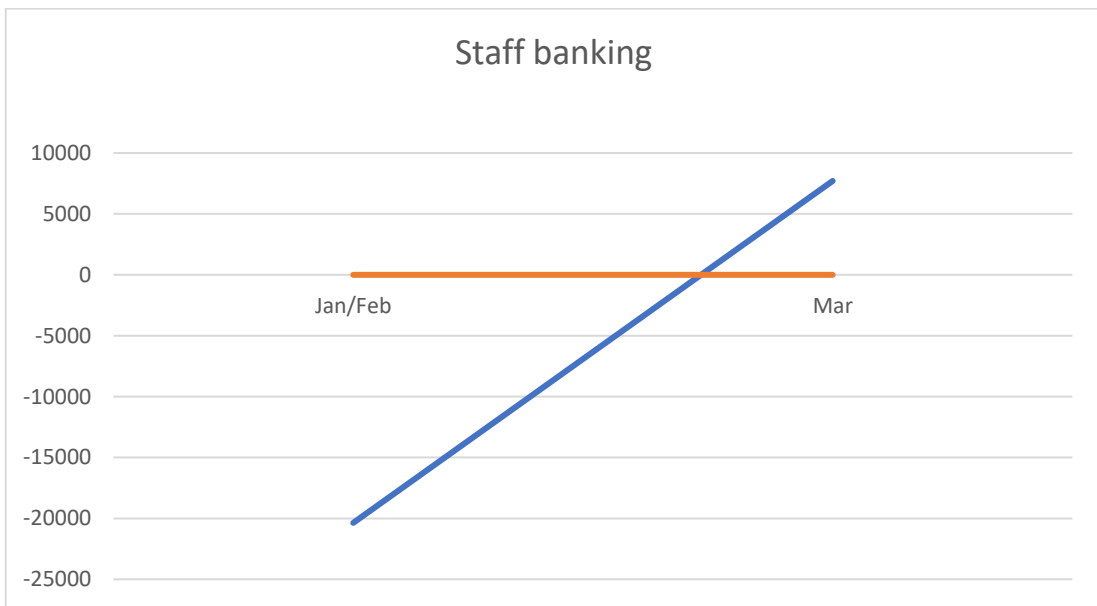
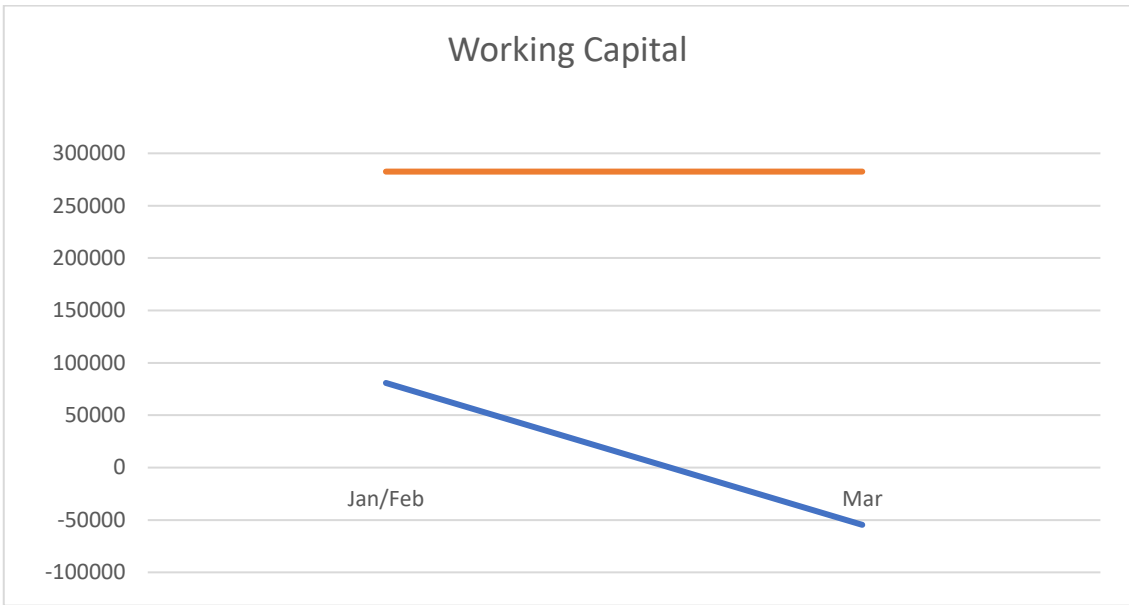
	Mar	Dec
	Actual	Actual
	\$	\$
Current Assets		
Cash and Cash Equivalents	192,123	119,760
Accounts Receivable	98,130	190,853
Investments	436,623	436,390
GST	47,876	79,563
Inventories	3,797	3,797
Prepayments	56,736	56,736
	778,549	887,099
Current Liabilities		
Govt Grants in Advance	197,310	197,310
Accounts Payable	231,500	290,743
International Student Funds	113,655	107,375

Student Funds received in Advance	15,424	19,387
Provision for Cyclical Maintenance-Current	24,450	72,756
Finance Lease Liability - Current	98,441	97,711
MOE Property Projects	152,408	158,773
MOE Salary accrual	<u> </u>	<u>27,995</u>
	833,188	774,740
Working Capital Surplus/(Deficit)	(54,639)	112,359
Non-current Assets		
Property, Plant and Equipment	2,579,730	2,432,257
	<u> </u>	<u> </u>
	2,579,730	2,432,257
Non-current Liabilities		
Provision for Cyclical Maintenance	190,706	190,706
Finance Lease Liability	104,581	114,952
	<u> </u>	<u> </u>
	295,287	305,658
Net Assets	<u>2,229,804</u>	<u>2,238,958</u>
Equity		
Accumulated Funds	2,221,029	2,260,345
Furniture Grant	36,827	159,353
Surplus/(deficit)	<u>(28,052)</u>	<u>(180,740)</u>
	<u>2,229,804</u>	<u>2,238,958</u>



