



NOTICE OF MEETING 2023

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 19 June 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 22 May 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 Health and Safety Report

6.4 Property Report

6.5 Staff Representative Verbal Report

6.6 Student Representative Verbal Report

7 Items for Decision

7.1 June quarterly review of EOTC

Recommendation

That the Pukekohe High School Board of Trustees:

- Approves the June quarterly review of the critical incident recommendations.*

- *Requests that school leadership present further reviews of the recommendations in September and December 2023.*

7.2 Draft PHS PTA Constitution Report

Recommendation

That the Pukekohe High School Board of Trustees:

- *Considers the draft PTA constitution for adoption.*
- *Asks that school leadership take the necessary steps for the Parent Teacher Association to become an Incorporated Society*

7.3 Health and Safety Policy Review

Recommendation

That the Pukekohe High School Board of Trustees adopts the 2023 Health and Safety Policy

7.4 Code of Conduct

Recommendation

That the Pukekohe High School Board of Trustees adopts the new mandatory code so that the expectation of behaviour is very clear should any future issues arise

8 Items for Information

Nil

9 Close of meeting

Next Meeting: 24 July 2023

6 Standing Items

6.1 Financial Report

Commentary on the May 2023 Financial Statements

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

We recorded a deficit of \$59,250 (April \$53,953 surplus) against budgeted deficit of \$267,549. The roughly \$110k swing downwards from April to May **was** due to May **being** a 3 pay period month adding some \$160k to our expenditure.

Variances

Variances to budget worth noting are:

Income

- **Locally Raised Funds**

- We have not had any grant income yet so locally raised funds are under budget.

- **International Students**

- Last month our International Dept was showing a YTD deficit of \$24k but that has now turned around to a YTD \$21k surplus.

Expenditure

- Curricular costs are slightly over budget due to some of our tertiary programs but that should be offset by the transport cost refund we will get from MIT.
- Property costs are over due to the school now employing the cleaners itself rather than contracting a cleaning company. Costs are higher than we were incurring with City Cleaning but are far less than if we had taken on the next cheapest contactor after Quad Services pulled out of the contract. The difference was over \$50k.
- One advantage of employing our own cleaners is that we have more control and more flexibility. I believe we are getting better results too.

Comparison with this time last year.

It is interesting to compare results from last May-please see table below:

Income	YTD May 2023	YTD May 2022
Govt Grants	\$8,026,033	\$7,428,428
Locally raised funds	56,844	68,841
International (net)	21,402	37,362
Interest earned	9,718	1,367
Total income	8,113,997	7,535,998
Expenditure		
Learning resources	5,735,514	5,112,527
Administration	521,106	423,571
Property	1,717,283	1,614,532
Depreciation	195,252	182,434
Finance costs	4,092	3,019
Total Expenditure	8,173,247	7,336,083
Surplus/(deficit)	(59,250)	199,915

As can be seen costs are significantly higher than last year and Govt income has not matched it which is why this year we have budgeted for grants income of \$500k, increased International Income and the possible lease of Glasgow Rd to break even. If none of those income streams come to fruition, we could be in trouble by year end.

Staff banking

This month's staff banking figure/graph bears no relation to the ones presented earlier this year because Govt has now increased our staffing entitlement and backdated it to the beginning of the year. PHS figure is now approximately the same as last **year**, so it is a pleasing result and means our staff banking currently sits at \$147k in our favour. As with last year it will decrease over time and be down to roughly zero by year end.

Working capital

Working capital is again a negative figure and while that is not a great position for us to be in, a lot of the liabilities are not due immediately:

- The \$124k furniture and equipment grant set aside for the new block won't be required to be spent until January;
- \$216k set aside for the LSC classroom won't be required to be paid until August;
- The \$7k per month cyclical maintenance money is not due to be spent until December/January
- The current finance lease figure of \$99k is paid out at about \$8k per month.

Working capital is low mainly because we have spent around \$400k on fixed assets so far this year and have not had grant money etc yet to pay for it. Working capital as at 31 December 2022 was \$112k and our cash surplus year to date is \$136k (YTD deficit of \$59k but adding back depreciation of \$195k). The \$112k plus \$136k combined is far less than \$400k so the working capital position has deteriorated.

As per previous reports some of the \$400k was unplanned expenditure on projectors etc and that was a big factor in the current situation. So even though budgeted capex for the year was \$480k, with Richard's agreement we have decided that there will be no further capex this year except for emergencies or where specific grants are received to fund the purchase.

Income and Expenditure Report

For the 5 months ended 31 May 2023

	Actual May \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	494,459	2,338,740	2,120,390	218,350	10
Teachers Salary Grant	1,209,498	4,353,958	4,230,770	123,188	3
Use of land & buildings	266,667	1,333,335	1,333,335	-	-
	1,970,624	8,026,033	7,684,495	341,538	4
Locally Raised funds			-		
Donations/Fundraising/Activities	2,779	7,616	66,665	(59,049)	(89)
Sport Income/exp	854	(22,758)	(42,192)	19,434	46
Other activities inc/exp	28,228	71,986	54,091	17,895	33
	31,861	56,844	78,564	(21,720)	(28)
International Students	43,918	21,402	25,555	(4,153)	(16)
Investment income	1,259	9,718	2,500	7,218	289
Total Income	2,047,662	8,113,997	7,791,114	322,883	4
Less expenses					
Learning Resources					
Staff Expenses	335,452	1,066,287	1,168,197	(101,910)	(9)
Teachers Salary-MOE funded	1,209,497	4,353,958	4,230,770	123,188	3
Curricula	58,140	238,503	242,135	(3,632)	(1)
Curricular Other	4,507	76,766	25,790	50,976	198
	1,607,596	5,735,514	5,666,892	68,622	1
Administration					
Staff expenses	103,467	359,917	351,388	8,529	2
ICT	13,867	119,579	106,085	13,494	13
General/Consumables/Legal	(2,411)	(2,680)	13,365	(16,045)	(120)

BOT Expenses	1,193	3,676	7,610	(3,934)	(52)
Communication	3,104	31,159	16,835	14,324	85
Risk Management	71	9,153	8,815	338	4
Audit/Accounting	5	302	13,435	(13,133)	(98)
	119,296	521,106	517,533	3,573	1
Property					
Use of land & buildings	266,667	1,333,335	1,333,335	-	-
Repairs and Maintenance	14,637	83,093	77,295	5,798	8
Staff expenses	58,583	158,381	137,095	21,286	16
Caretaking/cleaning	2,307	35,502	24,583	10,919	44
Heat, Light and Water	18,575	52,333	52,250	83	0
Grounds	8,262	22,993	20,905	2,088	10
Security	6,661	31,646	26,920	4,726	18
	375,692	1,717,283	1,672,383	44,900	3
Finance Costs					
	897	4,092	5,500	(1,408)	(26)
Depreciation					
	39,952	195,252	196,355	(1,103)	(1)
				-	
Total Expenditure	2,143,433	8,173,247	8,058,663	114,584	1
				-	
Surplus/(Deficit)	(95,771)	(59,250)	(267,549)	208,299	78

