



NOTICE OF MEETING 2023

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 22 May 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 24 April 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

Resolution:

*"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"*

6.4 Staff Representative Verbal Report

6.5 Student Representative Verbal Report

7 Items for Decision

7.1 Grant Application Request Report

Recommendation:

That the Pukekohe High School Board of Trustees:

- *Approves an application to Grassroots Trust for the May grant round for \$48,500 for the purchase of specialist computers.*

7.2 Approvals Required for PHS Childcare Centre

Recommendation

That the Pukekohe High School Board of Trustees:

- *Approves the replacement of the existing Childcare Centre Shed*
- *Agrees to right of renewal of Property Occupancy Document with a final expiry of 30 September 2026*

7.3 PHS Incorporated Trust Report

Recommendation:

That the Pukekohe High School Board of Trustees request school leadership to support the Parent Teacher Association to become an Incorporated Society

8 Items for Information

9 Close of meeting

Next Meeting: 19 June 2023

6 Standing Items

6.1 Financial Report

Commentary on the April 2023 Financial Statements

Below are the April 2023 income & expenditure statement and balance sheets as at 30 April 2023.

We recorded a deficit of \$53,953 (March (28,052)) against budgeted deficit of \$154,702.

Variations

Variations to budget worth noting are:

- **Income**
- **Locally Raised Funds**
 - As with last month net sports fees are ahead of budget.
- **International Students**
 - This category made a net surplus for the month for the first time this year.
- **Expenditure**
 - Curricular costs are still over budget as we have paid for some courses off site in Careers and to assist some students to achieve NCEA.

Under Administration, ICT costs are still over budget but as not as much as last month as we were double charged and have been refunded.

Admin costs are only slightly over budget and property costs, finance costs and depreciation are pretty much on target.

The net result is that after 4 months we are \$233k better than budget.

Working capital

Last month we reported a negative working capital due to unplanned capex but this month we are back in the black and slightly more liquid than we were in December. Considering the large amount of capital expenditure we have incurred the working capital of \$134k is reasonable but we want it to be higher than that from now on.

Staff banking

Edpay have informed the school that our staffing entitlement has been increased to the same FTTE figure as 2022. Our current prediction is still, however, that staff banking will be \$70k in deficit at year end.

Income and Expenditure Report For the 4 months ended 30 April 2023

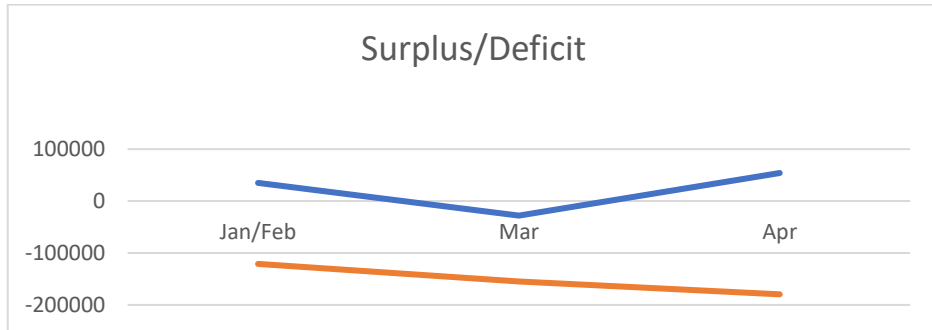
	Actual Apr \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	511,126	1,847,080	1,696,312	150,768	9
Teachers Salary Grant	740,820	3,144,460	3,076,924	67,536	2
Use of land & buildings	266,667	1,066,668	1,066,668	-	-
	1,518,613	6,058,208	5,839,904	218,304	4
Locally Raised funds					
Donations/Fundraising/Activities	3,370	4,836	3,332	1,504	45
Sport Income/exp	586	(24,692)	(50,934)	26,242	52
Other activities inc/exp	16,981	43,900	37,095	6,805	18
	20,937	24,044	(10,507)	34,551	(329)
International Students	5,602	(23,970)	17,118	(41,088)	(240)
Investment income	3,360	8,459	2,000	6,459	323
Total Income	1,548,512	6,066,741	5,848,515	218,226	4
Less expenses					
Learning Resources					
Staff Expenses	196,837	728,088	854,020	(125,932)	(15)
Teachers Salary-MOE funded	740,815	3,144,460	3,076,924	67,536	2
Curricula	19,122	187,631	193,708	(6,077)	(3)
Curricular Other	11,296	62,261	20,632	41,629	202
	968,070	4,122,440	4,145,284	(22,844)	(1)
Administration					
Staff expenses	63,403	256,449	255,636	813	0
ICT	-1,571	98,320	84,868	13,452	16
General/Consumables/Legal	-8,225	(3,701)	10,692	(14,393)	(135)
BOT Expenses	0	2,483	6,088	(3,605)	(59)
Communication	20,149	28,056	13,468	14,588	108