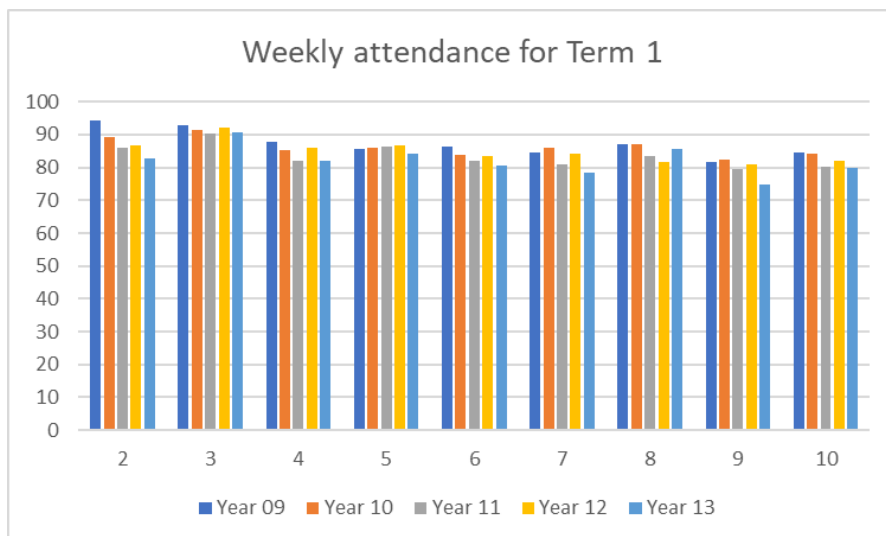
Actual – Blue

Budget - Orange



6.2 Principal's Report

Attendance data

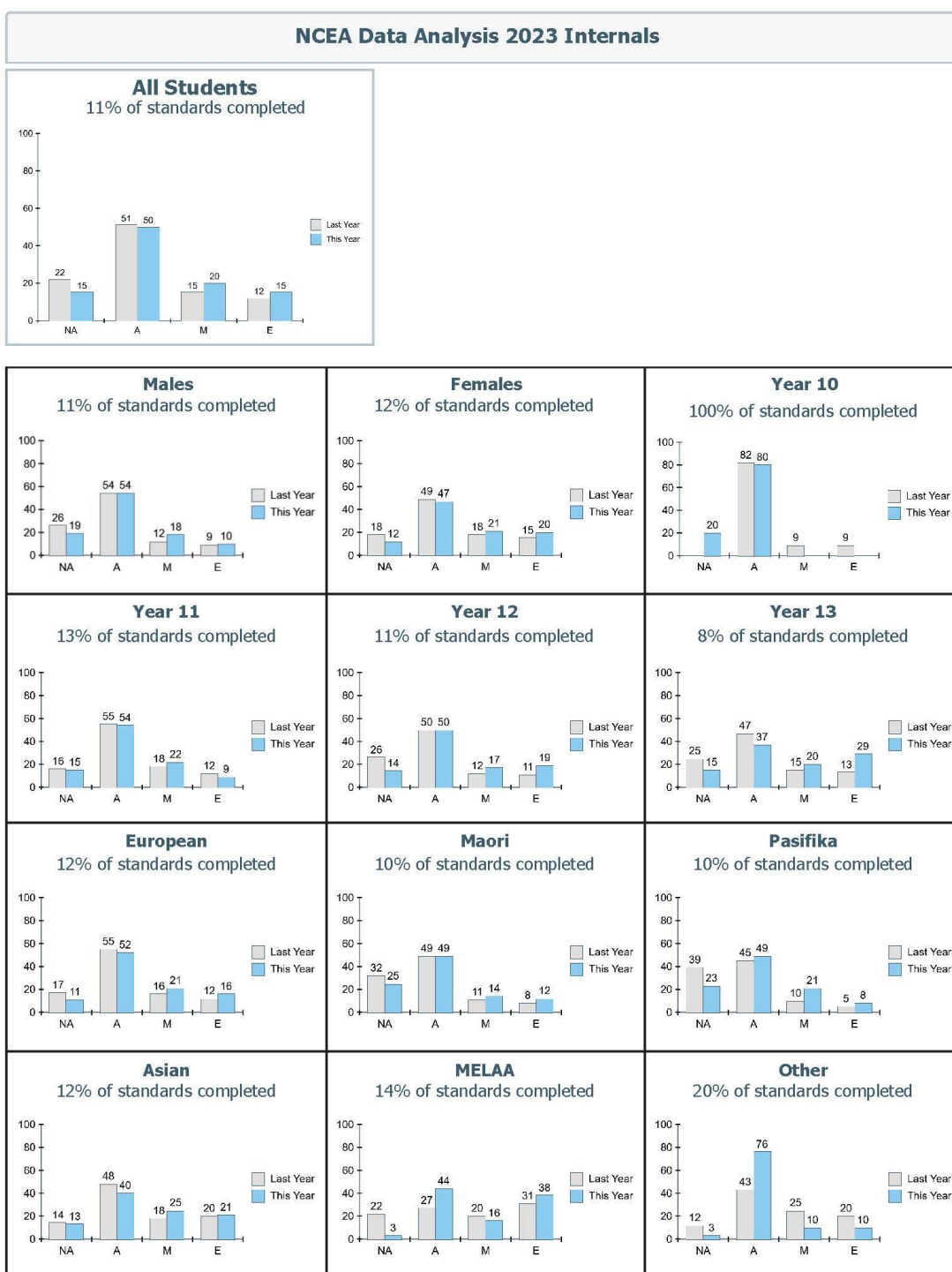


You will see from above that we are sitting at 86% for half days. The difference between half days and periods would suggest a lot of single period truancy though. Our Māori and Pasifika who have less than 70% attendance is sitting just over 30%.

NCEA 2022 Achievement data

The deadline for the first moderated results to be entered into KAMAR is the end of week 1, term 2 so not all the results from the previous term are represented in the graphs below.

There has been a small improvement in the number of Merit and Excellence results compared to this time last year, which is an area we want to focus on.



NCEA Literacy and Numeracy corequisite

From 2024 students will need to attain:

- 60 credits at each level of NCEA
- 20 credits for the NCEA Te Reo Matatini me te Pāngarau | Literacy and Numeracy corequisite which consists of:
 - 10 credits from the Numeracy standard
 - 10 credits from two Literacy standards (Reading and Writing)

The Literacy and Numeracy standards will be externally assessed, and students will have to pass them to be awarded any level of NCEA qualification. These are sat via online digital exams.

In 2023, we have the option to enter current Year 10 students for these Literacy and Numeracy standards either in term two (week 8) or in term four. Students who do not achieve the standards this term can be entered again in November. The advantages of piloting the standards this year are that:

- Students who achieve the standards this year when they are in Year 10 will not need to sit them again next year and will therefore have achieved an important part of their Level 1 qualification.
- The school will be able to trial the logistical exercise of 400 students sitting online exams.

The disadvantages of sitting pilot exams this year are that:

- The assessments are pitched at 5B of the curriculum and many of our students will not be at that level and therefore face the disappointment of a negative first experience of NCEA. Nationally, in the pilots that have already taken place, only about a third of students pass.
- The experience of other schools is that the assessments are very disruptive to school routine – 2 staff are needed to supervise each group (one to invigilate and one to deal with the digital nature of the exams). If the whole of Year 10 sits these exams in week 8 of term two (the date is determined by NZQA), then senior students would have to be rostered home – this is problematic given the disruption from continuing industrial action).

On balance we will enter 3 or 4 classes for the term two trial, which will give us valuable experience but not be as disruptive to the whole school and we will still have the option of entering the rest of the year group for these assessments in November.

The above is subject to further decisions by Ministry and the forthcoming election.

Perimeter fencing

We have budgeted to replace much of our perimeter fencing from this year's 5YA funding. Experience during term 1 showed that the porous nature of our boundary fencing is an increasing health and safety concern with ex-students/members of the public able to come onto school grounds at will during the day.

As the Board are aware, the school employs a security contractor during the day in addition to our Truancy Officer. However, the number of people coming onto the site is more than can be managed by these two staff, who frequently have to escort intruders off site repeatedly during the day. We have had a student assaulted during a PE lesson in front of a teacher.

This report requests that the Board reconsiders our perimeter fencing including securing the Harris Street entrance.

Stand downs and suspensions since the March board meeting.