Pukekohe High School

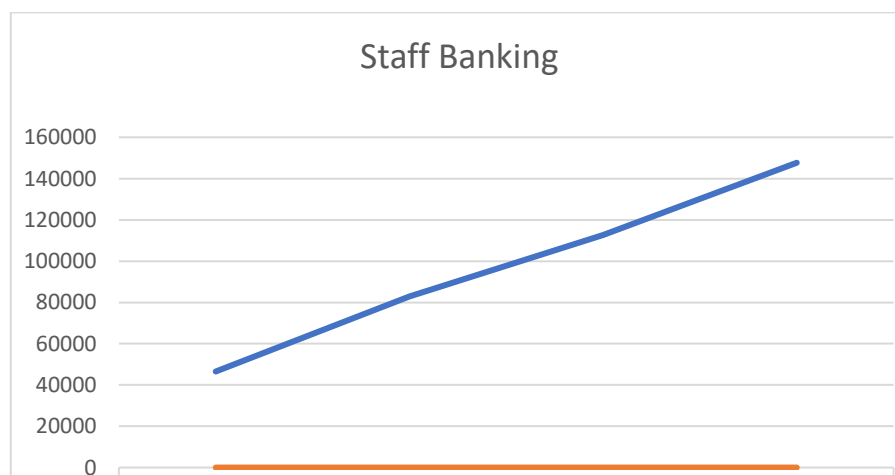
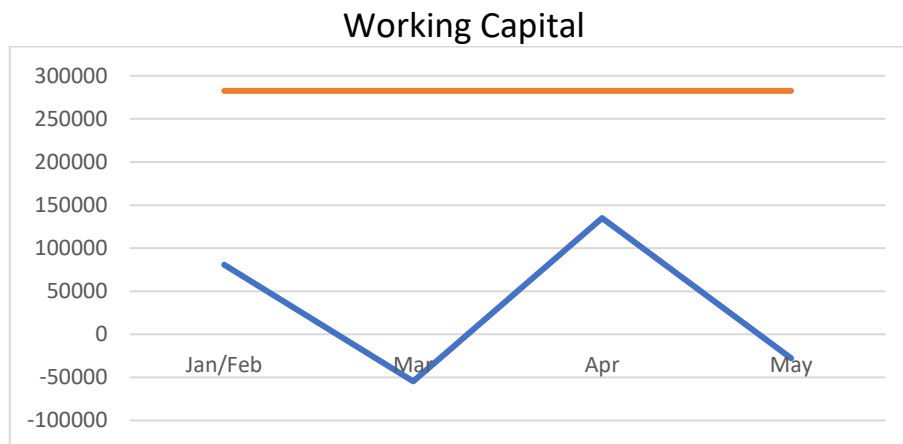
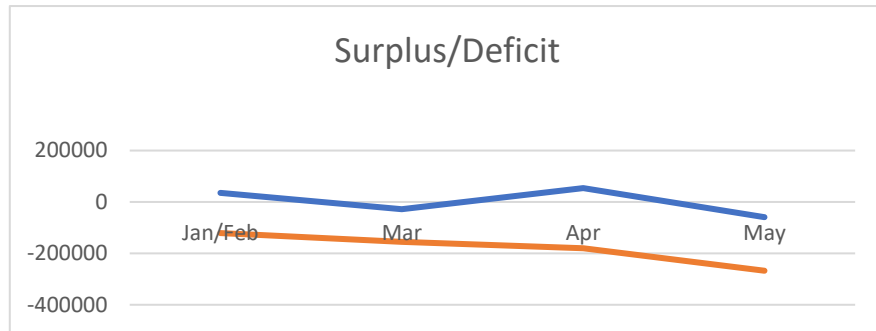
Statement of Financial Position

As at 31 May 2023

	May	Dec
	Actual	Actual
	\$	\$
Current Assets		
Cash and Cash Equivalents	307,404	119,760
Accounts Receivable	171,901	190,853
Investments	687,964	436,390
GST	20,776	79,563
Inventories	3,797	3,797
Prepayments	-	56,736
	1,191,842	887,099
Current Liabilities		
Govt Grants in Advance	544,646	
Accounts Payable	239,927	290,743
GST payable	-	
International Student Funds	109,737	107,375
Student Funds received in Advance	13,071	19,387
Provision for Cyclical Maintenance-Current	38,850	72,756
Finance Lease Liability - Current	99,051	97,711
MOE Property Projects	146,330	158,773
MOE Salary accrual	27,995	27,995
	1,219,607	774,740
Working Capital Surplus/(Deficit)	(27,765)	112,359
Non-current Assets		
Property, Plant and Equipment	2,645,006	2,432,257
	2,645,006	2,432,257
Non-current Liabilities		
Provision for Cyclical Maintenance	190,706	190,706
Finance Lease Liability	75,093	114,952
	265,799	305,658
Net Assets	2,351,442	2,238,958

Equity

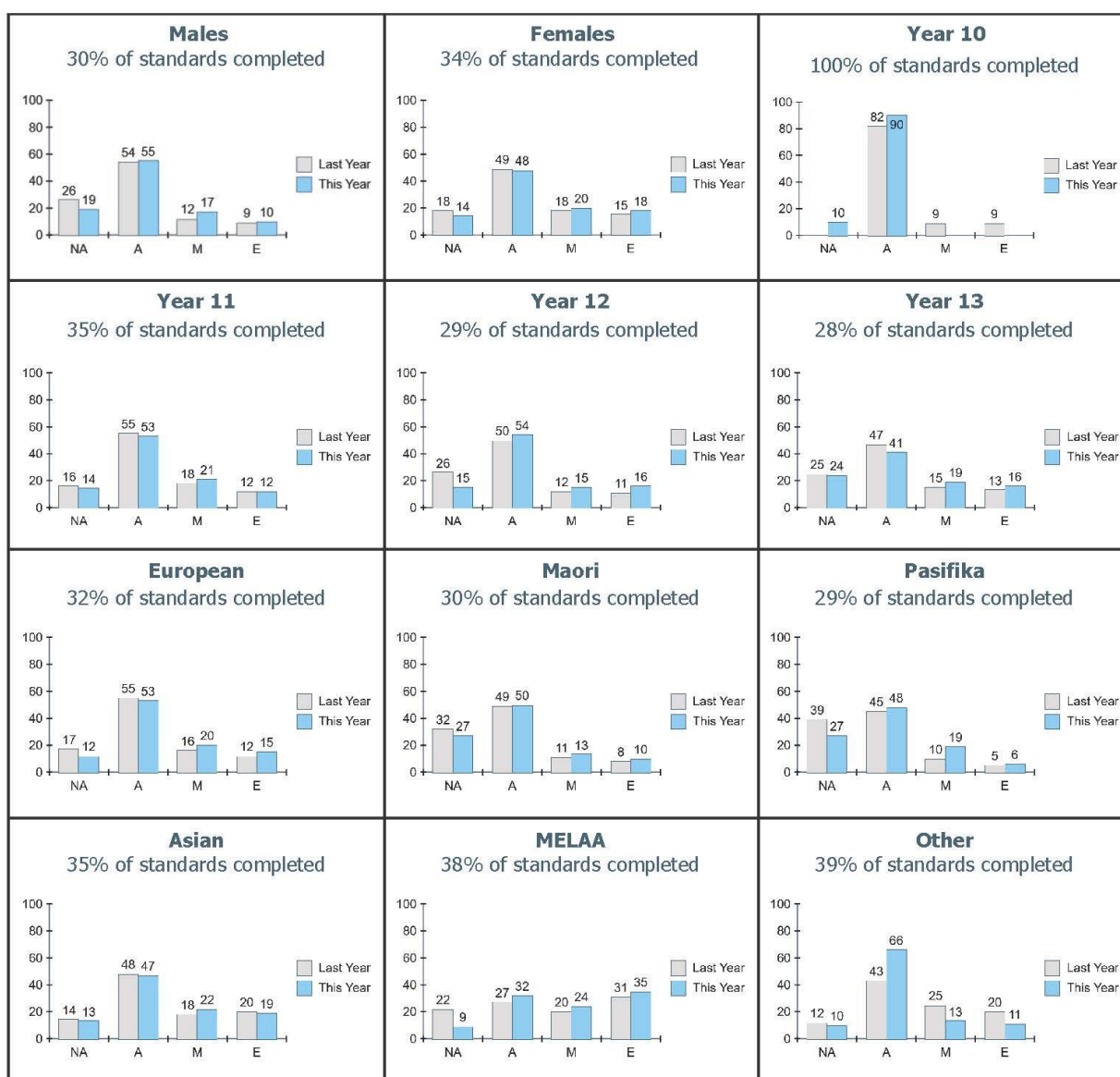
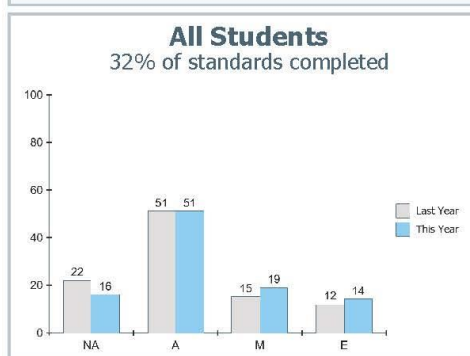
Accumulated Funds	2,285,892	2,260,345
Furniture Grant	124,800	159,353
Surplus/(deficit)	<u>(59,250)</u>	<u>(180,740)</u>
	<u>2,351,442</u>	<u>2,238,958</u>



6.2 Principal's Report

NCEA achievement data

NCEA Data Analysis 2023 Internals



Literacy and numeracy targeted interventions

This term we identified students who had yet to achieve any literacy or numeracy credits and ran a series of targeted workshops. Sixteen students from year 11 participated in these workshops and successfully completed an NCEA assessment worth literacy and numeracy credits. Targeted workshops were also held for students from years 12 and 13 who did not have the 10 required literacy and numeracy credits to achieve NCEA Level 1.

