



NOTICE OF MEETING 2023

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6pm, 21 August 2023 in the staff room**

AGENDA OPEN MEETING

Welcome from Board Chair and Karakia

- 1 Apologies**
- 2 Declaration of Conflict of Interest**
- 3 Confirmation of Previous Minutes**
*Minutes of the Pukekohe High School Board of Trustees dated 24 July 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 Timetable Policy

Recommendation

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

7.2 Credit Card Policy

Recommendation

That the Pukekohe High School Board of Trustees approves an alteration to the Credit Card Policy to provide levels of credit to the cards held by certain roles.

7.3 Strategic Planning Report

Recommendation

That Pukekohe High School Board of Trustees meet in September and workshop the School's Strategic Plan and Charter – 'Learning without Limits' in order to improve our collective understanding of the strategy so that the Board confirm the document and use it to inform the appointment of the new Principal and next year's budget.

8 Items for Information

Nil

8.1 Physical Restraint Policy and Procedure

Recommendation

That the Pukekohe High School Board of Trustees notes the following information to ensure full compliance with ERO's Board Assurance Statement

9 Close of meeting

Next Meeting: 18 September 2023

6 Standing Items

6.1 Financial Report

Commentary on the July 2023 Financial Statements

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

We recorded a deficit of \$118,052 (June deficit of \$124,787) against budgeted deficit of \$159,229.

Variances

Variances to budget worth noting are:

Income

- **Locally Raised Funds**

We got our first grant this month- \$10,000 to purchase some computers. However, we are significantly behind in our locally raised funds now and this could be problematic as we are counting on earning \$500,000k on grants this year just to break even.

- **International Students**

Contrary to the above, international results are getting better and better and will mitigate the locally raised funds problem somewhat.

Expenditure

- Learning resources are over budget by just \$11k if we allow for the MOE funded teacher's salary costs being offset by the MOE salary grant of \$229k. Considering we have put a lot of resources into tertiary programs and excellent programs such as Homework Club this is a satisfactory result.
- Property costs are \$74k over with cleaning costs being the main reason. However, the costs are not as great as they would have been if we had taken on one of the very highly priced contract cleaning firms that tendered for the work.

Staff banking

Staff banking is still sitting at \$136k in our favour (June \$147k). As with last year it will decrease over time and be down to roughly zero by year end.

Working capital

Working capital has hopefully bottomed out and this month -it is roughly the same as the June figure even though we spent \$38k on fixed assets. The spending was for:

- Large new ceiling extractor fans on the gym ceiling (otherwise we would fail our Building WOF)-\$15k
- New flood lights and sensor lights for security purposes -\$6k
- Heaters for various classrooms \$5k (much cheaper than heat pumps)
- New commercial vacuum cleaner \$2k
- New Computers for DIT Dept-\$10k (funded by the grant mentioned above).

Income and Expenditure Report For the 7 months ended 31 July 2023

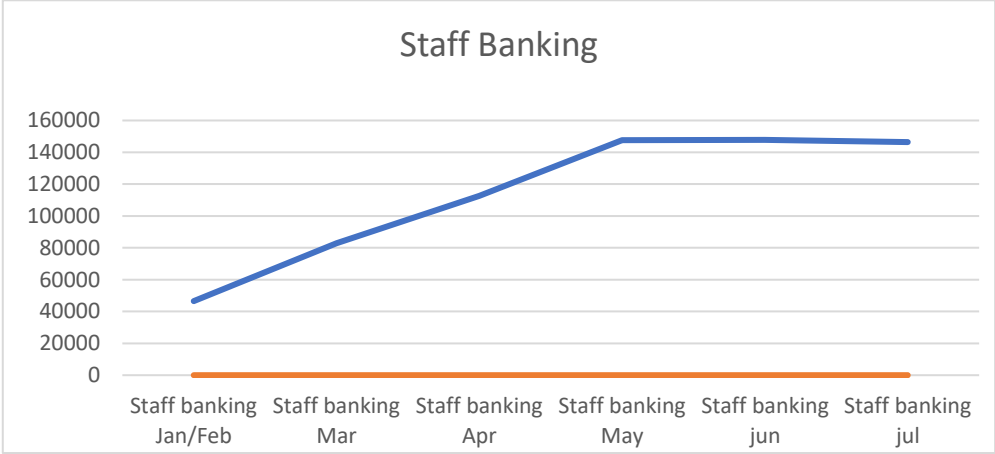
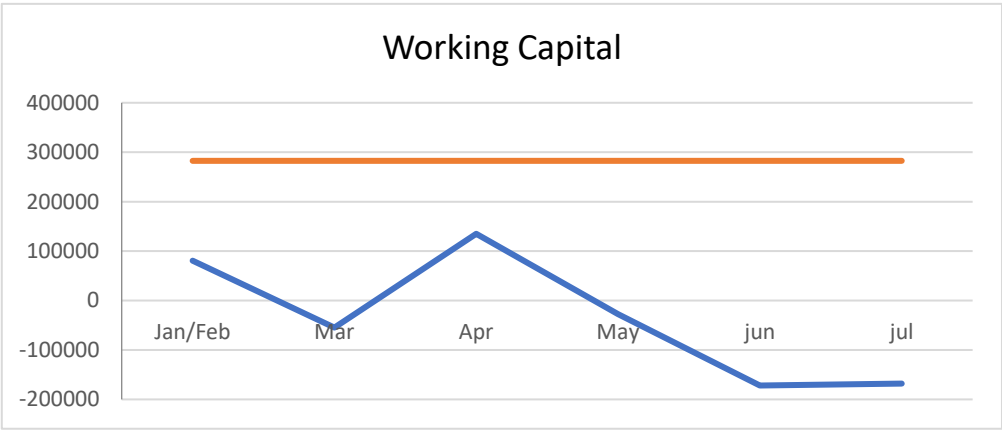
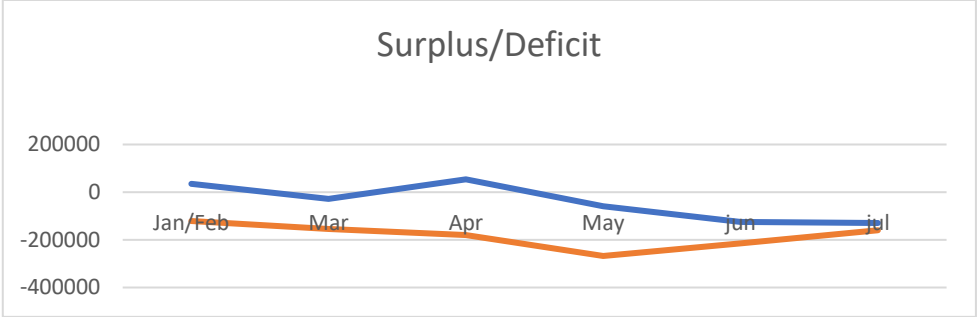
	Actual July \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	420,387	3,185,319	2,968,546	216,773	7
Teachers Salary Grant	825,724	5,998,413	5,769,232	229,181	4
Use of land & buildings	266,667	1,866,669	1,866,669	-	-
	1,512,778	11,050,401	10,604,447	445,954	4
Locally Raised funds					
Donations/Fundraising/Activities	8,853	16,112	193,331	(177,219)	(92)
Sport Income/exp	(848)	(34,662)	(24,707)	(9,955)	(40)
Other activities inc/exp	(13,547)	119,459	86,083	33,376	39
	(5,542)	100,909	254,707	(153,798)	(60)
International Students	51,776	86,640	50,845	35,795	70
Investment income	329	11,363	3,501	7,862	225
Total Income	1,559,341	11,249,313	10,913,500	335,813	3
Less expenses					
Learning Resources					
Staff Expenses	195,414	1,492,088	1,595,207	(103,119)	(6)
Teachers Salary-MOE funded	825,274	5,998,414	5,769,232	229,182	4
Curricula	63,482	403,752	338,989	64,763	19
Curricular Other	2,611	85,380	36,106	49,274	136
	1,086,781	7,979,634	7,739,534	240,100	3
Administration					
Staff expenses	62,619	492,891	479,506	13,385	3
ICT	(4,823)	164,980	148,196	16,784	11
General/Consumables/Legal	(6,319)	(6,139)	18,716	(24,855)	(133)