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	4	0	4	9 (2)	NZ European (1)
				10 (2)	Māori (3)
Stand-down	12	7	5	9 (9)	NZ European (3)
				10 (3)	Māori (7)
					Dutch (1)
					Cook Islands Māori (1)

6.3 Property, Health and Safety Report

PROPERTY

New courts project

The remedial work is 99% complete.

New 10YPP

- Massey Block toilets. Concept design has been agreed upon. In the meantime, we will paint the girls toilet black and vape detectors are being installed.
- Electrical upgrade. The science block upgrade is now complete.

New classroom block

The sewerage and grey water drain is well underway after a few weeks of delays caused by the soft earth collapsing the tunnel that was being drilled 5m underground. The contractors have come up with a solution so that is good news.

Foyer & hall

New flooring is completed but replacing the autex on the foyer walls is on hold for now.

Cleaning contract

The cleaning is going very well now that the school is employing our own cleaners. All the new ones we have employed are very conscientious and the holiday term clean is underway. Because we are not paying a cleaning company's overheads we are able to employ more cleaning staff.

Gas leak and water supply issues

A gas leak in a science block has been repaired but now the water supply is intermittently failing so we are addressing that as well.

HEALTH AND SAFETY

There have been two break-ins over the holidays and there are increasing numbers of individuals accessing the school site on weekends and holidays. It is becoming a real problem with robberies, graffiti and vandalism. I believe the school needs to be fully fenced including the main Harris St entrance to stop this trend.

The Ministry funded fencing project (valued at \$400k) is being put on GETS this week (the Govt Electronic Tendering Service). In the meantime we are looking at ways to deal with

the issue. The safety of our staff particularly the caretaker and his family could be compromised if we don't.

7.1 PHS Incorporated Trust Report

Title	PHS Incorporated Trust report
Date	19 April 2023
By	Shellie Turner-Eskdale, Grants Officer; Denis Murphy, Business Manager; Richard Barnett Principal
Approved By	Ben Stallworthy, Chair
Recommendation	<p>That the Pukekohe High School Board of Trustees:</p> <ul style="list-style-type: none">• Approves PHS becoming an Educational Trust• Asks that school leadership take the necessary steps for the school to become an Educational Trust• Asks that Trustees be nominated for a committee to oversee and manage the Trust

A draft constitution is detailed on the following pages, together with the advantages and disadvantages that we perceive in the school becoming an Educational Trust.

CONSTITUTION AND RULES

- of -

THE PUKEKOHE HIGH SCHOOL EDUCATIONAL TRUST (INCORPORATED)

A trust board incorporated under the provisions of the Charitable Trusts Act 1957

1. INTERPRETATION

In these Rules unless the context requires a different interpretation:

- (1) "The Board" means the board of trustees hereby constituted.
- (2) "the Trust" means the Pukekohe High School Educational Trust (Incorporated) hereby constituted.
- (3) "the objects" means the objects set forth in Rule 4 of these rules.
- (4) "Member" means a person or corporate body for the time being in one or more of the categories defined in Rule 9 of these rules.
- (5) "Year" and "Financial Year" mean the period beginning on 1st April in each year and ending on the 31st March next following.
- (6) "the School" means the Pukekohe High School as at present established, whether or not the same shall hereafter be known by another name or by re-established on another site or be divided into separate institutions for boys and girls respectively.
- (7) "the Governing Body" means the school board of trustees of the Pukekohe High School for the time being or such other body as shall by law for the time being in force have the control and management of the School.

2. NAME:

The name of the Trust is THE PUKEKOHE HIGH SCHOOL EDUCATIONAL TRUST (INCORPORATED).

3. OFFICE:

The office of the Trust is as the office of the School or at such other place or places as the Board may from time to time determine.

4. OBJECTS:

The objects for which the Trust are established are generally to provide, extend, alter, improve, repair, and maintain educational, cultural, and sporting amenities for the School AND in furtherance of such objects to do all or any of the following things:

- (a) TO provide and administer or assist in the provision and administration of bursaries, scholarships and/or grants to or for the benefit of students attending or proposing to attend the School or proceeding or proposing to proceed from the School to more advanced studies or to other places of learning.
- (b) TO provide or assist in the provision of devices, books, clothing, sporting or other equipment and resources for use by students attending the School.
- (c) TO maintain, extend, develop, improve, alter, and replace the hall at the School and/or additional hall at the School and/or halls elsewhere available for use by students attending the School.
- (d) TO provide, equip, maintain, extend, develop, improve, alter and repair auditoriums, arts centres, gymnasiums, swimming pools, horticultural areas, playing fields, environmental areas, green spaces, lecture halls, sports training facilities, specialists learning areas, outdoor learning areas, laboratories, museums and other buildings and amenities at the School.
- (e) TO purchase, erect, build, take on lease, or otherwise obtain the use or occupation of and to manage, extend, improve, develop, alter, maintain and repair and to sell, personal property of every description.
- (f) TO accept the custody, control and management of any real or personal property which may be bequeathed or donated to the School or to the Board for the benefit of the School.
- (g) TO accept gift and bequests to or for the benefit of the School and to carry out any trusts attaching to them.
- (h) TO invest all or any moneys held by the Board in any of the modes of investment for the time being authorised by the law of New Zealand for the investment of trust funds and upon contributory mortgages of freehold or leasehold lands in New Zealand and in debentures or debenture stock guaranteed preference ordinary or deferred shares or guaranteed preference ordinary or deferred stock issued or guaranteed by any company wherever incorporated and whether bearing any liability for uncalled capital or not and to vary or transpose such investments into or for others of any nature hereby authorised.
- (i) TO adopt such means as the Board may from time to time determine for the purpose of raising money and for obtaining property for the furtherance of the objects of the Trust and to accept contributions, collections, donations, legacies, grants, subsidies and devises.
- (j) TO borrow or raise moneys for the furtherance of these objects.
- (k) TO secure in such manner as the Board thinks fit the repayment of any moneys borrowed or raised by the Board and in particular by the issue of debentures or debenture stick perpetual or otherwise charged upon all or any of the property of the Trust both present and future AND to give and execute in the prescribed manner mortgages, debentures, and other instruments as security for such repayment AND to pay off, redeem or purchase any such securities.
- (l) TO draw, make, accept, endorse, discount, execute and issue promissory notes, bank transfers, bills of exchange, warrants and other negotiable securities or transferable instruments.

- (m) TO do all such other things, acts, deeds, and matters as shall be necessary, incidental, or conducive to the attainment or any of these objects.
- (n) TO institute, or take and to defend, compromise, or abandon legal proceedings involving the property or affairs of the Trust.

5. APPROVAL OF GOVERNING BODY:

Nothing directly affecting the School or its buildings, property or policy shall be done or undertaken by the Board in furtherance of the objects except with the prior specific approval of the Governing Body.

6. CONSITUTION OF THE BOARD OF TRUSTEES:

- (a) The Board shall consist of:

The principal for the time being of the School ex officio.

Three (3) members (herein called "the Appointed Members") appointed for a three-year term by a three-quarters majority vote of the Governing Body.

One member (1) (herein called "the elected member") who shall be elected and shall hold office hereinafter prescribed.