Homework Club

This term we have held our Pasifika Homework club every Friday afternoon. 29 students have attended on a regular basis, supported by a group of teachers to consolidate learning from classes and to complete assessments.

Youth Attendance and Engagement Working Group

Deidre Alderson, Director of Education, has invited PHS to be part of a new cross-agency Youth Attendance and Engagement Working Group which involves working with 11 other schools and several Government agencies to:

- Collaborate and determine cross agency supports required to engage at risk whānau and ākonga in learning;
- Develop a coordinated approach to supporting whānau and ākonga within communities through the school as a central hub;
- Build responses that are bespoke to place, people and time;
- test ways of working together across agencies to gain better insight on how to develop more sustainable and resilient supports;
- Strategically utilise existing resource across the system to respond to priorities now and into the long term through a staged approach;
- Prototype ways of working with 12 schools to inform effective practice – with the intention to roll out across Tāmaki Makaurau
- The next step is to 'meet with the principals of the 12 schools to discuss the purpose of the cross-agency initiative, share what is already happening in this space, what's working and what's not, and how we are prioritising this work'. I will be able to give a verbal update to the board following the first meeting of this group on Tuesday 13 June.

Attendance term 2

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Year 9	81	83	84	82	79	77	84
Year 10	79	84	76	82	82	82	83
Year 11	82	83	81	80	77	79	81
Year 12	80	83	81	73	74	80	80
Year 13	79	79	82	83	77	79	80
Average	80.2	77.8	80.8	77.8	77.8	79.4	81.6

School Property update



Astley Construction continue to be on target with the new classroom block for January 2024 completion. The school meets monthly with Becca (project management), Astley and Ministry, and there have been no issues to date. The company are providing opportunities for some of the school's Gateway students.

There is not yet a timeline to begin Phase 2 of the ten-year masterplan, which is a 6 classroom block that will join onto the building currently under construction (Phase 1). Recall that the final design approval for Phase 1 was reached in May 2021 but actual construction did not begin until January 2023.

To prepare for the more flexible learning spaces of the new build, we are planning a 3 day curriculum pilot for Year 9 students in November. Learning areas are working collaboratively in pairs to design engaging projects for students that will give the school experience of different pedagogies to take forward into next year once the new build is complete.

International Student update

The international student space is thriving after the Covid downturn of the last three years thanks to the hard work of the International Director and Homestay Coordinator.

- There are currently 8 FTE international students
- There are 13 students on short-term stays from Japan booked for August
- There are 5 short term students from Tahiti, which may result in longer term placements
- Homestay enquiries are up after the latest advertising. Quality homestays with NZ families are definitely a draw for Pukekohe
- We have signed a friendship agreement with Changzhou No.5 High School a school in Jiangsu, China and are holding the first online students meeting later this month

Senior Leadership Team

Murray Saunders, an experienced DP currently at Onehunga High School, will take up his role in the SLT from July in place of Renee Neville. Donna Tupaea-Petero has been appointed to a role as Team Leader, Change and Implementation at the MOE – Waikato from the beginning of term 3. This second vacancy in the senior team will be covered internally in an acting capacity by Hester Myburgh, who has led the uniform drive this term. A permanent appointment will then be made for the start of 2024.

Stand downs and suspensions since the April board meeting.

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	1	1		9 (1)	Māori (1)
Stand-down	16	5	11	9 (6) 10 (2) 11 (5) 12 (3)	NZ European (8) Māori (5) Tongan (2) Indian (1)

- In term one we stood down 18 students by the end of week 6 and 31 students overall for the term. At the same point in term 2, we had stood down 17 students.
- We are trialling after school 'community service' supervised by Deans and SLT.
- The most recent suspension to the board was on 23 May 2023.

Forthcoming events

- 19 June 2023 Year 9 & 10 Rostered Home
- 19 June 2023 BOT Meeting
- 20 June 2023 Year 11 & 12 Rostered Home
- 20 June 2023 School Closes for all year levels at 1.40pm
- 20 June 2023 Junior School Parent Teacher Interviews 2.30pm-7.00pm
- 21 June 2023 Year 9 & 13 Rostered Home
- 22 June 2023 Year 10 & 11 Rostered Home
- 22 June 2023 Whānau Māori Hui
- 26 June 2023 Year 12 & 13 Rostered Home
- 27 June 2023 Year 9 & 10 Rostered Home
- 28 June 2023 Year 11 & 12 Rostered Home
- 23 June 2023 Year 10 Market Day
- 29 June 2023 Year 9 & 13 Rostered Home
- 30 June 2023 Last day of Term 2, normal finish time 3.10pm

6.3 Health and Safety Report

Health and Safety Committee

In accordance with *The Health and Safety at Work Act 2015, Part 3: Worker engagement, participation, and representation*, on Tuesday 6th June 11 staff members completed the required NZQA Unit Standard training to become Health and Safety Representatives on the school Health and Safety Committee. These staff members represent workgroups across the school including EOTC, Teachers, Teacher Aides, Support Staff, Science laboratory staff, Technology workshop staff, Relief teachers and Senior Leadership. The Health and Safety Committee met on Tuesday 16 May, and are due to meet again on June 15th. Members of the Health and Safety Committee will work alongside Senior Leadership to develop and review policies and practices in the workplace.

Student Health Centre Visits

Event types	#	
• Call Out	3	0.27 %
• Case note History	20	1.81 %
• Follow up	50	4.52 %
• Health Clinic Visit	955	86.27 %
• Hearing screen case note	2	0.18 %
• Hearing Screen result	6	0.54 %
• Medication Administration	13	1.17 %
• Physio Clinic	34	3.07 %
• Sexual health clinic	24	2.17 %
	1107	

Incident Reporting

Denis Murphy received three incident reports during May: one involving students shutting themselves in a classroom; a stack of chairs toppled over while cleaning staff were vacuuming around them, and one injury involving a staff member tripping over in the carpark and requiring medical care. We have introduced new categories within our Student Data Management system KAMAR to record any verbal or physical abuse of staff members. During May, four cases of verbal abuse to staff were reported. These resulted in three stand-downs, and a restorative meeting. Two cases of threatening behaviour towards staff members were reported, resulting in two stand-downs.

EOTC

Gemma Periam of Education Outdoors New Zealand worked with our EOTC co-ordinator Michael Anderson on 17th May to provide him with training and support to streamline and strengthen our School Bridge event proposal and approval systems. Joshua Wilson has been appointed to the position of EOTC support to work alongside the EOTC co-ordinator. On Monday 19th June whole staff training regarding EOTC processes and practices will be conducted.

Health and Safety Staff inductions

We are currently reviewing our new staff induction training processes to ensure that all aspects of Health and Safety within our school are included. A staff record of having

received training regarding Safety and Science reflecting the updated guidelines published by the Ministry of Education has been collated and will be regularly updated.

Evacuations

During May we had four fire evacuations due to: a student bumping into a fire call point; a student vaping in a bathroom; a faulty sensor in B10; and a faulty sensor in the LSC room. In each case, the buildings were cleared within four minutes and students assembled on the lower field.

6.4 Property Report

Property Report May 2023

1. **Massey Block toilets.** Richard, Rachel and I recently met with some senior students and the Massey toilet block Project Manager Navneet Narayan from Maynard Marks Ltd. The design concept was discussed and the reason for the proposed changes. The students agreed with the proposed changes and contributed well to the discussion. Navneet believes the project could be completed in the third term holidays. Navneet and the architect are going to do further work on the wall cladding to make it as graffiti proof as possible.
2. **Fencing project.** Project Manager Steve Waters from Yellowstone Holdings Ltd has appointed a contractor and procurement documents have been sent to the school for signature. Work should start within a month.
3. **Electrical project.** Due to the age of many of the buildings at PHS the Project Manager (Navneet Narayan) appointed contractors to conduct an asbestos survey on them so that the electrical work can be completed safely. Where asbestos is found that will be removed before work can commence.
4. **Roof replacement project.** We are meeting with Brenda Roberts from MOE and Navneet about the urgent parts of the roofing project. A number of leaky roofs have caused issues in the last year or so particularly the library and some urgent attention is needed.
5. **New classroom block.** Work seems to be proceeding well with the framework underway and MOE have already given us \$124k furniture grant to outfit the building.

