



## MINUTES

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

#### **OPEN MEETING**

**Present:** Ben Stallworthy (Chairperson), Rani Amaranathan (Deputy Board Chair), Richard Barnett (Principal), Lita Henwood, Rachel Hamlin, Simon Williams, Mahmoud Moussa, Lincoln Sharp, Catherine Tamihere

#### **1. Apologies**

Logan Soole  
Denise Proctor

**Carried**

#### **2. Declaration of Conflicts of Interest**

Lincoln Sharp declared a potential conflict, noting that his partner manages Pukekohe Intermediate School's foreign student programme.

Rani Amaranathan declared a conflict relating to the in-committee section, noting that a relative works for a uniform supplier involved in the tender process and recusing herself from any discussion about that item.

Moved from the Chair:

*"That the Pukekohe High School Board of Trustees notes Lincoln Sharp and Rani Amaranathan'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 19 June 2023, circulated to all Trustees are a true and correct record of the previous meeting".*

**Carried**

Mahmoud Moussa arrived at 6.04pm

#### **4. Correspondence**

Moved from the Chair:

*"That the Pukekohe High School Board of Trustees accepts the letter from David Hawkins and delegate the Board Chair to respond".*

**Seconded:** Lincoln Sharp  
**Carried**

## **5. Extraordinary Business**

Board chair moved:

*"That the Pukekohe High School Board of Trustees acknowledges the recent passing of our Year 12 student Hayden Tupaea at the beginning of the school holidays, and express its deepest sympathy to his family and the students."*

**Carried**

## **6. Standing Items**

### **6.1 Financial Report**

Lincoln Sharp moved:

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

**Seconded:** Simon Williams

**Carried**

### **6.2 Principal's Report**

The Principal moved:

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

**Seconded:** Ben Stallworthy

**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:** Rani Amaranathan

**Carried**

### **6.4 Property Report**

The Principal moved:

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

**Seconded:** Simon Williams

**Carried**

### **6.5 Staff Representative Report**

Catherine Tamihere moved:

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

**Seconded:** Lita Henwood

**Carried**

## 6.6 Student Representative Report

Mahmoud Moussa moved:

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

**Seconded:** Rani Amaranathan  
**Carried**

## 7.0 Items for Decision

### 7.1 Personnel Policy

Simon Williams moved:

*"That the Pukekohe High School Board of Trustees accepts the 2023 Personnel Policy" with the following amendments:*

- a) **Removed:** board approval is sought for any requests for discretionary staff leave with pay.
- b) **Amended:** board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days. TO: board approval is sought for any requests for discretionary staff leave without pay for longer than 20 days

**Seconded:** Lita Henwood  
**Carried**

### 7.2 Health and Safety Policy Review

Simon Williams moved:

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

**Seconded:** Lita Henwood  
**Carried**

## 8.0 Items for Information

Nil

**Moved from the Chair that the Board moves into in committee at 7.18pm**

**Carried**

The moved from the Chair that the board closes 8.07pm

**Carried**

**Meeting closed with a karakia 8.08pm**

**Next Meeting:** Monday 21 August 2023