BOT Expenses	565	10,055	10,657	(602)	(6)
Communication	1,883	22,084	23,576	(1,492)	(6)
Risk Management	70	11,807	12,344	(537)	(4)
Audit/Accounting	(219)	233	18,814	(18,581)	(99)
	53,776	695,911	711,809	(15,898)	(2)
Property					
Use of land & buildings	266,667	1,866,669	1,866,669	-	-
Repairs and Maintenance	13,664	116,250	108,244	8,006	7
Staff expenses	40,534	235,608	194,654	40,954	21
Caretaking/cleaning	2,450	43,836	29,083	14,753	51
Heat, Light and Water	17,749	74,518	73,171	1,347	2
Grounds	4,053	28,823	29,267	(444)	(2)
Security	6,651	47,345	37,699	9,646	26
	351,768	2,413,049	2,338,787	74,262	3
Finance Costs					
	568	5,052	7,700	(2,648)	(34)
Depreciation					
	38,908	273,719	274,897	(1,178)	(0)
				-	
Total Expenditure	1,531,801	11,367,365	11,072,727	294,638	3
				-	
Surplus/(Deficit)	27,540	(118,052)	(159,227)	41,175	26

Pukekohe High School
Statement of Financial Position
As at 31 July 2023

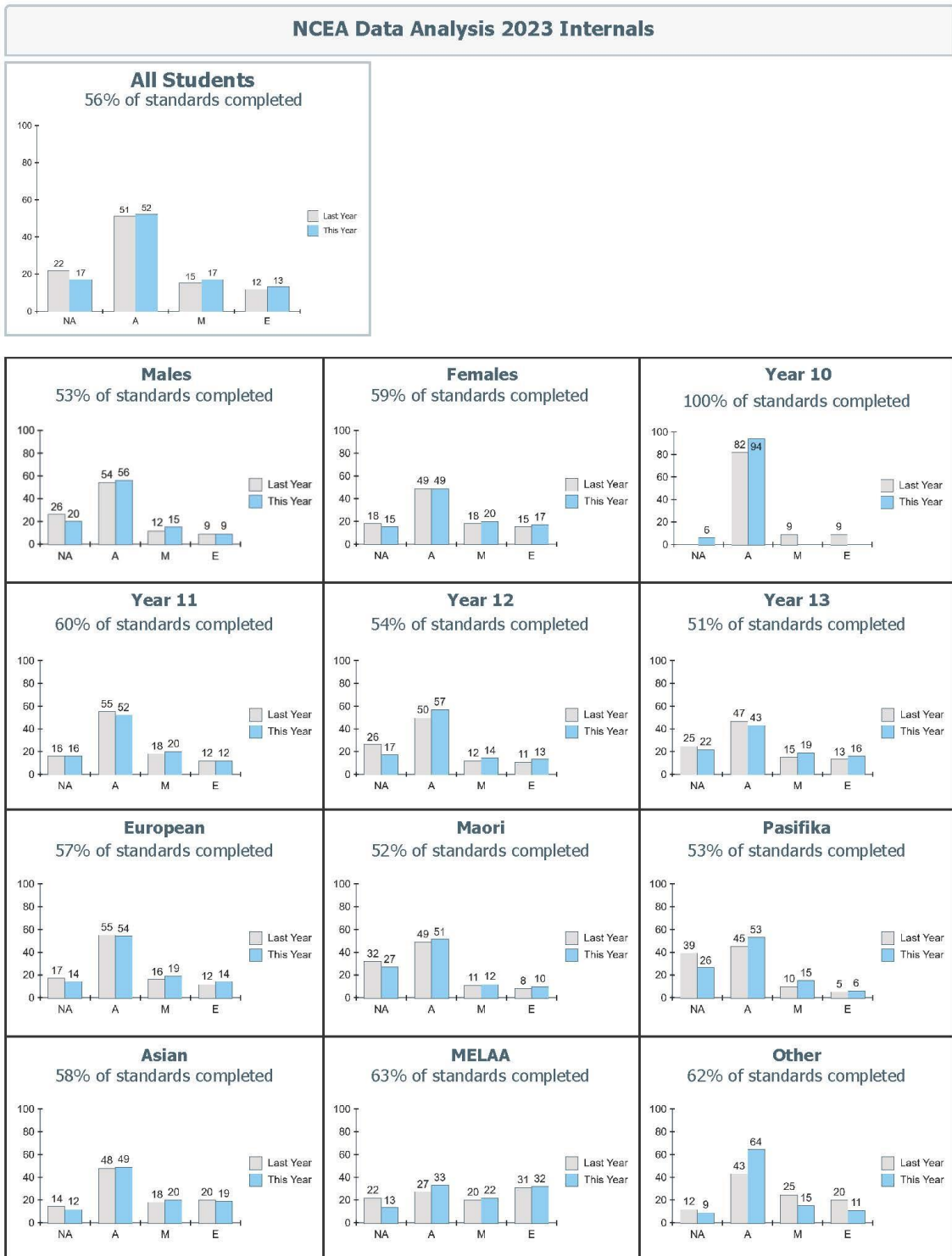
	Jul Actual \$	Jun Actual \$
Current Assets		
Cash and Cash Equivalents	244,344	178,990
Accounts Receivable	606,165	569,971
Investments	1,038,294	437,965
Prepayments	8,573	0
Inventories	3,797	3,797
	1,901,173	1,190,723
Current Laibilities		
Govt Grants in Advance	843,122	133,705
Accounts Payable	169,752	287,303
GST payable	123,279	11,071
International Student Funds	98,067	136,843
Student Funds received in Advance	10,777	12,539
Provision for Cyclical Maintenance-Current	53,250	46,050
Finance Lease Liability - Current	94,514	98,438
MOE Property Projects	653,954	608,696
MOE Salary accrual	27,995	27,995
	2,074,710	1,362,640
Working Capital Surplus/(Deficit)	(173,537)	(171,917)
Non-current Assets		
Property, Plant and Equipment	2,654,310	2,653,141
	2,654,310	2,653,141
Non-current Liabilities		
Provision for Cyclical Maintenance	190,706	190,706
Finance Lease Liability	68,617	74,581
	259,323	265,287
Net Assets	2,221,450	2,215,937
Equity		
Accumulated Funds	2,215,162	2,215,924
Furniture Grant	124,800	124,800
Net surplus/(deficit)	(118,512)	(124,787)
	2,221,450	2,215,937