- (b) The first appointed members shall be appointed by the Governing Body at its first meeting following the date of incorporation of the Trust.
- (c) The first elected member shall be elected by those present at the meeting of the Trust at which the resolution authorising the making of the application for incorporation is passed.
- (d) For subsequent years:
 - (i) Candidates for the office of elected member will be nominated and seconded at the annual general meeting.
 - (ii) If there are no more candidates than there are vacancies those candidates so nominated will be declared elected.
 - (iii) If there are more candidates so nominated than there are vacancies the elected members will be elected by the secret vote of those present at the meeting and will be those receiving the greatest number of votes.
- (e) The elected members will retire at the next annual general meeting following their election but will be eligible for immediate re-election.
- (f) If an elected member dies, resigns, becomes bankrupt or insolvent or insane or incapable, or refuses to act or is absent from three consecutive meetings of the Board without reasonable cause or without leave of absence granted by the Board, their office will ipso facto become vacated and the Board shall thereupon appoint some other person in their place and such person if they accept such appointment will hold office as an elected member until the next following annual general meeting.

7. FUNCTIONS POWERS AND DUTIES OF THE BOARD:

The functions, powers, and duties of the Board are (subject to the approval of the Governing Body as provided in Rule 5):

- (a) To control, administer and manage the property, funds and affairs of the Trust.
- (b) To carry out, effect and perform the objects according to law as provided in the certificate of incorporation issued under the Charitable Trusts Act 1957 and in accordance with these rules.

- (c) To appoint officers, assistants, and other servants whether honorary or otherwise and upon such terms and conditions and at such remuneration as the Board thinks fit and from time to time to remove and to replace any person so appointed.
- (d) To appoint sub-committees as the Board may from time to time deem expedient for the carrying out of the objects. Members of any sub-committee need not necessarily be members of the Board.
- (e) To do all such other things as not being contrary to law and not prohibited by these rules shall or may be necessary or desirable in the opinion of the Board for the carrying out and performance of the objects.
- (f) To do all such other things as are necessary or desirable in order to comply with the provisions of the Charitable Trusts Act 1957 in their relation to the Trust.

8. OFFICERS OF THE BOARD:

- (a) The Board shall have the following officers who shall be appointed at the first meeting of the Board in each year following the annual general meeting:
 - (i) A CHAIRPERSON who shall be one of the Board and who shall not hold office for more than five consecutive years.
 - (ii) A DEPUTY CHAIRPERSON who shall be a member of the Board.
 - (iii) A SECRETARY whose duties will be to give notices of all meetings, to keep minutes and records of all meetings, to keep minutes and records of all meetings of the Board and of any committees, and to perform such other duties as the Board may direct and as are normally incidental to the office of secretary.
 - (iv) A TREASURER who will have the custody of the books of account and have charge of the funds of the Trust. It will be the duty of the Treasurer to see that all statutory and other requirements with reference to the financial matters of the Trust are complied with and that the provisions of these rules as to such matters are carried out so far as lies in his power, and to perform such other duties as the Board may determine and as are normally incidental to the office of a Treasurer.
- (b) AN AUDITOR OR AUDITORS who shall not be a member or member of the Board shall be appointed to audit the books and accounts of the Trust. The first auditor or auditors shall be appointed by the Board to hold office until the first annual general meeting and thereafter the auditor or auditors shall be appointed by and at each annual general meeting. The auditor or auditors shall have the right of access at all times to the books, accounts and vouchers of the Trust and shall be entitled to require from the Board and officers of the Trust such information and explanations as may be necessary for the performance of their duties. The Board may fill any casual vacancy in the office of auditor but until such vacancy shall have been so filled the surviving or continuing auditor or auditors (if any) may act.
- (c) This rule shall not be construed to preclude the naming of one and the same person to hold more than one office except that a person holding office as auditor shall not be entitled to hold any other office.

9. MEMBERS OF THE TRUST

- (i) Members of the Trust shall be:
 - (a) "Ordinary Members". All persons and bodies corporate who shall during any financial year of the Trust have contributed the sum of \$2 or more to the funds of the Trust or who shall have made gifts to the Trust of other property of a value of not less than \$2 shall be ordinary members of the Trust.
 - (b) "Endowment Members". All persons and bodies corporate who shall during any financial year have contributed the sum of \$10 or more to the funds of

the Trust or who shall have made gifts to the Trust of other property of a value of not less than \$10 shall be endowment members of the Trust.

- (c) "Foundation Members". All persons and bodies corporate who shall within a period of one year from the date of incorporation of the Trust have contributed the sum of \$50 or more to the funds of the Trust or who shall have made gifts to the Trust of other property of a value of not less than \$50 shall be foundation members of the Trust.
- (d) "Life Members". All persons and bodies corporate who shall have contributed in one sum or in two instalments within two years \$100 or more to the funds of the Trust or who shall have made a gift or gifts of other property of a value or total value of not less than \$100 to the Trust shall be life members of the Trust. Any person irrespective of his contribution in money or property to the Trust may be elected by a general meeting to life membership by reason of outstanding services to the Trust.
- (ii) For the purpose of this clause a contribution by a husband will qualify his wife also to be a member in the appropriate category and similarly a contribution by a wife will qualify her husband.
- (iii) Each ordinary member and endowment member will be such a member only for the period from the date of their contribution or gift until the next following annual general meeting and such member's right of attending meetings will enure only during such period including the date of such annual general meeting.

10. GENERAL MEETINGS OF MEMBERS:

A ANNUAL GENERAL MEETING

In the month of **May in 2023** and in each year thereafter a general meeting of members to be called "the annual general meeting" shall be summoned by the Board in the manner hereinafter prescribed for general meeting.

The business to be transacted at the annual general meeting shall be:

- (a) To approve the minutes of the previous annual general meeting and of any other general meeting which may have been held since the date of the last annual general meeting.
- (b) To receive from the Board a report, balance sheet and statement of accounts for the preceding financial year.
- (c) To elect members of the Board as provided by these rules.
- (d) To elect an auditor or auditors.
- (e) To consider and decide any other matter which may properly be brought before the meeting.

B SPECIAL GENERAL MEETING

Special General meetings of members may from time to time be summoned by the Board or on the written requisition of any ten members presented to the Secretary in the manner hereinafter prescribed for general meetings. Upon receiving any such requisition and being informed of the purpose of the meeting the Secretary shall forthwith give the requisite notice calling the meeting.

The prescribed notice calling each such meeting shall specify in general terms the business for which the meeting is called and only the business so specified shall be discussed at such meeting.

C PROCEDURE FOR CALLING GENERAL MEETINGS:

Notice of each general meeting shall be given at least seven clear days prior to the date appointed for the meeting by an email to each member of the Board and to each ordinary member, each endowment member, each foundation member and each life member at their most recent known email address. Such notice shall state that the meeting is to be the annual general meeting or a special general meeting as the case may be and shall specify the place, date, and time at which the same is to be held.

D REPRESENTATION AND VOTING AT GENERAL MEETINGS:

Every subsisting ordinary member and endowment member and every foundation member and life member shall be entitled to attend general meeting and shall on each question submitted to the meeting have one vote.

A body corporate being a member of the Trust may attend and vote by its representative duly appointed in writing under the hand of its secretary. Any member of the Trust entitled in his own right to vote at an annual general meeting if he is appointed as representative of a body corporate member shall be entitled to an additional vote in his representative capacity.