Risk Management	363	9,083	7,052	2,031	29
Audit/Accounting	0	-	10,748	(10,748)	(100)
	74,119	390,690	388,552	2,138	1
Property					
Use of land & buildings	266,667	1,066,668	1,066,668	-	-
Repairs and Maintenance	21,257	63,145	61,836	1,309	2
Staff expenses	30,382	99,776	101,911	(2,135)	(2)
Caretaking/cleaning	3,178	33,196	22,333	10,863	49
Heat, Light and Water	17,112	38,583	41,800	(3,217)	(8)
Grounds	2,607	15,058	16,724	(1,666)	(10)
Security	6,079	24,983	21,536	3,447	16
	347,282	1,341,409	1,332,808	8,601	1
Finance Costs					
	1,975	3,195	4,400	(1,205)	(27)
Depreciation					
	39,686	155,054	157,084	(2,030)	(1)
				-	
Total Expenditure	1,431,132	6,012,788	6,028,128	(15,340)	(28)
				-	
Surplus/(Deficit)	117,380	53,953	(179,613)	233,566	130

Pukekohe High School
Statement of Financial Position
As at 30 April 2023

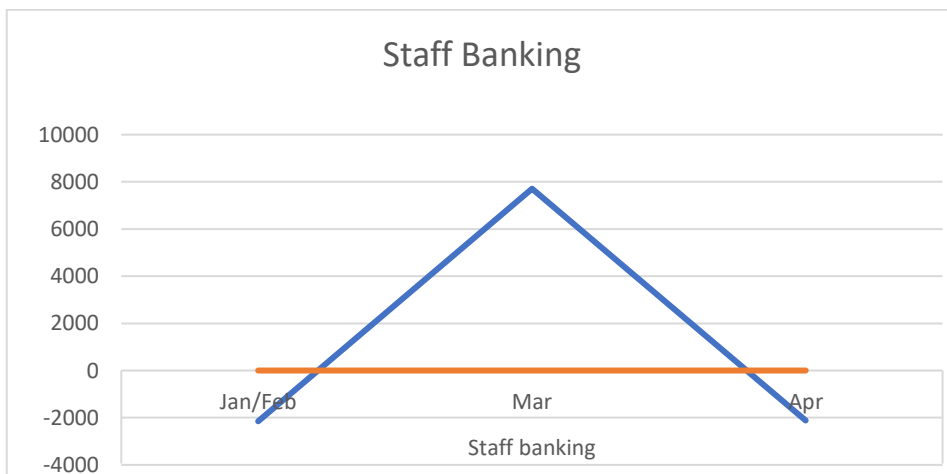
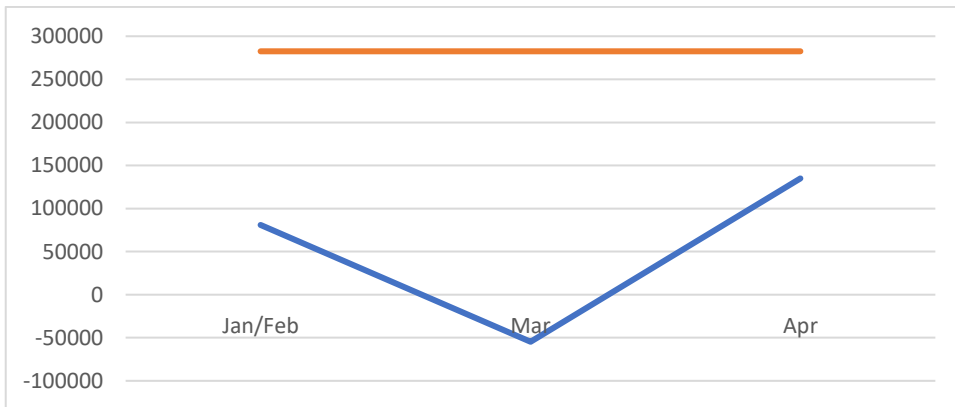
	Apr	Dec
	Actual	Actual
	\$	\$
Current Assets		
Cash and Cash Equivalents	1,097,528	119,760
Accounts Receivable	250,844	190,853
Investments	437,964	436,390
GST		79,563
Inventories	3,797	3,797
Prepayments		56,736
	<u>1,790,133</u>	<u>887,099</u>
Current Laibilities		
Govt Grants in Advance	955,588	
Accounts Payable	152,840	290,743
GST payable	119,089	
International Student Funds	103,647	107,375
Student Funds received in Advance	14,191	19,387
Provision for Cyclical Maintenance-Current	31,650	72,756
Finance Lease Liability - Current	100,420	97,711
MOE Property Projects	149,762	158,773
MOE Salary accrual	27,995	27,995
	<u>1,655,182</u>	<u>774,740</u>
Working Capital Surplus/(Deficit)	134,951	112,359
Non-current Assets		
Property, Plant and Equipment	2,612,292	2,432,257
	<u>2,612,292</u>	<u>2,432,257</u>
Non-current Liabilities		
Provision for Cyclical Maintenance	190,706	190,706
Finance Lease Liability	87,029	114,952
	<u>277,735</u>	<u>305,658</u>
Net Assets	<u><u>2,469,508</u></u>	<u><u>2,238,958</u></u>
Equity		
Accumulated Funds	2,290,755	2,260,345

Furniture Grant	124,800	159,353
Surplus/(deficit)	<u>53,953</u>	<u>(180,740)</u>
	<u>2,469,508</u>	<u>2,238,958</u>