7.1 Critical Incident Recommendations – quarterly review

Title	Critical incident recommendations - quarterly review
Date	13 June 2023
By	Richard Barnett, Principal and Rachel Hamlin, Associate Principal
Approved By	Ben Stallworthy, Chair
Recommendations	<p>That the Pukekohe High School Board of Trustees:</p> <p>Approves the June quarterly review of the critical incident recommendations.</p> <p>Requests that school leadership present further reviews of the recommendations in September and December 2023.</p>

In December 2022 there was a critical incident involving a PHS student at Franklin Pools. The student has made a complete recovery.

Following the incident there was an internal school investigation led by the Principal and Associate Principal, which reported to the Board in February this year.

The school also contracted Andrea Twaddle, Director of DTI lawyers, to conduct an independent, external investigation into the incident. This report was shared with the Board at the March meeting and the recommendations in the report were formally adopted by trustees at the April meeting.

The Corrective Action Plan overleaf represents the June quarterly review of the recommendations in the Twaddle report.

EOTC Corrective Action Plan, 2023

Area of Concern	Recommendation	Action	Responsibility	Timeframe
BOT assurance that school leadership has clearly identified what happened during serious harm incident in Dec 2022; and that all EOTC activities are safe in future	Health and safety and legal advice and expertise relating to all aspects of EOTC is sought from different providers.	Andrea Twaddle, Director of DTI lawyers, has conducted an independent review and provided advice about corrective actions required by the school. Recommendations are incorporated into this Corrective Action Plan.	Principal, Associate Principal	Report received at March Board meeting and Recommendations adopted at April meeting.
BOT PLD regarding current best practice in EOTC governance	External, expert PLD is provided on an annual basis to all BOT members	Gemma Periam of EONZ leads professional learning for all BOT members (completed at April meeting).	Board Representative, Principal, Associate Principal	By the end of Term 1, 2023
Strengthening health and safety culture and engagement	School reviews whether it has adequate health and safety representation and consultation mechanisms in place. Training to enhance health and safety knowledge, competence and overall culture of health and safety	Health and Safety Committee (HSC) is strengthened and all representatives complete unit standard qualification (completed Tuesday 6 June). Processes for reporting health and safety concerns are streamlined and allow effective reporting to the Board.	Associate Principal, Business Manager	Term 2 onwards
Appropriate professional learning and training are provided to Board, SLT, EOTC Coordinator and all staff	Education Outdoors New Zealand (EONZ) is providing support to review and develop our EOTC procedures and staff PLD	EONZ facilitator Gemma Periam is working intensively with EOTC Coordinator to further strengthen processes and procedures.	Board representative, Principal, Associate Principal	Terms 1 - 4, 2023

		Whole staff training on use of School Bridge to be held at staff meeting on Monday 19 June		
Clarifying the roles of senior leadership around school EOTC events including PCBU engagement	EONZ training is provided for all SLT members and EOTC Coordinator	Gemma Periam of EONZ leads professional learning for all SLT members and high users of EOTC. Three hour workshop held in term 1.	Principal, Associate Principal	By the end of term 1, 2023
Health and safety knowledge and understanding of new staff	EOTC procedures and health and safety training is provided during induction	Induction materials are strengthened to include greater detail about health and safety and EOTC	DP responsible for induction	Term 1 onwards
Specific health and risk information obtained from students prior to high risk activities	Specific consent, including medical information, to be obtained for all Medium and High risk EOTC events. Blanket consent is obtained each year for low risk events.	EOTC Standard Operating Procedures are being amended to include this as a requirement in every event/activity	Principal, Associate Principal	February 2023 onwards
First Aid training	Register of staff who hold valid First Aid certification	Register to be reviewed and further training provided for individual staff when necessary	Health and Safety Committee	Term 2
Assurance processes are being followed and school is fully compliant	Strengthen capacity and capability of EOTC Coordinator and Assistant EOTC Coordinator	All approvals for EOTC discussed at a weekly meeting with EOTC Coordinator and Principal/Associate Principal	Principal, Associate Principal	February 2023 onwards
Health and Safety Review	The school implements a periodic review system of its EOTC procedures, documentation, and compliance.	The findings of the periodic review are reported annually to the Principal and Board	Board of Trustees, SLT	By the end of term 4, 2023 and yearly thereafter

	That event-by-event review of EOTC is undertaken by the Person in Charge of that event, with findings reported to EOTC Coordinator			
Health and Safety Review	<p>School board reviews Health and Safety policies procedures to ensure that they have confidence that obligations with regards to the following are met:</p> <ul style="list-style-type: none"> • Risk assessment. • Risk controls. <p>Resources are available.</p>	No Action	Board of Trustees, SLT	

Note: This Corrective Action Plan contains all of the Recommendations made by Andrea Twaddle following her investigation, which were formally adopted by the Board at the April 2023 meeting.

7.2 Draft PHS PTA Constitution Report

Title	PHS Incorporated Trust report
Date	14 June 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: Considers the draft PTA constitution for adoption. Asks that school leadership take the necessary steps for the Parent Teacher Association to become an Incorporated Society

Following discussion at the May Board meeting, management has further considered the benefits of the PTA becoming an Incorporated Society. 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.

The objectives for the Parent Teacher Association becoming an Incorporated Society include:

- Providing financial support for Pukekohe High School
- Advancing the Board's strategic vision for the school
- Supporting the educational needs of current and future students

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

The NZ Companies Office Constitution Builder has been used to compile the draft constitution overleaf.

Pukekohe High School Parent, Whānau & Teachers Association Incorporated Constitution rules

Introductory rules

Name

The name of the society is Pukekohe High School Parents, Whānau & Teachers Association Incorporated (in these **Rules** referred to as the '**Society**').

Charitable status

The **Society** is already, or intends after incorporation, to be registered as a charitable entity under the Charities Act 2005.

Definitions

In these **Rules**, words have the meaning set down in the Act. In all other instances, unless the context requires otherwise, the following words and phrases have the following meanings:

'Act' means the Incorporated Societies Act 1908 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

'Annual General Meeting' means a meeting of the **Members** of the **Society** held once per year which, among other things, will receive and consider reports on the **Society's** activities and finances.

'Chair/President' means the **Committee Member** responsible for, among other things, overseeing the governance and operations of the **Society** and chairing **General Meetings**.

'Committee' means the **Society's** governing body.

'Committee Member' means a member of the **Committee**, including the **Chair/President, Secretary** and **Treasurer**.

'Deputy Chair/Vice President' means the **Committee Member** elected or appointed to deputise in the absence of the Chair/President.

'General Meeting' means either an **Annual General Meeting** or a **Special General Meeting** of the **Society**.

'Interested Member' means a member who is interested in a matter for any of the reasons set out in section 62 of the Incorporated Societies Act 2022.

'Interests Register' means the register of interests of Officers, including **Committee Members**, kept under these **Rules**.

'Matter' means—

1. the **Society's** performance of its activities or exercise of its powers; or
2. an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the **Society**.

'Member' means a person properly admitted to the **Society** who has not ceased to be a member of the **Society**.

'Notice' to Members includes any notice given by post, courier or email; and the failure for any reason of any Member to receive such Notice or information shall not invalidate any meeting or its proceedings or any election.

'Register of Members' means the register of **Members** kept under these **Rules**.

'Rules' means the rules in this document.

'Secretary' means the **Committee Member** responsible for, among other things, keeping the **Register of Members**, the **Register of Interests**, and recording the minutes of **General Meetings** and **Committee** meetings.

'Special General Meeting' means a meeting of the **Members**, other than an **Annual General Meeting**, called for a specific purpose or purposes.

'Treasurer' means the **Committee Member** responsible for, among other things, overseeing the finances of the **Society**.

'Working Days' mean as defined in the Legislation Act 2019. Examples of days that are not **Working Days** include, but are not limited to, the following — a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign's birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

Purposes

The **Society** is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely

- advance education by promoting and providing a link between parents, whānau, teachers and staff, along with manawhenua, tangata whenua and the wider community of the Pukekohe area.

