



NOTICE OF MEETING 2023

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 24 July 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 19 June 2023 have been circulated to all Trustees.
- 4 Correspondence**
 - Letter from David Hawkins | Seeking Response to Educational Concerns
- 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 Personnel Policy

Recommendation

That the Pukekohe High School Board of Trustees adopts the 2023 Personnel Policy.

7.2 Health and Safety Policy Review

Recommendation

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

8 Items for Information

Nil

9 Close of meeting

Next Meeting: 21 August 2023

4 Correspondence

Letter from David Hawkins | Seeking Response to Educational Concerns

2nd July 2023

To the board of
Trustees Pukekohe
High School
Attn: B Stallworthy (Chair), R Barnett
(Principal) Harris Street
Pukekohe

Dear Ben and Richard,

I trust you are both well and navigating your way through the current educational environment. My letter has been prompted by two recent incidents:

The first, last week, a high school teacher had his practicing certificate revoked because he was not willing to use male pronouns to address a 14yr old girl who is in the process of transitioning from a girl to a boy. I have three questions relating to the issues raised by this item for the board of trustees:

1. Considering the following points of context, what is the PHS BoT's perspective on the fairness of this ruling?
Points of Context:
 - a. A teacher who physically assaulted his daughter and threatened to kill her in 2021, did not have his practicing certificate revoked and continued on the staff of his school.ⁱ
 - b. A preschool teacher with a history of repeated alcohol related offenses drove to school intoxicated in 2021 and did not have her practicing certificate revoked.ⁱⁱ
 - c. In November 2019, an Intermediate school teacher on a school camp, left children alone in the dark at a bus stop and then made children strip to their underwear as punishment for misbehaviour. She retained her practicing certificate.ⁱⁱⁱ
 - d. Also in 2019, a Christchurch high school teacher was found guilty of serious misconduct related to offensive commentary on a podcast and misuse of drugs. He also retained his practicing certificate.^{iv}
 - e. The "use of alternative pronouns" and gender ideology is a recent phenomenon that is associated with a strong social contagion, advocates unproven medical and surgical interventions that increasingly research is showing harm those transitioning.^{v vi}
2. How would the PHS BoT respond to a similar situation at Pukekohe High School?
3. What is the PHS BoT's plan to consult with community on how the school will implement health education, including relationships and sexuality education?

The second is the release of the "Draft Science Curriculum" by the Ministry of Education. Several prominent science commentators are concerned about the direction signaled by the draft.^{vii} My question to the PHS BoT is:

1. What will be your submission to the MoE on the new science curriculum?

I look forward to your response.

Kind regards,



David Hawkins, BVSc.

ⁱ <https://www.nzherald.co.nz/nz/teacher-censured-after-assaulting-daughter-granted-diversion-by-police/BZC6CLSLTVGODL7GMVGF3WOJMA/#:~:text=Ethan%20Griffiths&text=An%20%E2%80%9Cexperienced%20and%20well%2Drespected,nature%20of%20her%20sexual%20activity.>

ⁱⁱ <https://www.stuff.co.nz/national/education/300856141/preschool-teacher-drove-to-work-drunk-but-keeps-teaching-licence#:~:text=She%20had%201230%20micrograms%20of,for%20a%20zero%20alcohol%20licence.>

ⁱⁱⁱ <https://www.nzherald.co.nz/rotorua-daily-post/news/former-whakatane-intermediate-school-teacher-left-students-alone-at-bus-stop-in-the-dark-later-forced-some-to-strip-to-underwear/2GEU7D7JSBYXKIOXJX34A3FWRQ/>

^{iv} <https://www.nzherald.co.nz/nz/christchurch-teacher-samuel-stokes-guilty-of-serious-misconduct-after-talking-about-students-sex-and-drugs-on-offensive-podcast/WILHWCS2JSJ75UP7QPWGW4OBK4/>

