



MINUTES

A meeting of the Pukekohe High School Board of Trustees was held at 6 pm, 21 August 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, Denise Proctor

1. Apologies

Logan Soole

Carried

2. Declaration of Conflicts of Interest

Lincoln Sharp noted his conflict of interest in regard to International students.

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 24 July 2023, circulated to all Trustees are a true and correct record of the previous meeting".

Carried

4. Correspondence

Nil

5. Extraordinary Business

Board chair moved:

"That the Pukekohe High School Board of Trustees appoints Denis Murphy as the Returning Officer for the Student Representative elections 2023/2024."

Carried

The Board Chair informed the Board of Trustees that he is stepping down as the Chairperson effectively immediately.

Principal moved:

That the Pukekohe High School Board of Trustees accepts Ben Stallworthy's resignation as Chairperson.

Carried

5.1 Appointment of Board Chair

The Principal, assumed the Chair and called for nominations and the following nomination was received:

- Simon Williams – *Nominated by Ben Stallworthy, Seconded Lincoln Sharp*

Moved from the Principal that:

The Pukekohe High School Board of Trustees confirm Simon Williams as the Board Chairperson for the remainder of 2023.

Seconded: Rani Amaranathan
Carried

5.2 Delegation Committees

Moved from the Board Chair:

'The Pukekohe High School Board of Trustees moved that the Financial, HR and Student Committees stay in place for the remainder of 2023.

Carried

5.3 Co-opt Members

Moved from the Board Chair:

'The Pukekohe High School Board of Trustees co-opts Lita Henwood and Denise Proctor as Board of Trustees Members for the remainder of 2023.

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: Ben Stallworthy
Carried

6.3 Health and Safety Report

Board chair moved:

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

Seconded: Lincoln Sharp
Carried

6.4 Property Report

Board chair moved:

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

Seconded: Denise Proctor
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 Timetable Policy

Simon Williams moved:

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

Seconded: Lincoln Sharp
Carried

7.2 Credit Card Policy

Rani Amaranathan moved:

"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 those roles listed below."

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	

Seconded: Simon Williams

Abstained: Lincoln Sharp

Carried

7.3 Strategic Planning

Ben Stallworthy moved:

That the 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 document informs the appointment of the new Principal and next year's budget.

Seconded: Rani Amaranathan

Carried

8 Items for Information

Richard Barnett moved:

That the Pukekohe High School Board of Trustees notes that they are required to keep any records of incidents of physical restraint for 10 years and any incidents of physical restraint are also required to be reported to the Ministry of Education to ensure full compliance with ERO's Board Assurance Statement

Seconded: Ben Stallworthy

Carried

Denis Murphy left at 7.25pm

Moved from the Chair that the Board moves into in committee at 7.26pm

Carried

Moved from the Chair that the board closes 7.40pm

Carried

Meeting closed with a karakia 7.40pm

Next Meeting: Monday 18 September 2023

A handwritten signature in black ink, appearing to be 'J. Little', written in a cursive style.

22/8/2023