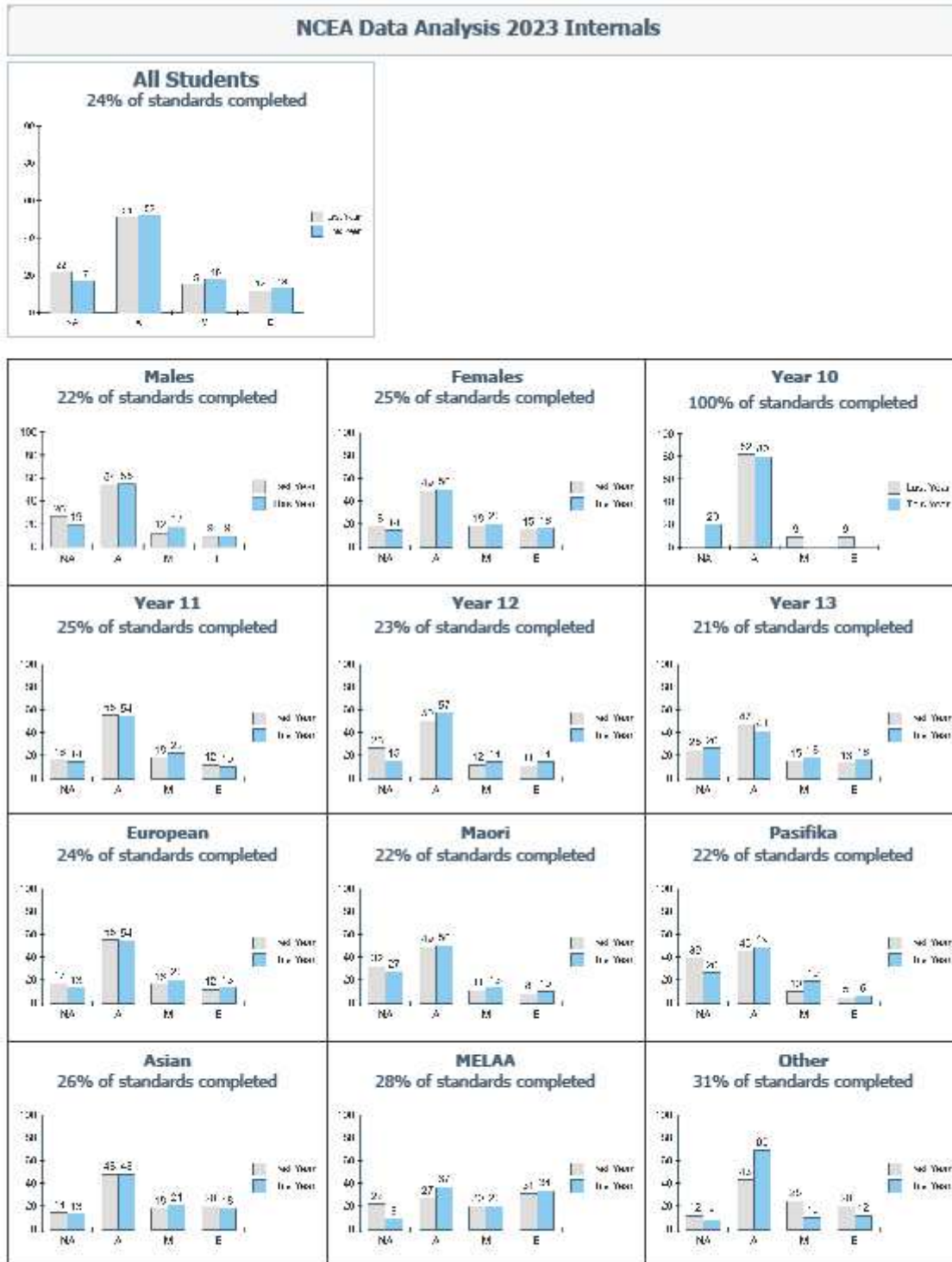
Blue=actual Orange =budget

Working Capital



6.2 Principal's Report