^v https://www.google.com/search?q=abigail+shriner+transgender+craze+podcast&rlz=1C1CHBF_enNZ802NZ802&sxsrf=AB5stBjJnOefwpXOUQj18mrGlyyCk5ZGLQ%3A1688266321922&ei=UeagZNL0N4WJoATwqb3qDA&ved=0ahUKewIS4Z2TguAhWFBiqKHfBUD8wQ4dUDCA8&uact=5&oq=abigail+shriner+transgender+craze+podcast&gs_lcp=Cgxn3Mtd2l6LXNlcnAQAZoFCC4QgAQ6EwguEIAEEJcFENwEEN4EEOAEGAE6BwgjEIoFECc6CAgAEIoFEIYDOqYIABAWEB5KBahBGAFQkq1YpbYBYMbKAWgJcAB4AYABqASIAeqvkqEMMS4wLjExLjIuNS4xmAEAoAEBwAEB2gEGCAEQARgU&scient=gws-wiz-serp#fpstate=ive&vld=cid:0763fd1c,vid:DWbxIFC0Q2o

^{vi} <https://link.springer.com/article/10.1007/s11930-023-00358-x>

^{vii} <https://www.nzinitiative.org.nz/reports-and-media/opinion/the-ministry-of-ignorance-strikes-again/>

6 Standing Items

6.1 Financial Report

Commentary on the June 2023 Financial Statements

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

We recorded a deficit of \$124,787 (May \$59,250) against budgeted deficit of \$214,889. This was despite the fact that we have still had no grant income as at 30 June.

Variances

Variances to budget worth noting are:

Income

Locally Raised Funds

As mentioned above we have not had any grant income and the deficit recorded for the six months to 30 June roughly equals the shortfall in grants/donations.

International Students

International results continue to improve and we are now breaking even.

Expenditure

- The overrun in Learning Resources costs of \$172k are offset by the positive variance in Teachers Salary Grant Income.
- Admin costs are slightly over due to some one off payouts eg the year's KAMAR subscription of \$20k.
- Property costs are holding at \$53k over budget (very similar to last month). Cost of cleaning supplies is well up on last year due to inflation and also we have raised cleaners' wages to both attract staff and keep the ones we've got.

Staff banking

Staff banking is still sitting 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 has dropped from minus \$27k in May to minus \$171k in June. Reasons are:

- we have had to spend a large sum on the science block lift otherwise we would not have been given our Building Warrant of Fitness
- more ICT equipment has been replaced
- thirdly the biggest impact was due to changes in the MOE Property Project figure- now sitting at \$608,000. There is a lot going on at present with various projects underway and funds are coming in and going out continually. Schools sometimes act as MOE banker as we pay out contractors such as architects etc before MOE pays us and sometimes we get the money first eg the \$124k furniture grant.

10YPP projects

Projects underway at present are the Massey block toilets, fencing job, roofing job and the electrical upgrade-all big ticket items. Projects coming to an end are the new courts the last of the SIP funded projects. We therefore anticipate working capital being a very fluid figure over the next few years.

Income and Expenditure Report

For the 6 months ended 30 June 2023

	Actual Jun \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	433,829	2,762,380	2,544,468	217,912	9
Teachers Salary Grant	819,181	5,173,139	5,000,001	173,138	3
Use of land & buildings	266,667	1,600,002	1,600,002	-	-
	1,519,677	9,535,521	9,144,471	391,050	4
Locally Raised funds			-		
Donations/Fundraising/Activities	(358)	7,258	129,998	(122,740)	(94)
Sport Income/exp	(14,946)	(36,621)	(33,450)	(3,171)	(9)
Other activities inc/exp	74,783	136,509	70,087	66,422	95
	59,479	107,146	166,635	(59,489)	(36)
International Students	15,186	36,589	36,700	(111)	(0)
Investment income	1,316	11,034	3,000	8,034	268
Total Income	1,595,658	9,690,290	9,350,806	339,484	4
Less expenses					
Learning Resources					
Staff Expenses	226,933	1,295,947	1,381,702	(85,755)	(6)
Teachers Salary-MOE funded	819,187	5,173,139	5,000,001	173,138	3
Curricula	62,496	325,851	290,562	35,289	12
Curricular Other	2,842	80,427	30,948	49,479	160
	1,111,458	6,875,364	6,703,213	172,151	3
Administration					
Staff expenses	70,355	430,272	415,297	14,975	4
ICT	22,783	135,424	127,302	8,122	6
General/Consumables/Legal	2,455	310	16,038	(15,728)	(98)