E PROCEDURE AT GENERAL MEETINGS:

- (a) At every general meeting the chairperson (or in their absence or incapacity the deputy chairperson) of the Board shall preside as chairperson of such meeting. If at any such meeting the chairperson or deputy chairperson is not present within ten minutes after the time appointed for the meeting or being present is unwilling or unable to act as such chairperson the members present or represented shall appoint one of their number to act as chairperson of that meeting.
- (b) At any meeting a resolution put to the vote of the meeting shall be decided on the voices or show of hands unless a poll is (before or on the declaration of the result of voices or on a show of hands) demanded by at least three member. Unless a poll is so demanded a declaration by the chairperson that a resolution has on the voices or on a show of hands been carried unanimously or by a particular majority or lost and an entry to that effect in the minute book shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. If a poll is duly demanded it shall be taken in such manner as the chairperson directs and the result of the poll shall be deemed to be the resolution of the meeting of which the poll was demanded.
- (c) In the case of an equality of votes whether on the show of hands or on a poll the chairperson of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or a casting vote.

11. MEETINGS OF THE BOARD:

- (a) The Board may hold meetings from time to time at any convenient time and place that it shall appoint and shall meet on not less than two occasions in each financial year.
- (b) The chairperson (or in their absence the deputy chairperson) of the Board may from time to time convene a meeting of the Board in addition to the meetings required by paragraph (a) hereof to be held at such convenient time and place as the chairperson (or in their absence the deputy chairperson) shall determine, and the Secretary shall convene such a meeting upon the requisition of four members of the Board stating the purpose for which such meeting is required.

- (c) Notice of each meeting of the Board shall be given to all members thereof by the Secretary sending an email containing a copy of such notice to each member of the Board at their last known email address at least seven days prior to the date appointed for such meeting PROVIDED however that the requirements of the said notice may be waived with the approval (to be recorded in the minutes of such meeting) of not less than five members of the Board.
- (d) The Board shall at its meeting receive and consider any representations that may be made to it from the Governing Body through the appointed member of the Governing Body or otherwise or from the Principal of the School or from the Parent-Teacher Association or from the Past Students Association of the School for financial assistance in projects connected with the School, or from any other person or persons.

12. PROCEEDINGS AT MEETINGS OF THE BOARD:

- (a) At every meeting of the Board the chairperson or in his absence the deputy chairperson shall preside as chairperson thereof. If at any such meeting the chairperson or deputy chairperson is not present within ten minutes after the time appointed for the holding of such meeting or is unwilling or unable to act as chairperson the members present shall appoint one of their number to act as chairperson of that meeting.
- (b) No business shall be transacted at any meetings unless a quorum of members thereof is present at the time when the meeting proceeds to business.
- (c) Four members of whom one shall be the Principal for the time being of the School or the appointed member personally present shall constitute a quorum for any meeting of the Board.

13. REGULATIONS:

The Board may make, amend, or rescind any by-laws or regulations not inconsistent with these rules to attain or facilitate the attainment of the objects of the Trust or any of them.

14. ACCOUNTS:

- (a) The Board shall cause proper books or records of account to be provided and true and accurate entries to be made therein of the assets and liabilities of the Trust and of all the sums of money received and paid by the Trust under the authority of these Rules and in pursuance of the several aims and objects of the Trust.
- (b) Such books and records shall at times to be appointed by the Board be open to the inspection of every member of the Board or any person appointed by the Board who may take extracts from the same.
- (c) All moneys collected or raised by the Board or otherwise belonging to the Trust shall within three business days after they shall have come into the hands of the Treasurer be paid into a current account in the name of the Trust at such trading bank as the Board shall from time to time appoint.
- (d) No money may be withdrawn from the said bank account except by the authority of the Board and by bank transfer authorised by the Treasurer and one member of the Board or in the event of the incapacity of the Treasurer by any two members of the Board both of whose signatures will be required on any negotiable instrument issued by the Board. Bank transfers and other negotiable instruments requiring endorsement for credit of the Trust's current account shall be executed in such a manner as the Board shall determine.
- (e) Immediately after the end of each financial year the Treasurer shall prepare the annual balance sheet of the Trust as at the end of such financial year together with

a statement of income and expenditure of the Trust during that financial year and such balance sheet and statement of income and expenditure when duly audited shall be submitted to and if in order approved by the Board and thereafter submitted to the annual general meeting next following.

- (f) A copy of such balance sheet and statement of income and expenditure shall be emailed to each member of the Board not less than seven days prior to the meeting of the Board at which it is to be considered.
- (g) Once at least in every year the accounts of the Trust shall be examined and the correctness of the balance sheet and statement of income and expenditure ascertained by the auditor or auditors who shall make a report to the Board on the accounts so examine by them and on the balance sheet and the statement of income and expenditure laid before the Board.

Such report shall state:

- (i) Whether or not the auditor has obtained all the information and explanations which he has required.
- (ii) Whether in their opinion the balance sheet and statement of income and expenditure are properly drawn up so as to exhibit a true and fair view of the affairs of the Trust according to the best of the auditor's information and the explanations given to him and as shown by the books of the Trust.
- (iii) Any other matter which in the opinion of the auditor should be brought to the attention of the Board.

15. APPLICATION OF FUNDS AND PROPERTY:

Save as herein provided only the net income arising from the investment of the funds and property of the Trust may be expended or applied in or towards the carrying out and performance of the objects PROVIDED nevertheless that:

- (a) The expenses of and incidental to the establishment of the Trust may be met and paid from the corpus or capital of the said funds and property of the Trust.
- (b) All or any moneys or property given, donated, devised or bequeathed to the Trust for any specific purpose within the scope of the objects shall be expended for or applied towards that purpose.
- (c) Any money or property forming part of the corpus or capital of the Trust may with the prior specific authority of a general meeting of members be expended or applied in or towards the furtherance of the objects or any of them.
- (d) All net income arising from the funds and property of the Trust shall unless the Board for good reason decided otherwise be expended or applied as soon as may be in or towards the carrying out of the objects PROVIDED nevertheless that the Board may in its discretion use all of any part such income for the establishment and increase of a reserve fund to meet anticipated future requirements or commitments of the Trust.

16. SEAL:

The Common Seal of the Board shall be in the custody of the Secretary and shall not be affixed to any deed or other document except by the authority of a resolution of the Board and in the presence of two members of the Board who shall attest the affixing of the seal. Any deed or other instrument duly sealed and purporting to be signed by two members of the Board shall be deemed to be properly executed.

17. WINDING UP:

The Trust shall be wound up voluntarily if the Trust at a general meeting of the members passes a resolution requiring the Trust so to be wound up and that resolution is confirmed at a subsequent general meeting called for that purpose and

held not earlier than 30 days after the date on which the resolution so to be confirmed was passed.

Should the Trust be wound up in accordance with this rule then any moneys and property remaining after the due settlement of the affairs of the Trust and the payment of all debts and claims shall be paid over to the Governing Body.