NCEA data – monitoring, tracking and intervention



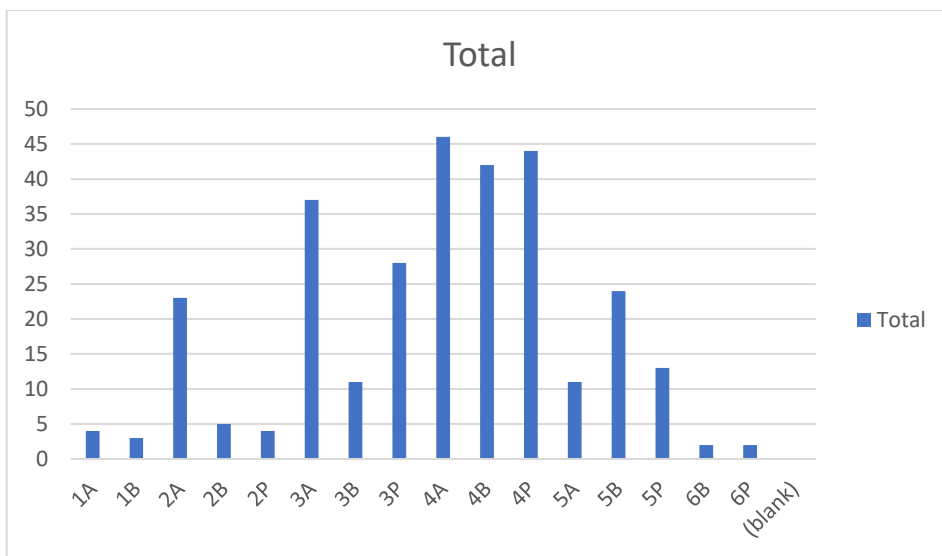
AsTTle data (Year 10)