BOT Expenses	22,397	26,073	9,132	16,941	186
Communication	7,274	38,425	20,202	18,223	90
Risk Management	393	9,548	10,578	(1,030)	(10)
Audit/Accounting	148	450	16,122	(15,672)	(97)
	125,805	640,502	614,671	25,831	4
Property					
Use of land & buildings	266,667	1,600,002	1,600,002	-	-
Repairs and Maintenance	13,498	96,591	92,754	3,837	4
Staff expenses	36,693	195,053	165,906	29,147	18
Caretaking/cleaning	4,196	40,624	26,833	13,791	51
Heat, Light and Water	4,433	56,767	62,700	(5,933)	(9)
Grounds	5,588	29,460	25,086	4,374	17
Security	9,048	40,694	32,304	8,390	26
	340,123	2,059,191	2,005,585	53,606	3
Finance Costs					
	1,189	5,281	6,600	(1,319)	(20)
Depreciation					
	39,243	234,739	235,626	(887)	(0)
				-	
Total Expenditure	1,617,818	9,815,077	9,565,695	249,382	3
				-	
Surplus/(Deficit)	(22,160)	(124,787)	(214,889)	90,102	42

Pukekohe High School

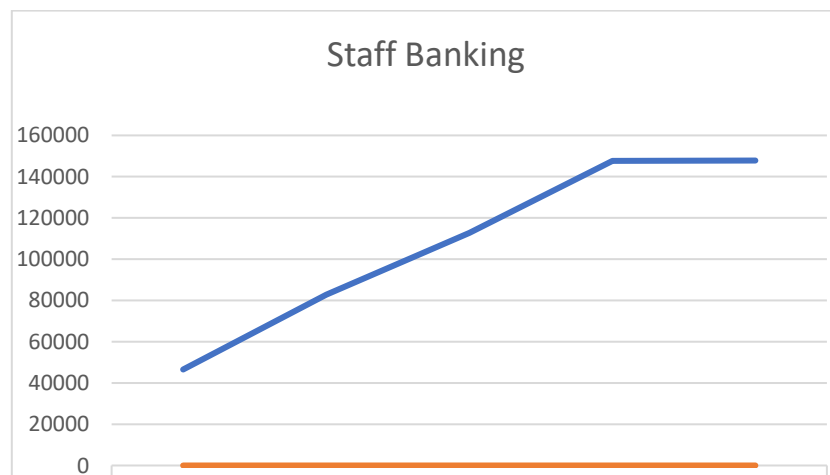
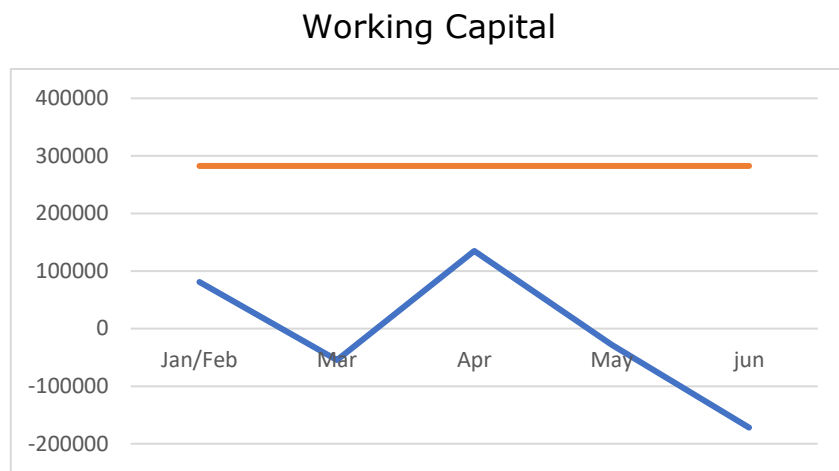
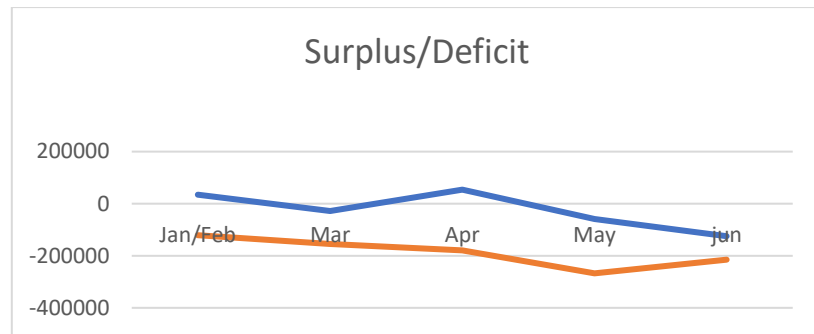
Statement of Financial Position