- To engage in activities which support and advance the education of our students by fundraising and grant seeking and by administering funds in line with the Board of Trustees strategic plan and vision.

Any income, benefit, or advantage must be used to advance the charitable purposes of the **Society**.

No **Interested Member** is allowed to take part in, or influence any decision made by the **Society** in respect of payments to, or on behalf of, the **Interested Member** of any income, benefit, or advantage.

Any payments made to an **Interested Member** must be for goods and services that advance the charitable purpose and must be reasonable and comparable to payments that would be made between unrelated parties.

Act and Regulations

Nothing in this Constitution authorises the **Society** to do anything which contravenes or is inconsistent with the Act, any regulations made under the Act, or any other legislation.

Registered office

The Registered Office of the **Society** shall be at such place in New Zealand as the **Committee** from time to time determines, and changes to the Registered Office shall immediately be notified to the Registrar of Incorporated Societies in a form and as required by the Act.

Power to borrow money

The **Society** does not have the power to borrow money.

Other powers

In addition to its statutory powers, the **Society** may (subject to exercising the care and skill that a prudent person of business would exercise in managing the affairs of others) for the purposes of carrying on any operation within the scope of its objects:

- use its funds to pay the costs and expenses to advance or carry out its objects,
- employ or contract with such people as may be appropriate, and
- invest in any investment.

Members

Minimum number of members

The **Society** shall maintain the minimum number of **Members** required by the **Act**.

Types of members

The classes of membership and the method by which **Members** are admitted to different classes of membership are as follows:

- **Member:** A **Member** is an individual or body corporate admitted to membership under these **Rules** and who or which has not ceased to be a **Member**.
- **Life Member:** A **Life Member** is a person honoured for highly valued services to the **Society** elected as a **Life Member** by resolution of a **General Meeting** passed by a simple majority of those **Members** present and voting. A **Life Member** shall have all the rights and privileges of a **Member** and shall be subject to all the same duties as a **Member** except those of paying subscriptions.
- **Honorary Member:** An **Honorary Member** is a person honoured for services to the **Society** or in an associated field elected as an **Honorary Member** by resolution of a **General Meeting** passed by a simple majority of those present and voting. An **Honorary Member** has no membership rights, privileges or duties.

Becoming a member: consent

Every applicant for membership must consent in writing to becoming a **Member**.

Becoming a member: process

An applicant for membership must complete and sign any application form, supply any information, or attend an interview, as may be reasonably required by the **Committee** regarding an application for membership.

The **Committee** may accept or decline an application for membership. The **Committee** must advise the applicant of its decision (but is not required to provide reasons for that decision).

Obligations and rights

Every **Member** shall provide the **Society** with that **Member's** name and contact details (including postal address, telephone number(s), and any email address) and promptly advise the **Society** of any changes to those details.

Membership does not confer on any **Member** any right, title, or interest (legal or equitable) in the property of the **Society**.

Other obligations and rights

All **Members** (including **Committee Members**) shall promote the interests and purposes of the **Society** and shall do nothing to bring the **Society** into disrepute.

A **Member** is only entitled to exercise the rights of membership (including attending and voting at **General Meetings**, accessing or using the **Society's** premises, facilities, equipment and other property) if all subscriptions and any other fees have been paid to the **Society** by their respective due dates, but no **Member** or Life **Member** is liable for an obligation of the **Society** by reason only of being a **Member**.

Any **Member** that is a body corporate shall provide the **Secretary** with the name and contact details of the person who is the organisation's authorised representative, and that person shall be deemed to be the organisation's proxy for the purposes of voting at **General Meetings**.

The **Committee** may decide what access or use **Members** may have of or to any premises, facilities, equipment, or other property owned, occupied or otherwise used by the **Society**, including any conditions of and fees for such access or use.

Subscriptions and fees

The annual subscription and any other fees for membership for the then current financial year shall be set by resolution of a **General Meeting** (at which it may also be decided whether payment can be made by periodic instalments).

Any **Member** failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees, within **2** calendar month(s) of the date the same was due for payment shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any **Society** activity or to access or use the **Society's** premises, facilities, equipment and other property until all the arrears are paid. If such arrears are not paid within **4** calendar months of the due date for payment of the subscription, any other fees, or levy the **Committee** may terminate the **Member's** membership (without being required to give prior notice to that **Member**).

Ceasing to be a member

A **Member** ceases to be a **Member**:

- on death (or if a body corporate on liquidation or deregistration, or if a partnership on dissolution of the partnership), or

- by resignation from that **Member's** class of membership by notice to the **Secretary**, or
- on termination of a **Member's** membership under these **Rules** with effect from (as applicable):
- the date of death of the **Member** (or if a body corporate from the date of its liquidation or deregistration, or if a partnership from the date of its dissolution), or
- the date of receipt of the notice of resignation by the **Secretary** (or any subsequent date stated in the notice of resignation), or
- the date of termination of membership under these **Rules**, or
- the date specified in a resolution of the **Committee**.

Obligations on resignation

A **Member** who resigns or whose membership is terminated under these **Rules**:

- remains liable to pay all subscriptions and other fees to the **Society's** next balance date,
- shall cease to hold himself or herself out as a **Member** of the **Society**, and
- shall return to the **Society** all material provided to **Members** by the **Society** (including any membership certificate, badges, handbooks and manuals).
- shall cease to be entitled to any of the rights of a **Society Member**.

Becoming a member again

Any former **Member** may apply for re-admission in the manner prescribed for new applicants, and may be re-admitted only by resolution of the **Committee**.

However, if a former **Member's** membership was terminated following a dispute resolution process, the applicant may be re-admitted only by a **General Meeting** on the recommendation of the **Committee**.

General meetings

Annual General Meetings

An **Annual General Meeting** shall be held once a year on a date and at a location determined by the **Committee** and consistent with any requirements in the **Act**, and the **Rules** relating to the procedure to be followed at **General Meetings** shall apply.

Annual General Meetings: business

The business of an **Annual General Meeting** shall be to:

- confirm the minutes of previous **Society** Meeting(s),
- adopt the annual report on **Society** business,
- adopt the **Treasurer's** report on the finances of the **Society**, and the annual financial statements,
- set any subscriptions for the current financial year,
- consider any motions,
- consider any general business.

The **Committee** must, at each Annual General Meeting, present the following information:

- an annual report on the affairs of the **Society** during the most recently completed accounting period,
- the annual financial statements for that period, and
- notice of any disclosures of conflicts of interest made by **Committee Members** during that period (including a brief summary of the matters, or types of matters, to which those disclosures relate).

Special General Meetings

Special General Meetings may be called at any time by the **Committee** by resolution. The **Committee** must call a **Special General Meeting** if the **Secretary** receives a written request signed by at least **75** per cent of **Members**. Any resolution or written request must state the business that the **Special General Meeting** is to deal with. The **Rules** relating to the procedure to be followed at **General Meetings** shall apply to a **Special General Meeting**, and a **Special General Meeting** shall only consider and deal with the business specified in the **Committee's** resolution or the written request by **Members** for the Meeting.

Procedure

The **Committee** shall give all **Members** at least **10 Working Days'** Notice of any **General Meeting** and of the business to be conducted at that **General Meeting**. The **General Meeting** and its business will not be invalidated simply because one or more **Members** do not receive the **Notice** of the **General Meeting**.

All financial **Members** may attend, speak and vote at **General Meetings**:

- in person, or
- by a signed original written proxy (an email or copy not being acceptable) in favour of some individual entitled to be present at the meeting and received by, or handed to, the **Secretary** before the commencement of the **General Meeting**, or
- through the authorised representative of a body corporate as notified to the **Secretary**, and
- No other proxy voting shall be permitted.

No **General Meeting** may be held unless at least **75** percent of eligible financial **Members** attend. This will constitute a quorum.

If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of **Members** – shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the **Chair/President** of the **Society**, and if at such adjourned meeting a quorum is not present those present in person or by proxy shall be deemed to constitute a sufficient quorum. Any decisions made when a quorum is not present are not valid.