AsTTle stands for Assessment Tools for Teaching and Learning. E-asTTle is an online assessment tool, developed to assess students' achievement and progress in reading, mathematics, writing, and has been developed primarily for the assessment of students in Years 5–10.

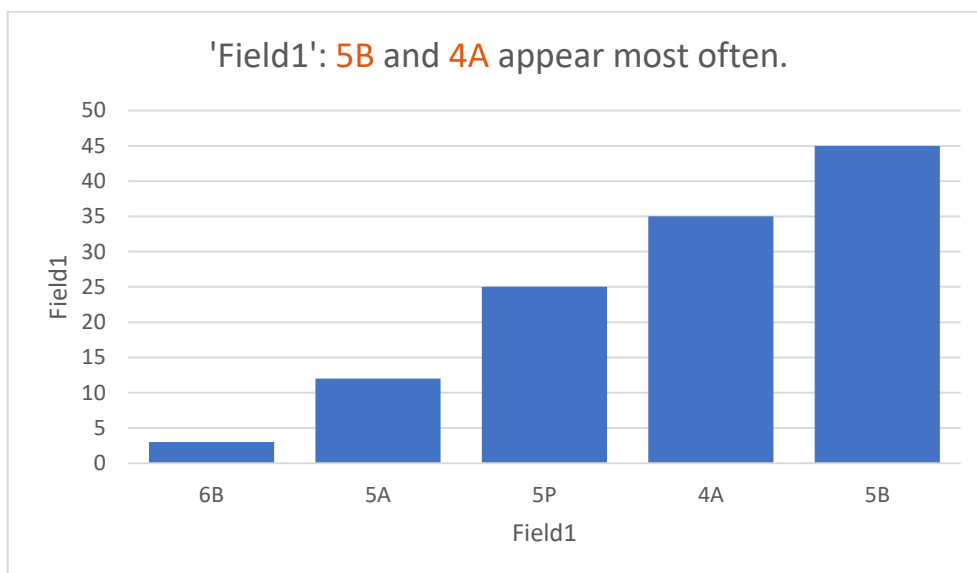
AsTTle is the primary way that we will identify students in Year 10 who are at the right curriculum level to sit the trial literacy and numeracy co-requisites in week 8 in term two and again in October. These assessments are intended for students at Level 4A or 5B of the curriculum (the letters stand for sub-levels within each curriculum level - Basic, Proficient and Advanced).

For the first opportunity in week 8 we are selecting a group of approximately 60 students based on their readiness to sit the tests, which will give the school valuable insights into the level that the assessments are pitched at, together with the logistical issues that other schools are experiencing.

Literacy AsTTle Data



52 students are working at the curriculum Level 5B and above.



40 students are working at the curriculum Level 5P and above.

These two graphs above are very useful for us in terms of selecting students who we think are ready to sit the Level 1 Literacy and Numeracy standards.

Use of generative AI for NCEA assignments

Trustees may have seen a recent report in the Herald about the alleged use of ChatGPT by NCEA students in this and one other school. This is an issue which all schools are coming to terms with. As a school we need to balance our understanding of the potential of AI with the need to ensure proper NZQA verification procedures are adhered to.