As at 30 June 2023

	Jun Actual \$	Dec Actual \$
Current Assets		
Cash and Cash Equivalents	178,990	119,760
Accounts Receivable	569,971	190,853

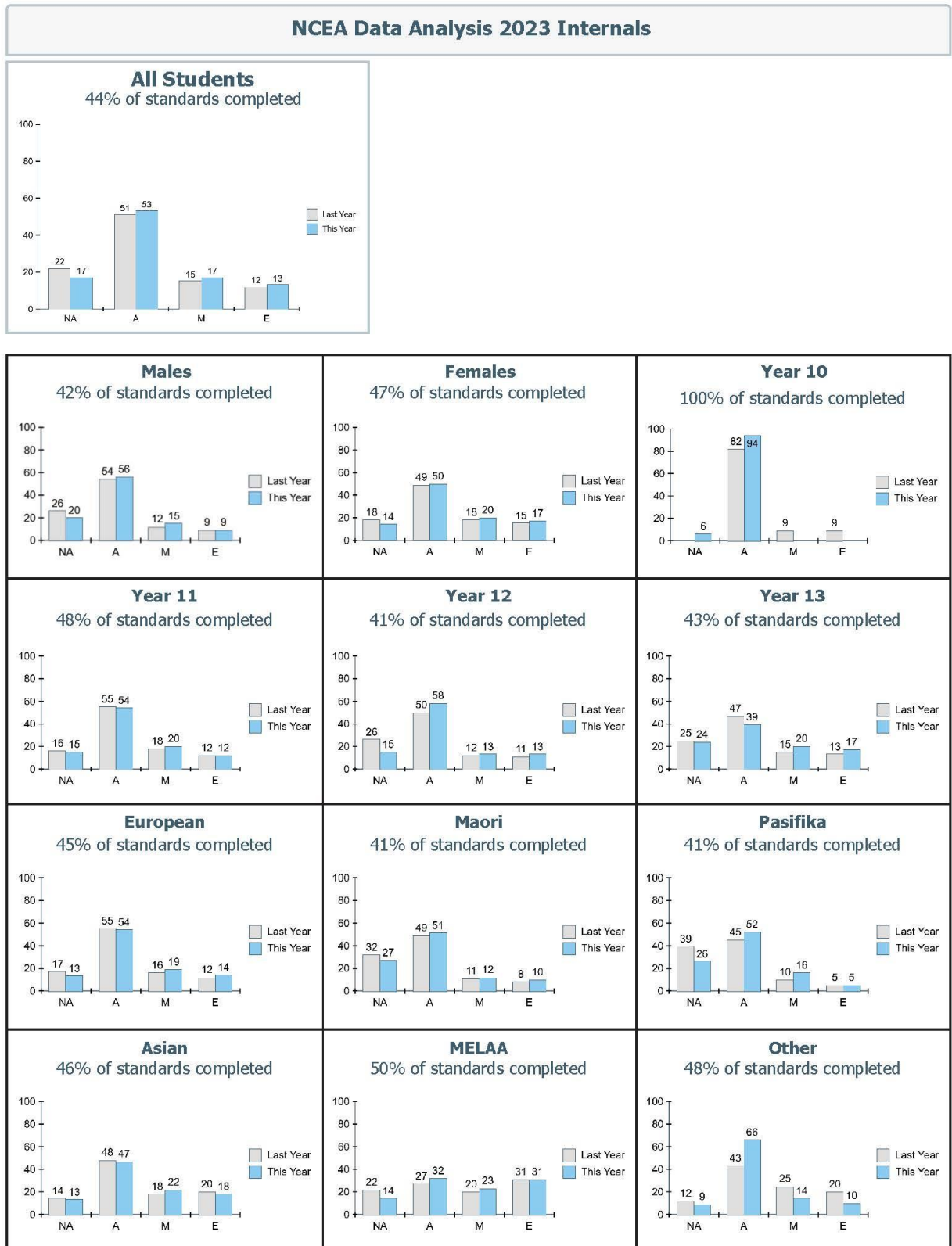
Investments	437,965	436,390
GST	0	79,563
Inventories	3,797	3,797
Prepayments	0	56,736
	1,190,723	887,099
Current Laibilities		
Govt Grants in Advance	133,705	
Accounts Payable	287,303	290,743
GST payable	11,071	
International Student Funds	136,843	107,375
Student Funds received in Advance	12,539	19,387
Provision for Cyclical Maintenance- Current	46,050	72,756
Finance Lease Liability - Current	98,438	97,711
MOE Property Projects	608,696	158,773
MOE Salary accrual	27,995	27,995
	1,362,640	774,740
Working Capital Surplus/(Deficit)	(171,917)	112,359
Non-current Assets		
Property, Plant and Equipment	2,653,141	2,432,257
	2,653,141	2,432,257
Non-current Liabilities		
Provision for Cyclical Maintenance	190,706	190,706
Finance Lease Liability	74,581	114,952
	265,287	305,658
Net Assets	2,215,937	2,238,958
Equity		
Accumulated Funds	2,215,924	2,260,345
Furniture Grant	124,800	159,353
Surplus/(deficit)	(124,787)	(180,740)
	2,215,937	2,238,958

Blue=actual Orange =budget



6.2 Principal's Report

NCEA achievement data



Community service

We have introduced a one hour 'community service' consequence for students each Wednesday after school, supervised by Deans and SLT. This will serve as a consequence for a variety of behavioural concerns. Community service is coordinated with our property team and signalled to parents at least 24 hours in advance. It is logged in KAMAR and is at a lower threshold than stand down.

Vaping

This term we are giving a higher profile to combatting vaping in school. We are in the process of forming a group of students and staff to devise strategies to deter vaping. The resources in this [link](#), together with those of Vape Free Kids NZ, will be used to design a whole school campaign to support the Health curriculum.

The role of schools is to empower students to make informed decisions on vaping by engaging them with the facts.

PPTA industrial action

As of 7 July, the terms of reference for the Independent Arbitration Panel's consideration of the issues relating to the settlement of the Secondary School Teachers' Collective Agreement have been agreed by the Ministry of Education and the Post Primary Teachers Association (PPTA). The PPTA has agreed that its members will not take any strike or other industrial action until the outcome of the panel's recommendation has been determined and the outcome of the government's response and/or and the outcome of the resulting ratification ballot is known.