Blue=actual Orange =budget



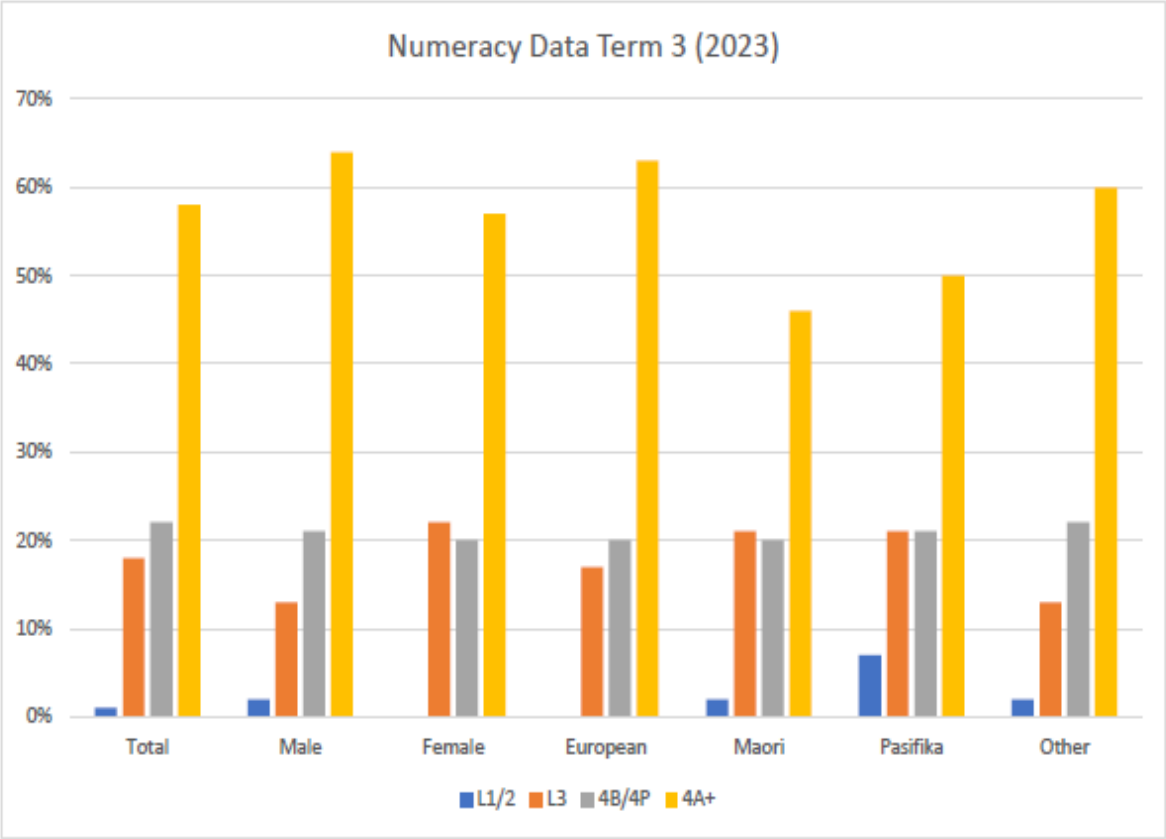
6.2 Principal's Report

NCEA achievement data



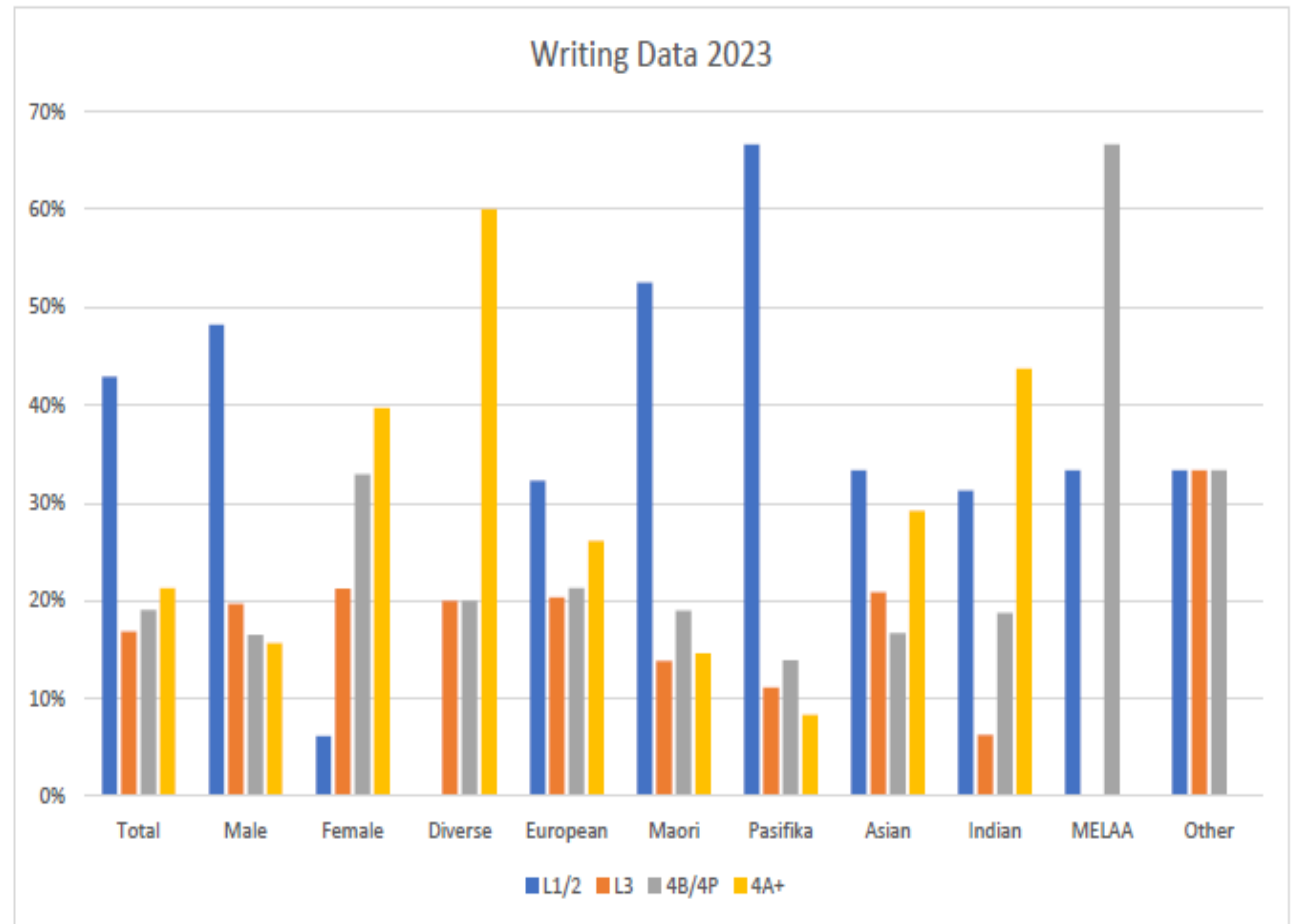
Year 10 Data

	Total	L1/2	L3	4B/4P	4A+
Total	238	1%	18%	22%	58%
Male	123	2%	13	21	64
Female	115	0%	22%	20%	57%
European	108	0%	17%	20%	63%
Maori	56	2%	21%	20%	46%
Pasifika	14	7%	21%	21%	50%
Other	60	2%	13%	22%	60%



Year 10 Data

	Total	L1/2	L3	4B/4P	4A+
Total	452	43%	17%	19%	21%
Male	224	48%	20%	17%	16%
Female	146	6%	21%	33%	40%
Diverse	5	0%	20%	20%	60%
European	226	32%	20%	21%	26%
Maori	137	53%	14%	19%	15%
Pasifika	36	67%	11%	14%	8%
Asian	24	33%	21%	17%	29%
Indian	16	31%	6%	19%	44%
MELAA	3	33%	0%	67%	0%
Other	3	33%	33%	33%	0%



Draft Data Reporting Template

BOT Achievement Reporting Schedule

Data disaggregated by:
gender
ethnicity
consecutive years' cohorts

Term 1

Term 2

Term 3

Term 4

	January	February	March	April	May	June	July	August	September	October	November	December
Literacy												
Year 9				asTTle writing						asTTle w&r	Yr 8 feeder school	
Year 10			2023 Co-requisite	asTTle writing					Co-requisite	asTTle w&r		
Year 11			2023 Co-requisite						Co-requisite			
Year 12												
Year 13												
Numeracy												
Year 9				asTTle numeracy								
Year 10			2023 Co-requisite	asTTle numeracy					Co-requisite	asTTle numeracy		
Year 11			2023 Co-requisite						Co-requisite			
Year 12												
Year 13												
NCEA L1												
			NZQA data		Internal	Internal	Internal	Internal				
NCEA L2												
			NZQA data		Internal	Internal	Internal	Internal				
NCEA L3												
			NZQA data		Internal	Internal	Internal	Internal				
UE												
			NZQA data		Internal	Internal	Internal	Internal				
Learning Areas				English	Te Waahanga	Maths	Science	Arts	Languages	Technology	PE and Health	Social Science
									Learning Support			

Year 10 Literacy and Numeracy Co-requisite results

The results below are from the April pilot, which involved students completing these assessments online in the Hall. Each student receives some feedback individually and we are currently analysing that in order to plan for the next round of Co-requisites in October when we intend that a larger group will sit the assessments, including any who failed the April ones. The students who passed now have their Level 1 Literacy and Numeracy credits and will only need a further 60 credits in Year 11 to pass Level 1. Parents of these students have received an email from DP Suzanne Powar to explain the results.