We are working with NZQA and our teachers who are best placed to identify whether the work their students have submitted is genuinely their own. In managing school-based internal and external assessment, teachers are advised to:

- design written internal assessment tasks in different ways, such as, encouraging personal reflection, to make the use of AI more difficult
- use the flexibility of NCEA, so students can demonstrate aspects of their learning through means other than written text
- use checkpoints to monitor the progress toward achievement of the standard
- use a variety of assessment methods, including traditional tests, class participation, group work and projects, to evaluate student learning outcomes prior to summative assessment events
- establish a reliable baseline of each student's level of understanding, writing ability and mastery of material for evaluating future assessment items.

We are also investigating the use of Turnitin, which has the ability to check on a student's use of AI, and is familiar at tertiary level.

New Zealand Certificate in Foundation Skills (Level 1)

This report asks the Board to note the school's successful application to and accreditation of this course from December 2022.

We are starting to see some real success in engagement and overall success for ākonga in the Year11/12 Foundation classes working towards the NZ Certificate in Foundation Skills. As the certificate also offers 60 credits, and they worked towards their 10 literacy and numeracy, many of our current Year 12s also achieved L1 NCEA in the process.

The aim of this programme is to enable secondary school learners that are unable to access the level of learning required to achieve NCEA Level 1, to progress to NCEA Level 2.

Students who achieve this programme can progress to NCEA Level 2 or any Level 2 programme in tertiary education. As part of NCEA Level 2 studies many of these students may be eligible for Gateway and Trades Academy enrolment.

Uniform review

To coincide with the uniform contract coming up for review and renewal in September (tenders to be presented formally to the Board) and our ongoing work to ensure consistency and high expectations of wearing uniform correctly, we are beginning a uniform review this term.

Any modifications to the uniform would be for the start of the 2024 or even 2025 school year.

Using focus groups of students and parent surveys.

The review is aiming to address the following:

- Whether there is a need for a distinct junior and senior uniform
- The price of PHS uniform in comparison to other schools
- The availability of non-binary uniform items
- A weatherproof outer
- The relative comfort of the school jumper vs a hoodie

The senior team and Kaitiaki Ākonga (Deans) are generally encouraged by the much more consistent wearing of uniform this term, which is helping to raise overall standards of behaviour and demonstration of the school's values. We will continue the uniform drive for the whole term along with the ban on phones during class time.

Stand downs and suspensions since the April board meeting.

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	4	1	3	10 (1)	NZ European (2)
				11 (2)	Māori (1)
				12 (1)	Filipino (1)
Stand-down	8	5	3	9 (2)	NZ European (5)
				10 (2)	Māori (2)
				11 (3)	Tongan (1)
				12 (1)	

6.3 Property, Health and Safety Report

PROPERTY

New 10YPP.

- Massey Block toilets. The vape detectors are in place and working as a deterrent.
- Fencing project. A large number of contractors have visited the site to price up their tenders. Tendering process should be ending shortly.
- Electrical project. Procurement process underway.
- Roof replacement project. Procurement process about to begin.

New classroom block.

The drain has been completed and the concrete floor was laid this week.

CCTV camera system upgrade.

The upgrade is nearly complete.

Trees

The recent bad weather has highlighted the fact that some of the big trees around the campus may not be safe as branches could break off in high winds. We have contracted Franklin Trees Ltd to do a survey and report on the state of the trees. We will then deal with any unsafe ones.

HEALTH & SAFETY

Health and Safety Reporting.

After discussions with the Board Chair and Deputy Chair, School Management have decided to provide a separate, monthly Health and Safety report. The objective being to improve Board visibility of the Health and Safety function.