As per all arbitration proceedings, no party will comment between now and when the Panel makes its final recommendation.

STARS peer mentoring

Stars Peer Mentoring was introduced into PHS in Term 2 through the Dingle Foundation. The programme involves two outside facilitators coming into our school to work closely with our Year 12 and 13 Mentors twice a week.

These lessons/activities are tailored towards instilling our School Values of (Manaakitanga, Puumautanga, Kotahitanga, Arahitanga) and other important life skills for our Year 9 students.

We are also planning a graduation assembly on the last week of this term where the student leaders will be able to present certificates to Year 9 students that have done really well in the programme this year.

Overall, there has been a great deal of positive interactions between the student leaders and our Year 9 students (Tuakana -Teina model) which has played a big part in settling our Year 9 Cohort into PHS. We currently have 40 Year 12 and 13 students involved in the programme including all of our Year 13 Amokura Students.

ERO Evaluation Partner

I have received an introductory email from the school's new Evaluation Partner, Lee Marchioni, to set up her first visit to PHS. ERO's evaluation methodology is constantly evolving and this is the first contact with ERO that we have had in 2023.

Matariki celebration

On Thursday 20 July we held our first Matariki Festival with contributing schools Pukekohe Intermediate and Pukekohe Hill School. It was a great success and look forward to holding more events like this in the future. The stalls from our business studies students were fantastic as well.





Stand downs and suspensions since the June meeting

There has been a very settled return to school this week helped by the lack of rostering home. We are maintaining our strong focus on cell phones and uniform as a way of maintaining a positive learning environment.

Action	Total	Female	Male	Year Level	Ethnicity
Suspension					
Stand-down	1	1	0	12 (1)	Māori (1)

Forthcoming events

- 24-25 July Outdoor Education Tramping
- 31 July NZSTA Workshop
- 02 August Open Evening
- 03 August pre-KBB Music Concert
- 07-11 August KBB Music Festival
- 08 August Whānau Māori Hui
- 15 August Lockdown Exercise
- 21-25 August Grading Exams
- 21 August BOT Meeting
- 28 August – 1 September Winter Tournament Week
- 05 September Whānau Māori Hui
- 07 September Pasifika Fono
- 13 September Rugby Awards
- 18 September BOT Meeting
- 19 September Papatoetoe Sports Exchange
- 20 September Arts Awards
- 21 September Dance Showcase
- 22 September End of term

6.3 Health and Safety Report

Health and Safety Committee

The PHS H&S Committee met on June 15th and reviewed and commented on the draft *PHS Health and Safety Policy and Procedure* document prepared by Simon Williams and Rachel Hamlin. This input has been reflected in the draft presented to the BOT for review at the July BOT meeting. The H&S committee also reviewed the *Health and Safety Procedure: Worker Engagement and Participation* adopted by school leadership in order to further promote engagement between the board, officers and workers in health and safety in the workplace.

School hazard identification registers have been updated as of June 2023.

Student Health Centre Visits

Event types	#	
Call Out	5	0.63 %
Case note History	16	2.01 %
Follow up	40	5.03 %
Health Clinic Visit	673	84.65 %
Medication Administration	11	1.38 %
Physio Clinic	33	4.15 %
Sexual health clinic	17	2.14 %
	795	

Incident Reporting

Denis Murphy received three incident reports during June: two resulting from student behaviour, and one regarding processes. Three incidents of verbal abuse of staff members were reported, resulting in two stand-downs and a restorative meeting.

EOTC

The school ETOC Co-ordinator Michael Anderson presented a PLD session to the whole staff on 19th June regarding the school EOTC policy, procedures and best practice. Working with Gemma Periam of Education Outdoors New Zealand, the school has reviewed its EOTC procedures and has developed an event proposal and approval system using SchoolBridge as a platform. Valuable EOTC opportunities for students were carried out throughout June, adding a richness of learning opportunities to our curriculum.

