



MINUTES

A meeting of the Pukekohe High School Board of Trustees was held at 6 pm, 19 June 2023

OPEN MEETING

Present: Ben Stallworthy (Chairperson), Rani Amaranathan (Deputy Board Chair), Richard Barnett (Principal), Denis Murphy (Business Manager), Lita Henwood, Logan Soole via Microsoft Teams, Simon Williams, Mahmoud Moussa, Lincoln Sharp, Catherine Tamihere via Microsoft Teams

1. Apologies

Rachel Hamlin
Denise Proctor

Carried

2. Declaration of Conflicts of Interest

Lincoln Sharp pertains to the financial report, noting that his partner manages Pukekohe Intermediate School's foreign student programme.

Moved from the Chair:

"That the Pukekohe High School Board of Trustees notes Lincoln Sharp's declaration of a conflict of interest"

Carried

3. Confirmation of Previous Minutes

Moved from the Chair:

"That the minutes of the Pukekohe High School Board of Trustees dated 22 May 2023, circulated to all Trustees are a true and correct record of the previous meeting".

Carried

4. Correspondence

Nil

Carried

5. Extraordinary Business

Board chair moved:

"That the Pukekohe High School Board of Trustees acknowledges the recent passing of Heather Garrett, Deputy Principal of Pukekohe Intermediate. A long serving and well-respected teacher and member of our community, and express its condolences to her family and school."

Carried

6. Standing Items

6.1 Financial Report

Lincoln Sharp moved:

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

Seconded: Rani Amaranathan
Carried

6.2 Principal's Report

The Principal moved:

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

Seconded: Lincoln Sharp
Carried

6.3 Health and Safety Report

The Principal moved:

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

Seconded: Simon Williams
Carried

6.4 Property Report

The Principal moved:

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

Seconded: Lita Henwood
Carried

Board chair moved:

"That the Pukekohe High School Board of Trustees authorises \$422,048 to fence the school property as discussed at the board meeting on 22 May 2023".

Seconded: Rani Amaranathan
Carried

6.5 Staff Representative Report

Catherine Tamihere moved:

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

Seconded: Ben Stallworthy
Carried

6.6 Student Representative Report

Mahmoud Moussa moved:

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

Seconded: Lita Henwood
Carried

7.0 Items for Decision

7.1 June quarterly review of EOTC

The Principal moved:

"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.'*

Seconded: Ben Stallworthy
Carried

The Board Chair moved:

"School board reviews Health and Safety policies procedures to ensure that they have confidence that obligations with regards to the following are met:

- *Risk assessment.*
- *Risk controls.*
- *Resources are available."*

Seconded: Rani Amaranathan
Carried

Simon Williams moved:

"That he volunteers to work with the school to review the Health and Safety policies and procedures and reports back to the Pukekohe High School Board of Trustees regarding risk assessments and controls."

Seconded: Ben Stallworthy
Carried

7.2 Draft PHS PTA Constitution Report

The following motion was discussed and withdrawn by the Principal who had drafted the supporting report and provided the recommendations in the agenda.

The Principal moved:

"That the Pukekohe High School Board of Trustees tables this report until the next board meeting on 24 July 2023:

- *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"*

Seconded: Lita Henwood
Withdrawn

After discussion, the following motion was proposed and voted on.

The Board Chair moved:

"That the Pukekohe High School Board of Trustees

- 1. Request that the school register the PPTA as a charitable trust ASAP.*
- 2. That the proposed Incorporate Society Constitution is tabled at this stage.*
- 3. That the school respond with a new draft constitution."*

Seconded: Rani Amaranathan
Carried

7.3 Health and Safety Policy Review

Simon Williams moved:

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

Seconded: Lincoln Sharp
Carried

7.4 Code of Conduct

Simon Williams moved:

"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"

Seconded: Rani Amaranathan
Carried

8.0 Items for Information

Nil

Denis Murphy left the meeting at 7.05pm

Moved from the Chair that the Board moves into in committee at 7.08pm

Carried

The moved from the Chair that the board closes 7.50pm

Carried

Meeting closed with a karakia 7.51pm

Next Meeting: Monday 24 July 2023