The results were as follows:

- 47/56 Writing
- 51/56 Reading
- 46/56 Numeracy

AS 32403 Reading

Ethnicity	Number of students Entered	Number of students Achieved	Percentage Achieved
NZ European	34	30	88%
Māori	13	13	100%
Pasifika	3	3	100%
Indian	4	3	75%
Asian	3	3	100%
Total	56	52	89%

AS 32405 Writing

Ethnicity	Number of students Entered	Number of students Achieved	Percentage Achieved
NZ European	34	32	94%
Māori	13	8	62%
Pasifika	3	2	67%
Indian	4	3	75%
Asian	3	1	33%
Total	56	46	83%

AS 32406 Numeracy

Ethnicity	Number of students Entered	Number of students Achieved	Percentage Achieved
NZ European	34	29	85%
Māori	13	10	77%
Pasifika	3	2	67%
Indian	4	2	50%
Asian	3	3	100%
Total	56	45	80%

NZQA Relationship Manager visit

Jane Griffin, NZQA Relationship Manager, visited the school to meet with the Associate Principal and Principal's Nominee on Tuesday 25 July to review the school's assessment procedures. This was not a full Managing National Assessment evaluation and therefore will not be published. The following points from the visit were noted:

- Whole school moderation results are very consistent
- Some concern was raised about the number of learner logins by NCEA candidates as a measure of the readiness for digital exams
- The number of candidates enrolled in STEM subjects is increasing but there is an expectation from NZQA that this should increase further
- One subject area has not been consistent in the awarding of grades for 3 years

ERO visit by the school's Evaluation Partner

The visit is taking place over 2.5 days on 15, 16 and 17 August and a verbal update on findings will be available to trustees at the meeting.

Te Wāhanga Whakaako: Whānau Rōpū proposal 2024

To create a vertical Whānau Rōpū/Kaitiaki (name to be determined) programme for eligible students that sits alongside the regular Whānau Rōpū programme

Rationale:

1. To provide a taha Māori space/structure for students as part of our Whānau Rōpū system
2. To adopt a tuakana/teina model within this space to support tauira and kaiako with the kaupapa
3. To promote excellence and aspiration through clearly defined and articulated expectations
4. To promote continued opportunities for excellence in reo and tikanga Māori through these Whānau Rōpū classes
5. To create a model that has the capacity for growth/expansion

Structure:

- 2x vertical Whānau Rōpū classes for 2024. 2x Kaiako Māori attached to these Whānau Rōpū classes
- Approximately 20 students per Whānau Kaitiaki class – breakdown of potential student numbers below

Campus development plan – Phase 1

The completion of the new classroom block is still on target and there have been no health and safety issues raised at the monthly PCG meetings.

Pukekohe High School - Milestone dates	Status	Start	Finish
Contract Award	Achieved	-	9 December 2022
Long lead Procurement items	Achieved	November 2022	September 2023
Site set up & enabling works	Achieved	November 2022	January 2023
Earthworks, Foundations & slab	Achieved	February 2023	July 2023
Superstructure	On Programme	June 2023	November 2023
Internal works - Upper floor	On Programme	August 2023	January 2024
Internal works - Ground floor	On Programme	September 2023	February 2024
Lift install	On Programme	October 2023	February 2024
Canopy area and external works	On Programme	November 2023	February 2024
Commissioning & testing	On Programme	February 2024	February 2024
Practical completion and Handover	On Programme	-	19 February 2024

The board will need to consider with mana whenua the appropriate naming of the new building before the end of this year, and the process for consultation with our community beforehand.

Strategic Planning changes for 2024

There are four primary objectives of school boards (s127 Education and Training Act)

Boards must ensure that:

- every student at the school can achieve their highest educational standard
- the school is a physically and emotionally safe place, ensures students' human rights are upheld and takes steps to eliminate racism, stigma, bullying and other forms of discrimination
- the school is inclusive of and caters for, students with differing needs. Those with:
 - Learning Support needs
 - Cultural needs
 - Language needs
 - LGBTIQ+
- the school gives effect to Te Tiriti o Waitangi, including by:
 - working to ensure that its plans, policies, and local curriculum reflect local tikanga Māori, mātauranga Māori, and te ao Māori
 - taking all reasonable steps to make instruction available in tikanga Māori and te reo Māori
 - achieving equitable outcomes for Māori students

What is changing?

- Charters have gone.
 - Schools only need a strategic plan and annual plan.
- Strategic plan will align with board elections.
- Schools must consult with and report to the local school community.
- Strategic plans must be published on an internet site so parents, whānau and communities have easy access.

Discipline Summary for Term 3

Stand downs and suspensions since the last board meeting.

Action	Total	Female	Male	Year Level	Ethnicity
Suspension					
Stand-down	6	2	4	10 (2) 11 (4)	NZ European (5) Māori (1)

Forthcoming events

- 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 August 10th. At this meeting it was discussed that Rachel Hamlin and Gordon Paulson are drafting a new school firearms policy to sit alongside the current Secondary Schools Clay Target Shooting Association Risk Analysis and Management Plan. The physical limitations to class numbers within the hard materials technology classes was also discussed. Physical space for benches means that a class cap of 24 should be maintained. However, student demand for classes exceeds this number. Limited commercial kitchen teaching spaces is also a factor in the H&S and timetabling of food technology classes. The new classroom block should ease this demand in 2024, however this may need expenditure to create new technology specialist teaching spaces.