Evacuations

During June we had two fire evacuations due to: a student bumping into a call point; and a student deliberately setting an alarm off. The principal is currently working with Fire and Evacuation New Zealand to assess the 90 call points throughout the school buildings to minimise unnecessary fire callouts. In both instances of evacuation, buildings were cleared within four minutes and students assembled on the fields.

6.4 Property Report

Property Report June 2023

Massey Block toilets.

The procurement procedure process for the work is now underway and it is hoped that work on the toilets will take place in the third term holidays.

Fencing project.

The tendering process has now closed and we await the appointment of a contractor.

Electrical project.

The asbestos survey has now been completed and sent to the interested parties. This week we conducted an onsite visit to the school of representatives of the 13 interested contractors. The visit was for them to familiarize themselves with the school and where all the distribution boards are.

Roof replacement project.

The procurement plan has been signed off by the School so we can now get early release of some funds for the parts of the roof in the poorest condition namely the library and neighbouring walkway and also one of the science buildings. This job should attract a lot of interest as well as reroofing the whole job is worth up to \$3 million (but over a number of years as per the staging process discussed at the last meeting). We have invoiced the MOE for \$420k which is just for the design fees alone! This is high because a number of roofs will have to have completely redesigned framework underneath e.g. new trusses installed.

New classroom block.

The first floor concrete was laid last week and the job appears to be on track.

7.1 Personnel Policy

Title	Personnel Policy
Date	19 July 2023
By	Simon Williams
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Approves the proposed Personnel Policy 2023.



Personnel Policy

Policy to support NAG 3 Personnel

Outcome statement

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

Scoping

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

Delegations

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

Expectations and limitations

The principal must ensure:

- all employment-related legislative requirements are applied
- all employees' understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
- a smoke-free environment is provided
- the Board of Trustees is involved in the appointment process for any members of the Senior Leadership Team (Deputy Principals, Business Manager)
- employment records are maintained and all employees have written employment agreements and job descriptions
- management pay units for appropriate positions are allocated in a fair, transparent manner
- employee leave is effectively managed and reported so that:
 - the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered
 - board approval is sought for any requests for discretionary staff leave with pay
 - board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days
 - board approval is sought for any requests for staff travelling overseas on school business
 - the board is advised of any staff absences longer than 20 school days
- effective and robust performance management systems are in place for all staff that include performance management reviews, attestations for salary increases and staff professional development
- a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's performance agreement
- the requirements of the Health and Safety at Work Act 2015 are met
- advice is sought as necessary from an appropriate industrial advisor where employment issues arise and the school's insurer is notified.

Procedures/supporting documentation

Staff leave form

Staff leave procedure

Staff performance review
Professional development
Storage of confidential information

Monitoring

The Board will monitor the performance of this policy in ways such as; staff usage reports, performance management reports, staff turnover.

Legislative compliance

[State Sector Act 1988](#)
[Employment Relations Act 2000](#),
[Privacy Act 2020](#)
[Health and Safety at Work Act 2015](#)
[Collective employment agreements](#)

Reviewed: 2021

Next review: 2024

7.2 Health and Safety Policy

Title	Health and Safety Policy
Date	19 July 2023
By	Simon Williams
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Adopts the proposed Health and Safety Policy 2023.



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.
- 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:
 - cooperate with school health and safety procedures
 - comply with the health and safety legislation and duties of workers
 - ensure their own safety at work
 - 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 assessment register

Injury and incident reporting and management (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 Conduct at School

Adult volunteers

Duty supervision

Police vetting

Protected disclosures

Sexual harassment

Transporting Students

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](#)

[Sale and Supply of Alcohol Act 2012](#)

Reviewed: July 2020

Next review: July 2023