- **General Meetings** may be held at one or more venues using any real-time audio, audio and visual, or electronic communication that gives each member a reasonable opportunity to participate.
- All **General Meetings** shall be chaired by the **Chair/President**. If the **Chair/President** is absent, the Deputy or Vice **Chair/President** shall chair that meeting.
- Any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote
- Any person chairing a **General Meeting** may:
- With the consent of any that **General Meeting** adjourn the **General Meeting** from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- Direct that any person not entitled to be present at the Meeting, obstructing the business of the Meeting, behaving in a disorderly manner, being abusive, or failing to abide by the directions of the chairperson be removed from the Meeting, and
- In the absence of a quorum or in the case of emergency, adjourn the Meeting or declare it closed.

- The **Committee** may put forward motions for the **Society** to vote on (**'Committee Motions'**), which shall be notified to Members with the notice of the **General Meeting**.
- Any **Member** may request that a motion be voted on (**'Member's Motion'**) at a **General Meeting**, by giving notice to the **Secretary** at least 7 **Working Days** before that meeting. The **Member** may also provide information in support of the motion (**'Member's Information'**).

Minutes

Minutes must be kept by the **Secretary** of all **General Meetings**.

Committee Composition

The **Committee** will consist of 5 **Committee Members** who are:

- **Members**; and
- natural persons; and
- not disqualified by these **Rules** or the **Act**.

The **Committee** will include:

- a **Chair/President**,
- a **Deputy Chair/Vice President**,
- a **Secretary** and a **Treasurer**, who may be the same person, and 2 other **Committee Members**.

Qualifications

Prior to election or appointment, every **Committee Member** must consent in writing to be a **Committee Member** and certify in writing that they are not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**.

The following persons are disqualified from being appointed or holding office as a

Committee Member:

1. a person who is under 16 years of age,
2. a person who is an undischarged bankrupt,
3. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993,
4. a person who is disqualified from being a member of the **Committee** of a charitable entity under section 31(4)(b) of the Charities Act 2005,
5. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years:
 1. an offence under subpart 6 of Part 4,
 2. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961),
 3. an offence under section 143B of the Tax Administration Act 1994,
 4. an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (i) to (iii),
 5. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere,
6. a person subject to:
 1. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003; or

2. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009; or
3. a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.
7. a person who is otherwise disqualified from being a member of the **Committee** of a charitable entity under section 16 of the Charities Act 2005.

Election or appointment

The election of **Committee Members** shall be conducted as follows

1. **Committee Members** shall be elected during **Annual General Meetings**. However, if a vacancy in the position of any **Committee Member** occurs between **Annual General Meetings**, that vacancy shall be filled by resolution of the **Committee** (and any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**).
2. A candidate's written nomination, accompanied by the written consent of the nominee (who must be a financial member) with a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**, shall be received by the **Secretary** at least 14 **Working Days** before the date of the **Annual General Meeting**. If there are insufficient valid nominations received, further nominations may be received from the floor at the **Annual General Meeting**.
3. Votes shall be cast in such a manner as the person chairing the Meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).
4. Two **Members** (who are not nominees) or non-**Members** appointed by the **Chair/President** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
5. The failure for any reason of any financial **Member** to receive such **Notice** shall not invalidate the election.
6. In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).

Term

The term of office for all **Committee Members** shall be 3 year(s), expiring at the end of the **Annual General Meeting** In the year corresponding with the last year of each **Committee Member's** term of office.

No **Committee Member** shall serve for more than 2 consecutive terms.

No **Chair/President** shall serve for more than 2 consecutive years as **Chair/President**.

Removal

Where a complaint is made about the actions or inaction of a **Committee Member** (and not in the **Committee Member's** capacity as a Member of the **Society**) the following steps shall be taken:

- The **Committee Member** who is the subject of the complaint, must be advised of all details of the complaint.
- The **Committee Member** who is the subject of the complaint, must be given adequate time to prepare a response.

- The complainant and the **Committee Member** who is the subject of the complaint, must be given an adequate opportunity to be heard, either in writing or at an oral hearing by the **Committee** (excluding the **Committee Member** who is the subject of the complaint) if it considers that an oral hearing is required,.
 - Any oral hearing shall be held by the **Committee** (excluding the **Committee Member** who is the subject of the complaint), and/or any oral or written statement or submissions shall be considered by the **Committee** (excluding the **Committee Member** who is the subject of the complaint).
- If the complaint is upheld the **Committee Member** may be removed from the **Committee** by a resolution of the **Committee** or of a **General Meeting**, in either case passed by a simple majority of those present and voting.

Functions

From the end of each **Annual General Meeting** until the end of the next **Annual General Meeting**, the **Society** shall be governed by the **Committee**, which shall be accountable to the **Members** for the advancement of the **Society's** purposes and the implementation of resolutions approved by any **General Meeting**.

Officers' duties

At all times each **Committee Member**:

1. shall act in good faith and in what he or she believes to be the best interests of the **Society**,
2. must exercise all powers for a proper purpose,
3. must not act, or agree to the **Society** acting, in a manner that contravenes the **Act** or these **Rules**,
4. when exercising powers or performing duties as a **Committee Member**, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation, the nature of the **Society**, the nature of the decision, the position of the **Committee Member** and the nature of the responsibilities undertaken by him or her,
5. must not agree to the activities of the **Society** being carried on in a manner likely to create a substantial risk of serious loss to the **Society** or to the **Society's** creditors, or cause or allow the activities of the **Society** to be carried on in a manner likely to create a substantial risk of serious loss to the **Society** or to the **Society's** creditors, and
6. must not agree to the **Society** incurring an obligation unless he or she believes at that time on reasonable grounds that the **Society** will be able to perform the obligation when it is required to do so.

General issues

The **Committee** and any sub-committee may act by resolution approved in the course of a conference call using audio and/or audio-visual technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next **Committee** meeting.

Other than as prescribed by the **Act** or these **Rules**, the **Committee** or any sub-committee may regulate its proceedings as it thinks fit.

Subject to the **Act**, these **Rules** and the resolutions of **General Meetings**, the decisions of the **Committee** on the interpretation of these **Rules** and all matters dealt with by it in accordance with these **Rules** and on matters not provided for in these Rules shall be final and binding on all **Members**.

Conflicts of interest

An Officer or a member of the **Committee** and/or member of a sub-committee who is an **Interested Member** in respect of any matter being considered by the **Society**, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified)—

1. to the **Committee** and or sub-committee; and
2. in an **Interests Register** kept by the **Committee**.

Disclosure must be made as soon as practicable after the member of the **Committee** and/or sub-committee becomes aware that they are interested in the matter.

A member of the **Committee** and/or sub-committee who is an **Interested Member** regarding a matter—

1. must not vote or take part in the decision of the **Committee** and/or sub-committee relating to the matter; and
2. must not sign any document relating to the entry into a transaction or the initiation of the matter; but
3. may take part in any discussion of the **Committee** and/or sub-committee relating to the matter and be present at the time of the decision of the **Committee** and/or sub-committee (unless the **Committee** and/or sub-committee decides otherwise).

However, a member of the **Committee** and/or sub-committee who is prevented from voting on a matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the matter is considered.

Where 50 per cent or more of **Committee Members** are prevented from voting on a matter because they are interested in that matter, a **Special General Meeting** must be called to consider and determine the matter, unless all non-interested members agree otherwise, and where 50 per cent or more of the members of a sub-committee are prevented from voting on a matter because they are interested in that matter, the **Committee** shall consider and determine the matter.

Committee meetings

Frequency

The **Committee** shall meet **as required** at such times and places and in such manner (including by audio, audio and visual, or electronic communication) as it may determine and otherwise where and as convened by the **Chair/President** or **Secretary**.

Procedure

The quorum for Committee meetings is at least **two-thirds** of the number of Committee Members.

Records

Register of Members

The **Secretary** shall keep an up-to-date **Register of Members**, recording for each **Member** their name, contact details, the date they became a **Member**, and any other information required by these **Rules** or prescribed by Regulations under the **Act**.

Contents of Register of Members

The information contained in the **Register of Members** shall include each **Member's**:

- postal address
- phone number (landline and/or mobile)
- email address (if any)
- the date the **Member** became a **Member**,

- occupation, and
- whether the **Member** is financial or unfinancial

Every **Member** shall promptly advise the **Secretary** of any change of their contact details.