Student Health Centre Visits

Event types	#	
Call Out	2	0.46 %
Case note History	9	2.07 %
Follow up	23	5.29 %
Health Clinic Visit	370	85.06 %
Medication Administration	5	1.15 %
Opportunistic assessment	1	0.23 %
Physio Clinic	13	2.99 %
Sexual health clinic	12	2.76 %
	435	

Incident Reporting

Denis Murphy received one incident reports during July involving a broken test tube in a science lab.

EOTC

For the month of July, 12 EOTC events were approved and conducted. These included:

- a weekly group of year 10 Māori learners to a Pasifika digital course,
- a Kiribati group to a cultural event
- a model United Nations event in our school hall
- a year 13 enterprise group at AUT markets
- a year 10 trip to the Franklin Arts Centre
- a Mitre 10 music performance
- a dance performance of Black Grace
- an epro8 mathematics competition
- a Rising Foundation camp
- a taster course at Wintec
- a Pūhoro Māori and Pasifika STEM Wānanga
- a year 10 Māori/Pasifika Future me university event

Lockdown

A lockdown drill was conducted for all staff and students on Tuesday 15th August, with SLT having specialised training. SLT, led by the principal, managed the school through a series of emergency lock-down scenarios as instructed by Harrison Tew.

6.4 Property Report

Property Report July 2023

Massey Block toilets.

The project manager is reviewing the architect's initial design. It is not the ideal and to get what we want a structural engineer may be required to let us know whether a certain wall is weight bearing or not. If it is we will probably have to settle for the second choice design due to cost and the fact that we are trying to avoid needing Council sign off. That could take months apparently.

Fencing project.

A contractor has been appointed and wants to start the work next month.

Electrical project.

Of the many contractors who visited the school, 9 submitted a price for the job. The lowest was around \$300k and the highest was over \$1m. The Project Manager is working through the tenders now.

Roof replacement project.

8 contractors arrived to do a walk around of the school with the aim of scoping up the job. As mentioned previously the total price of the whole job is over \$3m but staged over a few years. A number of rooves will need to be completely restructured eg the Library and probably the science blocks.

New classroom block.

Progressing well and not too much time has been lost through bad weather.

Cameras.

We are trying to increase the efficiency and effectiveness of our camera set up and yesterday's lockdown drill highlighted a few technical issues. We have recently increased the capacity of the system so any new cameras installed can be easily accommodated. We met with the contractor yesterday after the drill and he will send us his report and recommendations in due course.

7.1 Timetable Policy

Title	Timetable Policy
Date	14 August 2023
By	Simon Williams
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Approves the proposed Timetable Policy 2023.



Timetable Policy

Policy to support NAG 3 Personnel

Outcome statement

The management of learning through a school timetable is an integral part of the organisation of a school. Pukekohe High School is committed to being a good employer and constructs its timetable in accordance with the current Secondary Teachers' Collective Agreement (STCA). The school following policy on timetabling will be developed and reviewed in consultation with its teaching staff.

Scoping

The school timetable seeks to manage staff workloads, student curriculum needs and rooming resources in an equitable, efficient and planned way.

Delegations

As the professional leader of the school, the principal is responsible for implementing this policy to meet both the needs of the school while complying with the conditions of the relevant collective agreements.

Expectations and limitations

Non-contact time

Full time teachers on 20 contact hours per week will receive the non-contact time allowance as specified in the Secondary Teachers' Collective Agreement at 5.2.3

Teachers' time allocation is calculated over the whole year. Some teachers may be over-allocated for part of the year and under-allocated at other times (for example semester courses).

Part-time teachers will receive at least the minimum non-contact time allowance specified in the Secondary Teachers' Collective Agreement 5.2.6b.

Permanent unit holders will receive at least the additional non-contact time entitlements as associated with between 1 and 3 permanent units, as specified in the Secondary Teachers' Collective Agreement. For a fourth and subsequent unit(s) the school will endeavour an additional hour for each permanent unit.

Kaihautū (or delegated experienced teachers) supervising beginning teachers in their first or second year of full-time teaching will receive the time allowances set out in the Secondary Teachers' Collective Agreement in addition to any other time allowances they are eligible for.

Trained beginning teachers in their first year who are employed full-time will have no more than 15 hours of contact time in the classroom. The additional time allowance is for advice and guidance purposes

Trained beginning teachers in their second year who are employed full-time will have no more than 17.5 hours of contact time in the classroom. The additional time allowance is for advice and guidance purposes.

The Specialist Classroom Teacher will receive the time allowance set out in the Secondary Teachers' Collective Agreement in addition to any other time allowance they are eligible for.

An overseas trained teacher will receive the time allowance as set out in the Secondary Teachers' Collective Agreement 3.8C, subject to the conditions specified in that section.

Where for genuine reasons during timetabling or at short notice, if it is not possible to provide the non-contact entitlements described in 5.2.3(a) and 5.2.6(b) compensation will be available by negotiation and agreement. This may include time owed in lieu (TOIL), which should be taken within the term that it is accrued as far as possible. After completing 5 relief periods, staff will be entitled to a TOIL Day. A record of TOIL will be kept by the relief coordinator and staff will be contacted accordingly. Staff should take TOIL during the current school year, in negotiation with the Associate Principal.

Kāhui Ako (across community role) allowances in time and remuneration will be in line with 4.23 of the Secondary Teachers Collective Agreement

Class size

Pukekohe High School will endeavour to achieve an average class size of no more than 26 for teachers with two or more classes as specified in the Secondary Teachers' Collective Agreement 5.9.2. Where this is unable to be achieved the Associate Principal will negotiate appropriate compensation with each teacher following the 1 March confirmation of the school roll and staffing.

Hours of work

The hours of work of individual teachers are determined in accordance with 5.1 of the Secondary Teachers' Collective Agreement.