18. ALTERATION TO RULES:

- (a) Subject to the provisions of Section 61 of the Charitable Trusts Act 1957 these rules may be altered, added to, rescinded, or otherwise amended by a resolution duly passed by a majority of two-thirds of the members present and entitled to vote at an annual general meeting or at a general meeting convened for that purpose provided that the notice convening such a meeting whether annual or otherwise shall set forth the purport of such alterations, additions, rescissions, or other amendments.
- (b) A copy of every such alteration, addition, rescission or amendment shall forthwith be delivered to the Registrar of Incorporated Societies to be filed with this Constitution and Rules.

19. INCORPORATION:

The Trust is to be incorporated under and in compliance with the Charitable Trusts Act 1957 and as from the date of such incorporation the provisions of these Rules will be deemed to be incorporated therein.

Signatories – yet to be decided

The writers of this report see the following advantages and disadvantages of the school becoming an Educational Trust:

PROS

- We gain access to more trusts and foundations for funding. Currently we can apply to one local Trust as a school, by incorporating we have the option of applying to the other local gaming Foundation and also the TAB.
- By incorporating we then have the option of also becoming a registered charity. This would give us access to another 4 trusts who require charity status.
- Potentially more attractive to trusts and foundations who have 'Invitation Only' applications if we are both incorporated and a registered charity (indicates we are committed to seeking funds for educational betterment of our students)
- Ability to get local business and corporate sponsorship through yearly donations (similar to PHS rugby)
- A means to have alumni reconnect to the school through the Trust.
- A vehicle for the PTA (re-established) to raise funds for the school.
- The overarching positive is all tied back to the educational betterment of our students.

CONS

- Another committee/board needs to be established, run and managed.
- The principal and current board member/s would be on the board.
- The formation of the Trust would need to be advertised and board members recruited.
- Another set of annual accounts needs to be audited.

7.2 Sports Department Report

Title	Sports Department report
Date	20 April 2023
By	Richard Barnett, Principal and Gordon Paulsen, Sports Director
Approved By	Ben Stallworthy, Chair
Recommendation	<p>That the Pukekohe High School Board of Trustees:</p> <ul style="list-style-type: none">• 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

1 1st XI Boys' Hockey

Most of the Boys 1st XI Hockey Team have been together for two years, with their goal being to enter NZ's top Secondary School Competition – Rankin Cup. Last year they achieved this goal by winning the Mayhill Cup and qualified for this prestigious competition. They were winners of the Pukekohe High School Team of the Year in 2022. They train twice a week and compete in the Auckland A Grade Competition

To compete at Rankin they will travel to Wellington for a week, and the costs for this are even more than in previous years. Some of the boys will struggle to raise the \$1500 needed to get to the tournament and we have started seeking some fundraising initiatives.

Given their dedication and motivation over the last two years, they would be worthy recipients of a successful grant application.

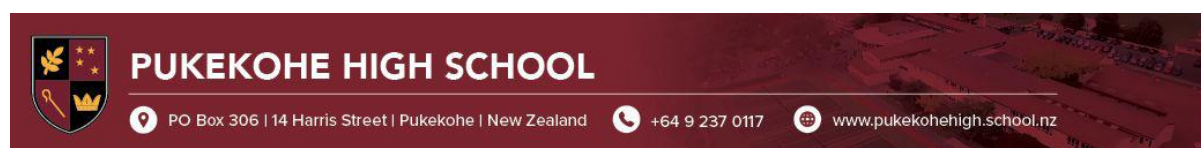
2 Coaching gear and player uniforms

The Sports Director has identified the need for additional player uniforms in rugby, lacrosse, netball, hockey and cricket.

Many of our coaches are volunteers, either parents or who have some tie/connection with the school. We do not pay any of our coaches for their time and effort. Giving them a uniform gives them a sense of belonging to the school and will build a proud culture within sport. It also helps build/maintain relationships with our volunteer community.

7.3 Personnel Policy Review

Title	Personnel Policy Review
Date	19 April 2023
By	Simon Williams
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Reviews the policy and make any suggested amendments and then send a revised copy to PHS staff for consultation and feedback.



Personnel Policy

to support NAG 3 Personnel

Outcome statement

The obligations and responsibilities of being a good employer are met.

Scoping

The board recognises its responsibilities and accountabilities to its employees are achieved through the Principal as its chief executive.

Delegations

The board delegates responsibility to the principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the current terms of employment documents and identified good practice.

Expectations and limitations

The principal must ensure:

- all employment-related legislative requirements are applied.
- all employees' understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
- a smoke-free environment is provided.
- The Board of Trustees involved in the appointment process for any members of the Senior Leadership team (Deputy Principals, Business Manager)
- employment records are maintained and all employees have written employment agreements, including written job descriptions.
- management pay units for appropriate positions are allocated in a fair, transparent manner.
- employee leave is effectively managed and reported so that:
 - the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered.
 - board approval is sought for any requests for staff travelling overseas on school business.
- effective and robust performance management systems are in place for all staff that include performance management reviews, attestations for salary increases and staff professional development.

- a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's performance agreement.
- the requirements of the Health and Safety at Work Act 2015 are met.
- advice is sought as necessary from NZSTA advisers, or other insurer approved legal advisers, where employment issues arise and the school's insurer is notified.

Procedures/supporting documentation

Staff leave form
 Staff leave procedure
 Staff performance review
 Professional development
 Storage of confidential information
 Police safety checks for all appointments

Monitoring

This policy will be monitored by the Board through internal process such as ; staff turnover, staffing budgets and complaints to the Board.

Legislative compliance

[State Sector Act 1988 Employment Relations Act 2000 Privacy Act 1993](#)
[Health and Safety at Work Act 2015 Collective employment agreements](#)

Reviewed: May 2020 Next review: May 2023

7.4 Policies for Review

Title	Policies for Review
Date	21 April 2023
By	Denis Murphy
Approved By	Ben Stallworthy, Chair
Recommendation	<p>That the Pukekohe High School Board of Trustees review and approve the following existing policies:</p> <ul style="list-style-type: none"> • Theft and Fraud Prevention policy • Sensitive Expenditure Policy • Credit Card Policy • Financial Planning and Condition Policy • Asset Protection Policy

Introduction:

In 2021, the Board of Trustees reviewed and accepted into operation the following policies:

- Theft and Fraud Prevention policy – May 2021
- Sensitive Expenditure Policy – May 2021
- Credit Card Policy – April 2021
- Financial Planning and Condition Policy – May 2020
- Asset Protection Policy – May 2020

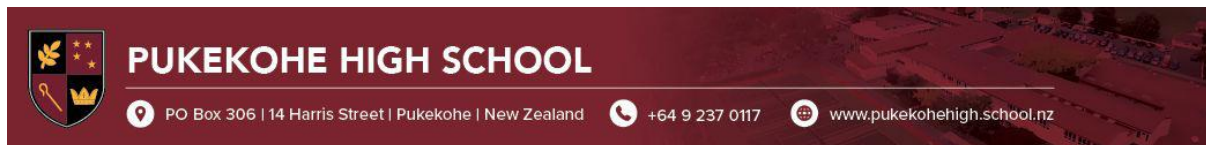
The policies have been in service since their adoption; and are deemed fit-for-purpose by management.

Discussion:

Although, there is no indication that the policies are not working; or are not fit-for-purpose it is important that the School maintains a review process allowing Trustees, staff or the public the ability to comment on policies and their implementation.