Access to Register of Members

With reasonable notice and at reasonable times, the **Secretary** shall make the **Register of Members** available for inspection by **Members** and **Committee Members**. However, no access will be given to information on the **Register of Members** to **Members** or any other person, other than as required by law.

Interests Register

The **Secretary** shall maintain an up-to-date register of the interests disclosed by Officers.

Finances

Control and management

The funds and property of the **Society** shall be:

- controlled, invested and disposed of by the **Committee**, subject to these **Rules**, and
- devoted solely to the promotion of the objects and purposes of the **Society**.

Balance date

The **Society's** financial year shall commence on **01/10** of each year and end on **30/09** (the latter date being the **Society's** balance date).

Winding up

Process

The **Society** may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the **Act**.

The **Secretary** shall give **Notice** to all **Members** of:

- the proposed motion to wind up the **Society** or remove it from the Register of Incorporated Societies, and
- the **General Meeting** at which any such proposal is to be considered,
- the reasons for the proposal, and
- any recommendations from the **Committee** in respect to such notice of motion.

Any resolution to wind up the **Society** or remove it from the Register of Incorporated Societies must be passed by a simple majority of all **Members** present and voting.

Surplus assets

If the **Society** is wound up, or liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any **Member**, and if any property remains after the settlement of the **Society's** debts and liabilities, that property must be given or transferred to Pukekohe High School Board of Trustees for a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

Alterations to the Rules

Amending these Rules

The **Society** may amend, add to or replace these **Rules** at a **General Meeting** by a resolution passed by a **simple majority** of those **Members** present and voting.

Any proposed motion to amend or replace these **Rules** shall be signed by at least **66 per cent** of eligible **Members** and given in writing to the **Secretary** at least **14 Working Days** before the **General Meeting** at which the motion is to be considered and accompanied by a written explanation of the reasons for the proposal.

At least **5 Working Days** before the **General Meeting** at which any amendment is to be considered the **Secretary** shall give to all **Members** notice of the proposed motion, the reasons for the proposal, and any recommendations the **Committee** has.

When an amendment is approved by a **General Meeting** it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in **the Act** for registration and shall take effect from the date of registration.

When an amendment is approved by a **General Meeting** it shall be provided to Charities Services within 3 months of the date of the amendment.

Other

Common seal

The common seal of the **Society** must be kept in the custody of:
the **Secretary**

The common seal may be affixed to any document:

1. by resolution of the **Committee**, and must be countersigned by 2 **Committee Members** or by 1 **Committee Member** and:

the **Secretary**

2. by such other means as the **Committee** may resolve from time to time.

Contact person

The **Society** shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed.

The **Society's** contact person must be:

- At least 18 years of age, and
- An Officer, and
- Ordinarily resident in New Zealand, and
- Not disqualified under the Act from holding that office.

and shall be appointed by the **Committee**

Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within **20 Working Days** of that change occurring, or the **Society** becoming aware of the change.

7.3 Health & Safety Policy

Title	Health & Safety Policy review
Date	14 June 2023
By	Simon Williams and Rachel Hamlin, Associate Principal
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Adopts the Proposed Health & Safety Policy 2023.

2020 Policy



PUKEKOHE HIGH SCHOOL



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Health & Safety Policy

Policy to support NAG 5 Health & Safety

Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures.

Expectations and limitations

The board will, as far as is reasonably practicable,¹ comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The principal, as officer, has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations²
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free environment
- ensure a risk analysis management system (RAMS) is in place and carried out

- seek approval for overnight stays/camps/visits attesting first to their compliance with above
- consult with the community every 2 years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the board chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
 - o cooperate with school health and safety procedures
 - o comply with the health and safety legislation and duties of workers
 - o ensure their own safety at work
 - o promote and contribute to a safety-conscious culture at the school

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. These are to:
 - know about work health and safety matters and keep up to date
 - gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
 - ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - ensure there are processes for complying with any duty and that these are implemented
 - verify that these resources and processes are in place and being used.

Procedures/supporting documentation

Staff induction

Education outside the classroom, RAMS Health and safety register

Hazard register

Hazard assessment register

Injury and incident reporting (procedure, checklist, board report, investigation form) Emergency procedures, including for shut-down and evacuation

Administering medication Accident management Alcohol, smoking and drugs Before and after-school care

Behaviour management – managing challenging behaviour and physical restraint (policy and procedures) Civil defence and crisis procedures

Collection, storage and access to personal information Concerns and complaints

Court orders against parents/caregivers Cyber safety

First aid and infection (pandemic plan) Healthy eating

Parent helpers

Adult behaviour at school (adult conduct at school) Playground supervision

Police vetting Protected disclosures Sexual harassment Sun smart (sun safety) Transporting children

Monitoring

The Board will ensure monitoring of key objectives of this policy are in place through the following forms;

- Serious Accident reports to the board.
- Concerns and complaints

Legislative compliance

Health and Safety at Work Act 2015

Vulnerable Children Act 2014

Reviewed: July 2020

Next review: July 2023

2023 Policy



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Health & Safety Policy

Policy to support NELP objective 1

Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace and legislation.

Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures inline with procedures covered under Health and Safety at Work Act 2015
- ensure employees have the information they need in order to comply with policy and procedures.

Expectations and limitations

The board will, as far as is reasonably practicable,¹ comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents and near misses.
- having a commitment to a culture of continuous improvement and engagement through worker engagement, participation and representation.

The principal, as officer, has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations²
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure conduct aligned to our school values are promoted by all.
- ensure that there are effective process in place to ensure unacceptable behaviour, such as bullying, is responded to.
- provide a smoke-free and vape free environment

- ensure a risk analysis management system is in place and carried out
- seek approval for any overseas experiences, attesting first to their compliance with above
- consult with the community every 2 years regarding the health programme being delivered to students
- provide annual Health and Safety information and training opportunities to employees
- Provide support for the safe and early return to work of injured or ill workers.f
- advise the Presiding Member of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
 - o cooperate with school health and safety procedures
 - o comply with the health and safety legislation and duties of workers
 - o ensure their own safety at work
 - o promote and contribute to a safety-conscious culture at the school

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. These are to:
 - know about work health and safety matters and keep up to date
 - gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
 - ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - ensure there are processes for complying with any duty and that these are implemented
 - verify that these resources and processes are in place and being used.

Procedures/supporting documentation

Health & Safety Procedure: Worker Engagement and Participation Staff induction

Education outside the classroom policy Health and safety register

Hazard register

Injury and incident reporting (procedure, checklist, board report, investigation form) Emergency procedures, including for lock-down and evacuation

Administering medication

Alcohol, smoking, vaping and drugs

Behaviour management – managing challenging behaviour and physical restraint (policy and procedures) Civil defence and crisis procedures

Collection, storage and access to personal information Concerns and complaints

Court orders against parents/caregivers Cyber safety

First aid and infection (pandemic plan) Adult volunteers

Duty supervision Police vetting Protected disclosures Sexual harassment

Monitoring

The Board will ensure monitoring of key objectives of this policy are in place through the following forms;

- Serious Accident reports to the board.
- Concerns and complaints

Legislative compliance

Health and Safety at Work Act 2015 Vulnerable Children Act 2014

Health and Safety Procedure



PUKEKOHE HIGH SCHOOL



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Health and Safety Policy/Procedure: Worker Engagement and Participation

Policy

This policy is not a requirement under HSWA, however it is an example of good practice. This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities.

Purpose

The purpose of this policy is to further support and improve health and safety in the workplace. It promotes engagement between the board, officers and workers. The policy provides all workers with a reasonable opportunity to be actively involved in the ongoing management of health and safety.

This policy includes the roles undertaken by health and safety committees and elected health and safety representatives.

PCBU

As part of the board's commitment to promote and maintain a safe and healthy working environment, the board acknowledges that health and safety training will be included for all workers.

Duties

- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- to escalate unresolved issues to the relevant member of the school's leadership

Health and Safety Representatives (HSRs)

Function and Powers

The functions and powers of the health and safety reps are to:

- (a) represent the workers in the work group in matters relating to health and safety
- (b) investigate complaints from workers in the work group regarding health and safety
- (c) if requested by a worker, to represent the worker in relation to a matter relating to health and safety in the work group (including a complaint)
- (d) monitor the measures taken by the board that are relevant to health and safety
- (e) inquire into anything that appears to be a risk to the health and safety of workers in the work group arising from the conduct of the business or undertaking

- (f) make recommendations relating to work health and safety
- (g) provide feedback to the board about whether the requirements of the Health and Safety at Work Act 2015 and Regulations are being complied with
- (h) promote the interests of workers in the work group who have been harmed at work, including in relation to arrangements for rehabilitation and return to work.