Whānau rōpū, assemblies, school meetings and other pastoral and administrative time requirements occur outside times when classes would normally run.

Teachers are expected to supervise students during break times when rostered on duty. The duty roster will endeavour to share duty responsibility fairly and equitably among all teachers.

Application

This policy applies to timetabled instruction on the Pukekohe High School site. Off campus instruction, sports and cultural trips and other EOTC will not be bound by this policy.

Review process

The Timetable Policy shall be reviewed by the Board of Trustees, Principal and teaching staff each year; or when there is a significant change to the timetable; or when a new Secondary Teachers' Collective Agreement is published.

Procedures/supporting documentation

School timetable

Staffing structure

Monitoring

Staff usage will be monitored through SUE reports and allocated budgets.

Legislative compliance

[PPTA Secondary Teachers' Collective Agreement](#)

Reviewed: <i>November 2021</i>	Next review: <i>November 2022</i>
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7.2 Credit Card Policy

Title	Credit Card Policy
Date	17 August 2023
By	Lincoln Sharp
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Approves an alteration to the Credit Card Policy to provide levels of credit to the cards held by certain roles.

Background

The current Credit Card Policy limits credit cards to \$2,000 available funds. This has already been exceeded with issued cards and we are not compliant with our policy.

The amounts allocated to the cards have been found to be deficient in two reported circumstances:

1. The Rankin Cup School trip to Wellington required total expenditure of \$21,000, made up of payments ranging from minor to \$7,000. Most of these were required to be paid by credit card rather than on account. No credit cards have this upper availability of funds,
2. The International Student Director has a card with a \$2,000 limit. This was recently surpassed as a cumulative result of expenditure on approved international student group activities and travel. The International Student Director was required to put her accommodation at a conference on her personal credit card, a breach of SIEBA (Schools International Education Business Association, of which the School is a member) guidelines.

Discussions by the School Business Manager with the ASB has revealed that our current limit of \$20,000 collective is well below Schools of a similar size. The ASB has indicated that they would be accepting of a level of \$65,000, in aggregate, across the Schools cards.

Proposal

That the School obtained an increased credit card limit and allocate the increase to cover those with the largest required use.

Any expenditure will still require monitoring, with rigorous approval processes, record keeping, and review undertaken.

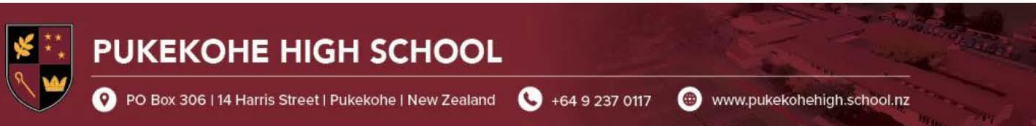
Motion

That the Board approves an alteration to the Credit Card Policy to provide levels of credit to the cards held by the following roles:

Card holder	Current limit	Recommended limit	Review date
	\$	\$	
Principal	4,000	25,000	Yearly
Associate Principal	3,000	5,000	"
Principal's PA	3,000	5,000	"
Business Manager	3,000	5,000	"
International Director	2,000	15,000	"
Music HOD	3,000	3,000	"
Home Ec HOD	1,000	2,000	"
Careers HOD	1,000	2,000	"
Emergency facility	-	3,000	As required
Total	20,000	65,000	

Conflict of Interest Disclosure

The author of this report is the husband of the International Student Director.



Credit Card Policy

Policy to support Property & Financial

Outcome statement

School credit cards will be allocated responsibly with all expenditure incurred directly linked to the business of the school.

Scoping

Financial assets will be protected and utilised as per procedures.

Delegations

The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this policy.

Expectations and limitations

Process for Issue of Credit Cards

Credit cards should only be issued to the following staff members - are Business Manager, Principal, Associate Principal and Principal's EA. Approval for the issuing of further cards must be authorised by the Board.

The limits set for credit card use should not exceed \$2,000 debit.

Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

Procedures to be followed when using the card

The credit card is not to be used for any personal expenditure.

The credit card will only be used for:

- payment of actual and reasonable travel, accommodation and meal expenses incurred on School business; or
- purchase of goods within the approved budget.

All expenditure charged to the credit card should be supported by:

- A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
- For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit

The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.

Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any travel by the Deputy Principal and the Board should authorise any travel by the Principal). Cardholders are not allowed to approve their own expenditure.

All purchases should be accounted for within 5 working days of receiving a credit card statement.

Cash Advances

Cash advances are not permitted.

Discretionary Benefits

Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the School. They should not be redeemed for personal use.

Cardholder Responsibilities

- The cardholder should never allow another person to use the card.
- The cardholder must protect the pin number of the card.
- The cardholder must only purchase within the credit limit applicable to the card.
- The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
- The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board. As part of its approval, the Board requires the Principal to ensure that all staff who are issued with a school credit card understand the responsibilities and requirements.

Procedures/supporting documentation

Monitoring

Monthly financial reports

Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

Reviewed: April 2023	Next review: April 2023
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Signature Section for Prospective Cardholders

I have read and understood this policy and agree to abide by it.

Name:

Signed:

Date:

Signed

Chair BOT

Signed

Principal

Date:

I have read and understood this policy and agree to abide by it.

Name:

Signed:

Date:

Signed

Chair BOT

Signed

Principal

Date:

7.3 Strategic Planning

Title	Strategic Planning
Date	18 August 2023
By	Simon Williams and Ben Stallworthy
Approved By	Ben Stallworthy, Chair
Recommendation	That Pukekohe High School Board of Trustees meet in September and workshop the School's Strategic Plan and Charter – 'Learning without Limits' in order to improve our collective understanding of the strategy so that the Board confirm the document and use it to inform the appointment of the new Principal and next year's budget.

Introduction

In 2021, Pukekohe High School Board (the Board) developed the School's Strategic Plan and Charter, titled '*Learning without Limits*.'