Regular review is a requirement of audit; and with the end-of-financial year approaching it is timely for the Board to review these policies so that this condition of audit can be fulfilled.

Copies of the policies are available below.



Theft & Fraud Prevention Policy

Policy to support NAG 4 Property & Financial

Outcome statement

School assets and resources will be protected and fair and transparent processes will be in place to prevent and detect fraud by anyone involved with the school.

Scoping

Assets and resources will be protected, adequately maintained or placed at undue risk.

Delegations

The Board, through the Principal and the Finance Committee, will establish systems and procedures to guard against the actions of theft and fraud.

Expectations and limitations

As preventative measures against theft and fraud the Board requires the Principal in conjunction with the Finance Committee and the Property Committee to ensure that:

- a) The School's physical resources are kept secure and accounted for.
- b) The school's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- c) Staff members who are formally delegated responsibility for the

custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.

- d) All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.

In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:

- a) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined below, 2b – 2f.
- b) So far as it is possible and within 24 hours:
 - i. Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - ii. Request a written statement from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
 - iii. Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.
 - iv. Inform the Board Chairperson and Board Treasurer of the information received and consult as appropriate.
- c) On the basis of advice received and after consultation with the Board Chairperson & Treasurer, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
- d) The Principal shall then carry out the following procedures:
 - i. Investigate the matter further;
 - ii. If a prima facie case is thought to exist to continue with their investigation;
 - iii. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - iv. Lay a complaint with the New Zealand Police;
 - v. If necessary, commission an independent expert investigation;
 - vi. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - vii. Seek legal advice; or
 - viii. Inform the Northern Regional Manager, Ministry of Education Auckland office and/or the School's auditors.

- e) Once all available evidence is obtained the Principal shall consult the Board Chairperson and Treasurer . The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
- f) If a case is considered to exist the Principal or a person designated by the Principal shall, unless another course of action is more appropriate:
 - i. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii. Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - iii. Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present.)
 - iv. Advise the person in writing of the processes to be involved from this point on.

The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.

The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

Allegations Concerning the Principal or a Trustee;

Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of Guideline 2 of this Policy.

Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in

accordance with the requirements of Guideline 2 of this Policy.

Procedures/supporting documentation

Monthly Financial reports

Annual Budget

Asset register

Monitoring

Monthly Financial reports

Annual Budget

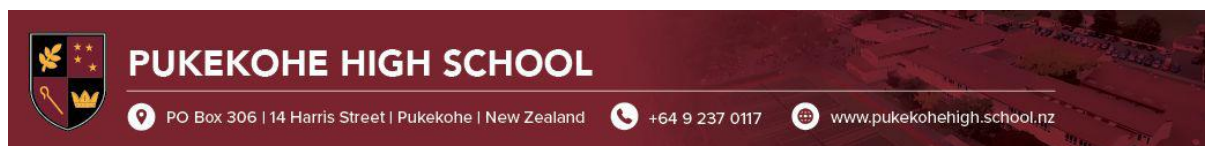
Asset register

Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

Reviewed: *August 2020*

Next review: *August 2022*



Sensitive Expenditure Policy

Policy to support NAG 4 Property & Financial

Outcome statement

All expenditure is clearly linked to the business of the school and at no time provides unreasonable and personal benefit to any individual or group of individuals (staff or students).

Scoping

Expenses which may be considered to be beneficial only to individuals or small groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fundraising specific to that expenditure. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.

Delegations

The principal is delegated day-to-day responsibility for ensuring that all expenditure is reasonable and does not give personal benefit to an individual or group.

Expectations and limitations

Where expenditure may be beneficial to an individual or group of individuals the following will be taken into account prior to authorising this expenditure:

- Does the expenditure benefit student outcomes?
- Does the expenditure represent the best value for money? Is it in the budget?
Frequency of expenditure?
- Could the Board justify this expenditure to a taxpayer, parent or another interested party?
- How would the public react if this expenditure was reported by the media?

- Would there be perceived to be any personal gain from this expenditure?
- Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (eg. Charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).
- All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and a separate income statement for management reporting purposes showing all funds raised and expenditure incurred will be provided to the board.
- The Board has delegated responsibility for the implementation and monitoring of this Policy to the Finance Committee and the Principal.

Procedures/supporting documentation

Annual Budget

Monitoring

Finance meeting & Monthly reporting

Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

Reviewed: *August 2020* Next review: *August 2022*



Credit Card Policy

Policy to support NAG 4 Property & Financial

Outcome statement

School credit cards will be allocated responsibly with all expenditure incurred directly linked to the business of the school.

Scoping

Financial assets will be protected and utilised as per procedures.

Delegations

The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this policy.

Expectations and limitations

Process for Issue of Credit Cards

Credit cards should only be issued to the following staff members - are Business Manager, Principal, Associate Principal and Principal's EA. Approval for the issuing of further cards must be authorised by the Board.

The limits set for credit card use should not exceed \$2,000 debit.

Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

Procedures to be followed when using the card

The credit card is not to be used for any personal expenditure.

The credit card will only be used for:

- payment of actual and reasonable travel, accommodation and meal expenses incurred on School business; or
- purchase of goods within the approved budget.

All expenditure charged to the credit card should be supported by:

- A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
- For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit

The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.

Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any travel by the Deputy Principal and the Board should authorise any travel by the Principal). Cardholders are not allowed to approve their own expenditure.

All purchases should be accounted for within 5 working days of receiving a credit card statement.

Cash Advances

Cash advances are not permitted.

Discretionary Benefits

Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the School. They should not be redeemed for personal use.

Cardholder Responsibilities

- The cardholder should never allow another person to use the card.
- The cardholder must protect the pin number of the card.
- The cardholder must only purchase within the credit limit applicable to the card.
- The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
- The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board. As part of its approval, the Board requires the Principal to ensure that all staff who are issued with a school credit card understand the responsibilities and requirements.

Procedures/supporting documentation

Monitoring

Monthly financial reports

Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

Reviewed: *August 2020* Next review: *August 2022*

Signature Section for Prospective Cardholders

I have read and understood this policy and agree to abide by it.

Name:

Signed:

Date:

Signed .. **Signed**

Chair BOT Principal

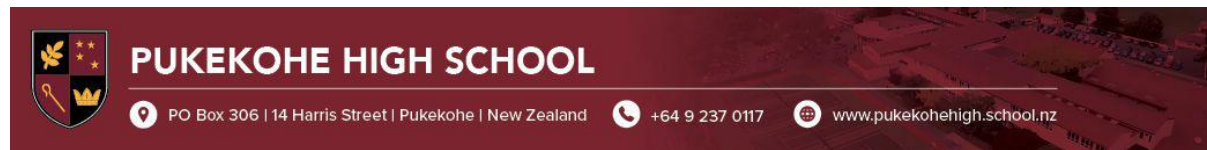
Date:

I have read and understood this policy and agree to abide by it.

Name:

Signed:

Date:
Signed
Chair BOT Principal
Date:



Financial Planning and Condition Policy

to support NAG 4 Financial & Property

Outcome statement

The school is financially viable, manages risks effectively and resources are targeted to where they make the most difference to outcomes for students.