The report's format is not decided yet but will include commentary on key indicators about cultural change and more specific reporting about events and any identifiable trends. For instance:

- Specific detailed reports about any incidents that involve medical intervention (*i.e., staff or student is needs to go to accident and emergency or hospital*) including discussion of the review process and lessons learned.
- Monthly tallies of the number injuries reported including which faculty the injury occurred in providing an opportunity to understand trends and address issues.
- Monthly tallies of sick leave.
- Monthly reports about the Health and Safety Committee including confirmation that it is meeting; how many representatives are attending and any key issues that are raised.
- Reporting on actions regarding EOTC taken after the critical incident in 2022:
 - Specific reporting against the recommendations presented to the Board in February 2022 after the internal review of the critical incident.
 - Specific reporting against the recommendations received in the Twaddle Report into the critical incident.

This reporting will be provided monthly and a plan will be established for annual review and reporting to the Board about the following:

- Event registers are being kept and are up-to-date.
- Staff competencies for activities like EOTC, use of tools or chemicals etc have been reviewed and are current.
- Person Conducting Business or Undertaking (PCBU) relationships with regular providers are listed and that there is evidence of collaboration, coordination and cooperation with them.
- That management has reviewed school health and safety policies and can confirm that they are fit for purpose and that:
 - That they have been discussed with all staff at least once in the calendar year.
 - All new staff have received a health and safety induction.

H&S Incident

On Thursday, 18 May 2023 a student was injured while engaged in technical education at MIT.

This incident is currently being reviewed and as soon as possible management will provide a report outlining:

- The review process and lessons learnt from the incident.
- Whether the Memorandum of Understanding (MOU) with MIT the other; Person Conducting Business or Undertaking (PCBU) includes sufficient detailed to ensure that the School has adequately discharged its duty to collaborate, cooperate and coordinate. If not then the MOU will need to be reviewed and re-written.

H&S Committee.

13 members have been elected to the school Health & Safety Committee. These members represent a cross-section of faculties, and are made up of both teachers and support staff.

The committee met on Tuesday 16th May and will meet again in week 8. Members will complete NZQA Unit Standard 29315 Describe the roles and functions of a Health and Safety Representative in a New Zealand workforce as is required for the role of an Health and Safety Representative.

Hazard Register Review.

We are reviewing our current Health and Safety site hazard registers and updating them. The process should be completed by June 1st. This is a part of a cyclical termly review.

EOTC

Senior Leadership and the EOTC coordinator are reviewing the school EOTC procedures to strengthen and streamline the process through the SchoolBridge online management system. The EOTC coordinator worked alongside Gemma Periam from EONZ on Wednesday 17th May to further develop and test the system against hypothetical EOTC situations in order to minimize potential risk.

Incident Reporting.

The Business Manager and the EOTC coordinator are working with SchoolBridge to develop a single online incident reporting tool which will form a consistent response to incidents occurring both onsite and offsite. This online system will allow for automatic notifications to Senior Leaders and staff responsible for managing and responding to Health and Safety across the school.

The DP (acting) responsible for pastoral systems and the Associate Principal are reviewing pastoral categories within our Student Data Management system (KAMAR) to ensure efficiency of gathering and monitoring data concerning Health and Safety incidents attributed to student behaviour. This will also allow for regular and accurate reporting to the BOT of these refined categories of student behaviour.

Resolution:

“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”.

7.1 Grant Application Approval Report

Title	Grant application approval report
Date	16 May 2023
By	Shellie Turner-Eskdale, Grants Officer; Denis Murphy, Business Manager; Salman Qureshi, Kaihautū
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Approves an application to Grassroots Trust for the May grant round for \$48,500 for the purchase of specialist computers

The school has purchased specialist computers for two classrooms in the last 12 months but is currently unable to fund further purchases.

The Technology Faculty is creating new opportunities and courses for students including making Design Visual Communication (DVC) fully digital.

Name of grant: Grassroots Trust Monthly Grant Round – May 23

Grant proposal idea: 25 specialist computers for the IT department

Estimation of cost: \$48,500 (incl GST)

Brief summary of educational benefit of successful grant:

- Enable DVC (Design and Visual Communication) department to offer lessons which require specialist Architecture software to their Junior and Senior classes.
- Help Technology classes which require use of computers to use the laptops to enhance student learning.