Learning without Limits provides school management with direction about the Board's priorities and should be reviewed annually.

Further, this year the Principal, who helped develop *Learning without Limits* is retiring and his replacement will need clear direction from the Board that should be based on the existing Strategic Plan and Charter

Aim

Start an annual review process so that:

- The Board's priorities can guide management priorities as it develops the School's 2024 Annual Plan and budget.
- The appointment process and selection criteria for the new Principal is integrated with *Learning without Limits*.
- On appointment the new Principal receives clear direction from the Board about its objectives and goals.

Background and Analysis

Learning without Limits is the name of the School's Strategic Plan and Charter. It was developed by the Board and approved in March 2021. Development of *Learning without Limits* started in March 2020 and included the following steps:

- In May 2020, the board received a report and set a plan for strategy development working towards completion in December 2020.
- In July 2020, Springboard Trust advisor Chris Sullivan conducted workshops with the Board and Senior Leadership Team.
- In August 2020, the Principal developed a strategic 'plan on a page'. A draft document that puts together the information gathered in the workshops into an easily read, simple format that can be used for consultation. The Board also workshopped and accepted advice from Amelia Linzey, a parent and skilled planner to support effective input into the development of the school currently being planned by the Ministry of Education. A project inextricably linked with the school's strategic planning.

- In September 2020, the Board received another report and a 'plan on a page' was endorsed by the board for consultation.
- In October 2020, *Learning without Limits* was consulted on with staff.
- In February and March 2021, the community was consulted and after feedback was reviewed by Board the final version was submitted to the Ministry of Education.

Annually, the plan is reviewed during approval of the following year's budget. The most recent version of the plan can be found at this link - <https://www.pukekohehigh.school.nz/wp-content/uploads/2023/08/Strategic-Plan-and-Charter-2023.pdf> and is also included as Attachment A.

In 2022, School management presented an annual plan for the following year as part of the budget process that is derived from *Learning without Limits*. The Board reviews and signs off the budget. For instance, the 2023 budget was proposed in November 2022 and signed off by the Board in March 2023.

In March 2023, the *Learning without Limits* including the School's annual actions to deliver the plan was reviewed by the Board and the following Resolutions were made:

7. Items for Decision

7.1 Pukekohe High School Strategic Plan

The chair Moved:
'That the Pukekohe High School Board of Trustees endorses 'Learning Without Limits', Pukekohe High School's strategic plan.'

Seconded: Rachel Hamlin
Carried

The Chair Moved:
'That the Pukekohe High School Board of Trustees endorses the Draft 2022 annual plan presented by the Acting Principal listing this year's work to achieve the objectives of 'Learning Without Limits.'

Seconded: Rachel Hamlin

Carried

Moved:
'That the Pukekohe High School Board of Trustees authorises the Acting Principal to complete engagement with staff about the actions in the annual plan and then submit the plan to the Ministry of Education.'

Seconded: Rachel Hamlin
Carried

This year (*i.e. in preparation for the 2024 school year*) it is recommended that the Board conducted a more detailed review because the Board has changed some current Trustees were not on the Board when *Learning without Limits* was developed, so it is good to review, check and reaffirm the Strategic Plan and Charter. It is also important to note the relationship between the plan and the appointment of a new Principal. The new Principal's appointment criteria should reflect the Board's strategic vision and priorities. The Strategic Plan and Charter providing the unifying direction or 'North Star' for the Board and its new Principal to work together.

Further, recent discussion between Trustees about monitoring *Learning without Limits* and about producing better data that can provide more specific insights to inform planning are important and need to involve the full board.

A key Education Review Office requirement is that the Board has good 'line of sight' through management to activity in the School and is able to understand its plans and strategies are effective. This is to allow for pro-active planning and for the School resources to be allocated in the best way to achieve the goals of our Strategic Plan and Charter.

Two pieces of work are suggested:

- Increasing the clarity of achievement reporting to the Board. For instance:
 - By tracking cohorts and comparing their performance to identify trends and gaps that need to be addressed or opportunities that can be leveraged to improve performance.
 - Developing better entry level data from feeder schools to identify gaps that need to be addressed or opportunities that can be leveraged to improve performance.
 - Improving junior school reporting.
 - Increasing the specificity of reporting.
- Reviewing *Learning without Limits* and the data so that:
 - The Board can confirm the plan is delivering on its goals.
 - Changes can be identified and resourced at an early stage of planning 2024's budget.
 - *Learning without Limits* can inform the development of selection criteria for the new Principal. And; so that during the selection process candidates have a clear picture of the Board's vision for the School.
 - The new Principal, when appointed is given clear direction about the Board's vision and plan for the School.

The overall aim being that Pukekohe High School enters 2024 with a confirmed kaupapa based on *Learning without Limits*. This clarity of vision will provide stability while the new Principal settles into their job. Later in 2024, when they have settled in to the role the new Principal can start planning the normal triennial review of *Learning without Limits* which expires that year.

Proposed Plan

The Principal is already starting to improve achievement data and will provide new insights at this Board meeting.

It is suggested that the Trustees meet and workshop *Learning without Limits* in September, using the improved data to provide better insight about delivery against the Board's plan.

After the workshop, Board policy would be confirmed by resolution at a meeting in October.

This would provide sufficient time for the annual budget to reflect any re-prioritisations resulting from the workshop and to inform the selection process for the new Principal.

8.1 Physical restraint policy and procedure

Title	Physical restraint policy and procedure
Date	16 August 2023
By	Richard Barnett Principal
Approved By	Ben Stallworthy, Chair
Recommendation	That the Pukekohe High School Board of Trustees: Notes the following information to ensure full compliance with ERO's Board Assurance Statement

This report notes that Boards of Trustees are required to keep any records of incidents of physical restraint for 10 years. Any incidents of physical restraint are also required to be reported to the Ministry of Education.

There have been no instances of physical restraint as defined by the legislation at Pukekohe High School to date.

The information above is to ensure full compliance with the Education Review Office's Board Assurance Statement.