Scoping

The board of trustees has overall responsibility for the financial management of the school. The principal is the day-to-day manager of the school and responsible for achieving legislative requirements and charter/strategic aims and targets within board policy objectives.

The financial viability of the school must be protected at all times, and every practicable effort is made to eliminate the risk of theft or fraud.

Delegations

The principal, in association with the finance committee, is responsible for recommending an annual operating and capital budget to the board within the timelines specified in the finance committee terms of reference.

The board delegates the day-to-day management of the school's finances and budget to the principal.

The principal is required to ensure robust, clear procedures are in place to safeguard the integrity of financial management.

Expectations and limitations

Budgeting shall not fail to reflect the annual plan, risk financial jeopardy nor fail to show a generally acceptable level of foresight.

The budget should:

- reflect the results sought by the board
- reflect the priorities as established by the board
- comply where the board's requirement is for a balanced budget
- demonstrate an appropriate degree of conservatism in all estimates.

The principal must ensure:

- unauthorised debt or liability is not incurred
- generally accepted accounting practices or principles are not violated
- tagged/committed funds are not used for purposes other than those approved
- more funds than have been allocated in the fiscal year are not spent without prior board approval
- all money owed to the school is collected in a timely manner
- timely payment to staff and other creditors is made
- unauthorised property is not sold or purchased
- all relevant government returns are completed on time
- no one person has complete authority over the school's financial transactions
- when making any purchase:
 - of over \$10,000, comparative prices are sought
 - of over \$10,000, an adequate review of ongoing costs, value and reliability is undertaken
 - of over \$10,000 on a single item, board approval is first sought
- effective systems are in place to meet the requirements of the payroll system.

Procedures/supporting documentation

Annual budget

NZSTA example governance framework March 2018: Part D Operational policies

Monthly Reporting – timeframe for production and example of reports
Annual Reporting – timeframe for production and example of reports
Annual Budget – timeframe for production and example of reports
Capital Project Reports – framework for applications
List of Authorisers and Limits

Monitoring

The principal is responsible for financial reporting and demonstrating budget compliance. Where there is non-compliance, variances are to be reported to the board with recommendations on the actions required to meet compliance.

Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#) .

Reviewed: Next review:
NZSTA



Asset Protection Policy

to support NAG 4 Financial & Property

Outcome statement

Assets of the school are utilised to maximise the best outcomes for students.

Scoping

Assets may not be unprotected, inadequately maintained or unnecessarily risked.

Delegations

The principal is delegated day-to-day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a clean, safe, tidy and hygienic work and learning environment for students and staff.

Expectations and limitations

The principal must:

- ensure all board assets are insured
- not allow unauthorised personnel or groups to handle funds or school property
- not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use
- maintain an up-to-date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$500
- ensure the implementation of the 10-year property maintenance plan
- engage sufficient property maintenance staff for the school within budget limitations
- receive board approval for maintenance contracts over \$10,000 for any one contract
- conduct competitive tenders for all contracting

- protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication
- not receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards
- not invest or hold operating capital in insecure accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.

Procedures/supporting documentation

Asset register

Monitoring

Annual Budget

Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

Reviewed: May 2020

Next review: May 2023

8.1 Term 1 School Sport Overview

The sports department had a very interesting start to the year in 2023. Shey Eva, returning to the sports department as Sports Coordinator and Gordon Paulsen starting in the Director of Sport role. With many summer sports kicking off in early February it was an extremely busy period for the sports department. However, Shey had done an incredible job of managing those sports/events during the busiest period of the year. One of the goals of the Sports Department this year is to increase the participation in sport at Pukekohe High School and grow a strong culture within Sport. The Start to this year has looked extremely promising as we have had many students engaged in various sports across the term. Below are some of the highlights.

Athletics:

We had 14 Athletes compete at the Counties Manukau Zones Championships on 23 March. Our Athletes did extremely well, considering we were unable to run our school athletics this year. We had 7 Athletes place in the top three of their respective events and thus qualifying for the Auckland Championships. 4 of the 7 competed at the Auckland Championships where we had 1 podium finish, 2nd place in the Junior Girls 300m Hurdles.

Basketball:

3 of our senior Boys have been selected on the Franklin Bulls roster for the 2023 Sals NBL Season.

Clay Target:

At the first competition of 2023, it was an achievement to have the first three places in Ladies section be won by our school and had 8 shooters in the top 20 competitors. There was one student who was a finalist in the 2022 Counties Manukau Sports U19 Sportswoman of the Year event.

Cricket:

1XI Take on Seddon Park!

An absolutely awesome experience for our Boys 1st XI Cricket Team, who represented the school with pride by playing some awesome cricket at Seddon Park on 19 March. As voted by the Seddon Invitational side, Man of the Match was James Kingham, who scored a remarkable 150 not out, and batted the full 40 overs. Bowling honours went to George

Williams, with special mention to Matthew Moffit as well. Fielder of the day belonged to Luca Morrison. who took an outstanding catch.

Orienteering:

Our Orienteering team has been competing in the Counties Manukau Sprint Series. The team has been performing extremely well, with all 12 orienteers' finishing in the top 5 of their respective age groups. The team is currently preparing to compete at the North Island Championships.

Rowing NISS:

5 teams make the A finals, 6 teams make the B finals and 4 teams make the C finals.

Tennis:

We hosted our annual Pukekohe HS Tennis Championships on 15 March at the Pukekohe Tennis Centre. We had 36 participants on the day and had fantastic weather for the day.

Mt Roskill Sports Exchange:

On 4 April we took 119 students to the Mt Roskill Grammar School Sports Exchange. Competed in Football, Rugby, Netball, Basketball and Hockey. Our students were extremely well behaved and represented PHS with pride and mana. Overall result ended up in a Draw.

Summer Tournament week:

NZSS 3X3 Basketball:

PHS had 40 students across 8 teams compete at the BBNZ 3x3 national competition during the summer tournament week. We had 3x senior boys' teams, 3x Junior boys teams, 1x senior girls and 1x junior girls teams. All our teams performed extremely well placing in the top 20 in their sections. Our Senior premier boys performed exceptionally well, losing their semi-final narrowly to Rosmini College who went on to win the competition. The team went through to the semi-finals without losing a game and their total record was 9 wins and 1 loss over the entire competition, seeing them finish in 5th place overall out of 80 schools.

NZSS Maadi Rowing:

Pukekohe HS had 22 Rowers qualify and compete at the 2023 Aon Maadi Cup in Karapiro. The Rowers performed extremely well with 4 crews making it into the A finals. The competition had 2087 participant, so to make an A final is extremely difficult and remarkable as it places you in the top 8 in the New Zealand.

NZSS Waka Ama:

We had 3 crews represent our school at the Waka Ama Nationals 2023 in Rotorua. 1x Senior Boys J19 w6, 1 x Senior Girls J19 w6 and 1x Junior boys J16 w6. All our crews performed very well with 2 crews making it into the finals. A massive thank you to our coaches Liz Tupuhi and Nathan Poroa for volunteering their time to ensure that our paddlers had an awesome experience.

On behalf of the Pukekohe HS Sport, our students, staff and community we would like to thank the school BOT and our SLT for the ongoing support of our Rangatahi in their school sport journey and the continued support of Shey and myself to deliver quality sporting experiences.