Election of HSRs

Elections for HSRs are held triennially, or as required in the event of a HSR vacating their role. The election organiser calls for nominations for the HSR position by a certain date – all workers in the workgroup must have the opportunity to nominate and elect their HSR

Elections may be undertaken using any form of voting. Voting may be by a secret ballot (if requested by a member of the workgroup, a candidate for election or the board

Training for health and safety representatives

The HSR training will be based on need and will reflect their function and powers.

- (a) All newly elected HSRs must complete initial training. Initial training is considered completed when the HSR is assessed as having achieved the NZQA Unit Standard 29315 39
- (b) HSRs will register for appropriate health and safety training in the first two months after becoming an HSR. Each HSR may undertake further training as courses become available and the board budget permits.
- (c) As part of the HSRs' continual learning, the board will periodically coordinate and deliver active development and knowledge sharing.
- (d) Right to direct unsafe work to cease.

Committees

An effective way to work on health and safety matters is through a health and safety committee. Holding an election for a health and safety committee is not a requirement under HSWA. However, a school may choose to do so. HSRs are automatically members of the committee. The board and workers agree on the membership of the health and safety committee. HSRs have an automatic right to sit on the committee.

Objectives

- encourage co-operation and collaboration in meeting the board's health and safety objectives
- ensure there is a consistent, co-ordinated approach to health and safety on-site
- look for initiatives to ensure health and safety continuously evolves and improves the health, safety and wellbeing of workers
- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- to escalate unresolved issues to the relevant member of the school's leadership
- wherever possible and practical health and safety committees should represent all workers, including team leaders and school management, working at the site.

Officers

Duties

(i) Under this policy officers should:

- actively promote positive health and safety and adhere to their responsibilities
- provide all workers with the opportunity to participate in health and safety
- promote and encourage discussion on the election processes
- where a HSR is elected:
 - liaise with elected HSR

- provide support and ensure the HSR has the resources, time and information to undertake the role
 - allow for the representative to attend approved training
 - where appropriate, act on recommendations made by the HSR
 - where a recommendation is not adopted, discuss with the HSR and confirm in writing the reason/s for the decision
 - where there is neither a HSR nor a committee, the manager will discuss with workers how their best interests in health and safety will be met.
- (ii) It is recognised that Officers have the right to make health and safety decisions after consulting and considering any recommendations made by the school's health and safety committee, and that they are accountable for all health and safety decisions made within their respective locations:

Where there is more than one Officer responsible for workers in the workplace, the Officers will work cooperatively with each other and the HSRs in order to identify and resolve the issues. 40

Making the Policy work

Issue resolution

- (i) Any matter that concerns a worker about their health and safety should be raised with that worker's school leader. This can be raised by that worker, or a HSR.
- (ii) If the school leader cannot resolve the matter to the worker's satisfaction, the HSR will be approached if they are not already involved.
- (iii) The school leader, worker and the HSR will work together to get a satisfactory resolution.
- (iv) School leaders involved should make every effort to find satisfactory and timely resolutions.

Right to refuse unsafe work

The board recognises a worker may cease or refuse to carry out work, if the worker believes carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health and safety arising from an immediate or imminent exposure to a hazard.

In this event the following steps will be taken:

- (i) The worker will advise their relevant member of school leadership immediately.
- (ii) The worker and school leader will attempt to resolve the matter as soon as practicable.
- (iii) If the matter is not resolved the worker may continue to refuse to carry out the work, if the worker believes on reasonable grounds that carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.
- (iv) If the matter cannot be resolved, WorkSafe NZ will be contacted.
- (v) The worker will perform any other work the employer reasonably requests within the scope of their employment agreement.

Provisional Improvement Notices

An HSR who has received the appropriate training may issue a provisional improvement notice (notice) to a person if the HSR reasonably believes that the person is contravening, or is likely to contravene, a provision of the Act or Regulations. The notice may require the person to—

- (a) Remedy the contravention; or
- (b) Prevent a likely contravention from occurring; or
- (c) Remedy the things or activities causing the contravention or likely to cause a contravention.

The HSR must not issue a notice to a person unless he or she has first consulted the person.

The HSR must not issue a notice if an inspector has already issued a notice in relation to the same matter. If a notice is issued, the HSR must provide a copy of that notice to the relevant school leader as soon as practicable.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

Signatures

Signed: _____ Date _____

Signed: _____ Date _____

7.4 Code of Conduct

Title	Health & Safety Policy review
Date	14 June 2023
By	Simon Williams
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Adopts the new mandatory code so that the expectation of behaviour is very clear should any future issues arise.

The code sets out minimum standards of behaviour that every board member is required to meet. This is the first mandatory code for board members issued under section 166 of the Education and Training Act. It is intended to support boards to build good practice, and to ensure breaches can be managed appropriately. You can also choose to add to the code’s standards to reflect your school’s qualities and culture.

Code of Conduct for State School Board Members

Issued by the Minister of Education under section 166 of the Education and Training Act 2020 to apply to members of State school boards.

Individual boards of schools/kura can decide to expand the minimum standards in this code to protect the special character/ different character/ principles of Te Aho Matua and any special characteristics of the school or its community.

Acting to achieve our objectives

The purpose of all school boards is to govern the school. As board members, we share the common objectives, as outlined in section 127 of the Education and Training Act 2020, including ensuring the school gives effect to Te Tiriti o Waitangi. These objectives are not achieved alone, but in partnership with parents/caregivers, whānau, iwi, hapū, communities, and students/ākonga.

We act and behave in a manner that demonstrates and promotes these common objectives.

1. I act with integrity	I act with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy.
2. I am culturally responsive and fair	I do not act or advocate in a way that discriminates against, nor act in a way that unjustifiably favours, particular individuals, groups, identities or interests.
3. I actively promote a safe school environment	I speak up when I see unethical behaviour. I treat all concerns raised seriously. I encourage an open culture where all staff, communities and students feel safe speaking up.
4. I am respectful of my fellow board members and act consistently with the designated or special character of my school	I follow the board's policies and procedures. I work with my fellow board members in a respectful way, even when we disagree. If I am a board member of a designated character school or state-integrated school I act consistently with the school's character. I act consistently with Te Aho Matua where the school is a Kura Kaupapa Māori Te Aho Matua.
5. I respect the process of collective decision-making	I recognise that only a member authorised by the board to do so may speak on behalf of the board. I do not act independently of the board's decisions.
6. I treat school staff, students and members of the school community with respect	I treat the principal, staff, students, and school volunteers, and members of the school community with courtesy and respect.

7. I take responsibility for ongoing development in my role	I make myself available to undertake appropriate professional development, including a focus on Te Tiriti o Waitangi and good governance.
8. I engage with our community in sensitive and appropriate ways	I work with my fellow board members to authentically engage with all people in our school community, including whānau, local Māori communities, iwi and hapū, fairly, impartially, promptly, and sensitively to help inform the decisions we make.
9. I speak up for all students	I put students' wellbeing, progress and achievement first and foremost, unaffected by my personal beliefs or interests.
10. I come prepared	I come to board meetings prepared to fully participate in decision-making.
11. I use my position responsibly	I maintain confidentiality when I receive non-public information gained in the course of my duties and use it only for its intended purpose. I publicly represent the school in a positive manner and do not publicly disclose information that may be harmful to the school. I do not pursue my own interests at the expense of the school or community's interests.
12. I do not seek gifts or favours	I follow our board policy procedures in relation to any offers of gifts or hospitality. I never seek gifts, hospitality or favours for myself, members of my family or other close associates.
13. I am politically impartial in my role as a board member	I do not endorse or campaign for a political party or candidate in my capacity as a school board member.
14. I meet statutory and administrative requirements	I act in accordance with all statutory and administrative requirements relevant to the role of the school board (including as an employer) and will seek guidance and support if and where required.
15. I identify and manage conflicts of interest	I identify, disclose, manage and regularly review all interests. I become familiar with, and follow, all conflicts of interest requirements, including those of the board, the school, and all statutory requirements.