7.2 Approvals Required for PHS Childcare Centre

Title	Approvals Required for PHS Childcare Centre
Date	17 May 2023
By	Richard Barnett (Principal) and Shannon Wharfe (Centre Manager of PHS Childcare Centre)
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: <ul style="list-style-type: none">• Approves the replacement of the existing Childcare Centre Shed• Agrees to the right of renewal of Property Occupancy Document with a final expiry of 30 September 2026

EARLY CHILDHOOD CENTRE

PROPERTY OCCUPANCY DOCUMENT: LEASE

NUMBER: 25240

CENTRE: Pukekohe High School Childcare Centre

BOARD OF TRUSTEES: Pukekohe High School

CENTRE MANAGEMENT: Pukekohe High School childcare Centre Society
Incorporated

TAKE NOTICE that pursuant to section 319 of the Education Act 1989 the Secretary for Education notifies this Property Occupancy Document, comprising the First, Second and Third Schedules attached. This document may from time to time be varied by any special conditions notified in the Third Schedule.

This notification is issued by:

Karl Hubon (Signature)
Karl Hubon (Full Name)
Manager (Designation)



acting for the Secretary pursuant to an Instrument of Delegation.

Dated at Auckland this 18th day of August 2006

Three copies of this document are dispatched to the Board of Trustees previously named, who are requested to acknowledge receipt of and agreement with this notification by completing the details below:

[Signature] (Signature)
Ian Robinson (Name)
as duly authorised Agent for the Board
PRINCIPAL (Designation)

15/18/2006

The three copies of this document are then to be signed by Centre Management, who are requested to acknowledge receipt of and agreement with this notification by completing the details below.

7.3 PHS Incorporated Trust Report

Title	PHS Incorporated Trust report
Date	17 May 2023
By	Shellie Turner-Eskdale, Grants Officer; Denis Murphy, Business Manager; Richard Barnett Principal
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees request school leadership to support the Parent Teacher Association to become an Incorporated Society

Previous Board discussion at the April meeting indicated support for the Parent Teacher Association forming a Trust or Incorporated Society.

Management reviewed the implications of forming one or the other and believes that an Incorporated Society is the best option. An incorporated society is a membership-based organisation registered under the Incorporated Societies Act 1908. To be able to register, the group must exist for some lawful purpose other than making a profit, in this case supporting the school

Whereas a trust is not an incorporated body and therefore does not have a separate legal identity meaning that fundraising using a Trust is more difficult.

The School proposes to support the current Parent Teacher Association to incorporate. The chief benefit of incorporation is the ability to apply for charitable funding. This would enable us to apply to our other main local charitable funder, Four Winds Foundation, who require incorporation as a pre-requisite for funding. Four Winds permit up to four applications only per year with a range between \$50K - \$100,000. A donation of this size would make a significant difference to Pukekohe High School. At least one other potential charitable funder has been identified; Sir John Logan Campbell Residuary Estate that provides with grants in the range of \$5K - \$10,000.

Potential future applications could include:

- A training and performance gym for our main sports codes
- A specified maker space with specialist equipment for students ie laser cutters, CNC (computer numerical controlled) cutting machines, specialist computers, electronics (microcontrollers, robotics etc) & 3D printers as a start
- A well-designed all-weather area for students
- Solar panels on the new build roof & also existing
- Covered, tiered seating for all weather sports courts
- Auditorium/arts centre – medium – long term with community involvement

Finally, there is interest in changing the name of the Parent Teacher's Association and possible names could include:

- Pukekohe High School Friends & Whānau Assoc
- Pukekohe High School Whānau & Teacher Assoc

School management therefore asks the Board for guidance about supporting the Parent Teacher Association to incorporate develop a stronger fundraising focus.