



PUKEKOHE HIGH SCHOOL

Board of Trustees Agenda 18 September 2023

Welcome from Board Chair and Karakia

1. Apologies
2. Declaration of Conflict of Interest
3. Confirmation of Previous Minutes
Minutes of Pukekohe High School Board of Trustees dated 21 August 2023 have been circulated to all Trustees.
4. School Statistics
5. Strategic Goals & Actions
6. Learning without Limits
7. Financial Management
8. Property Management
9. Health & Safety
10. Policy Review
11. Correspondence
12. Student Representative Verbal Report
13. Staff Representative Verbal Report



PUKEKOHE

HIGH SCHOOL

Report to Board of Trustees

September 2023

Area of Responsibility: Principal

Report by: Richard Barnett

School Statistics:

Zoning Status	Year 9	Year 10	Year 11	Year 12	Year 13	Total	% of roll
In Zone	407	406	349	302	204		1668
Out of Zone	19	23	23	13	13		91
Not Applicable	10	10	9	6			35
Current Roll	436	439	381	321	217	0	1794

	Monthly Total						
	1 August - 31 August 2023						
Domestic Enrolled Students	9	10	11	12	13	14	Tot
Grand Total	6	4	1	4			15

ETHNICITY	9	10	11	12	13	14	Tot
Asian	1	2		2			5
European		1	1				2
Maori	3			1			4
MELAA	1						1
Pasifika	1	1		1			3
Other							0
Total	6	4	1	4	0	0	15

	Running Total						
	1 January - 31 August 2023						
	9	10	11	12	13	14	Tot
	435	439	375	318	217		1784

	9	10	11	12	13	14	Tot
	39	44	37	36	29		185
	230	230	213	183	124		980
	111	122	84	59	40		416
	6	4	6	5	2		23
	45	34	31	32	21		163
	4	5	4	3	1		17
	435	439	375	318	217	0	1784

	Monthly Total						
	1 August - 31 August 2023						
International Students	9	10	11	12	13	14	Tot
FF Fee paying students				1			1
EX Exchange Students							0
FF Short Stay - Group Students	6		18				24
Total	6	0	18	1	0	0	25

	Running Total						
	1 January - 31 August 2023						
	9	10	11	12	13	14	Tot
	1	1	3	3			8
			2				2
							0
	1	1	5	3	0	0	10

Strategic Goals & Actions:

This strategic goal has been successfully implemented and the impact is being reviewed and evaluated. Colour code - ■

This strategic goal is planned and is underway. Colour code - ■

This strategic goal has been planned for implementation later in this school year or is being modified for inclusion in the 2024 strategic plan. Colour code - ■

Quality Teaching		Innovative Leadership	
<i>We will develop our teaching capabilities to ensure that the needs of our diverse learners are fully met</i>		<i>We will ignite the ability of our school leaders and staff to continuously improve and evaluate what we do as a school</i>	
Actions			
Incorporate strategies for UDL into Wednesday PL programme, faculty meetings and schemes of work		Create sustainable, ongoing leadership PLD programme for senior and middle leaders	
Develop junior literacy strategies to support NCEA achievement in all areas		SLT reach shared understanding of quality Inquiry for Excellence and Equitable Outcomes and feedback to Kaihautuu	
Develop junior numeracy strategies to support NCEA achievement in all areas		Termly milestone reporting in Inquiry for Excellence and Equitable Outcomes is refined and embedded	
Creation of Year 11 and 12 Foundation Studies courses		Ongoing leadership mentoring for student leaders	
Further develop staff fluency in te reo Maaori through ensuring a variety of modes of professional learning opportunities			
Outcome Targets			
<i>Every NCEA student achieves 14 or more credits per subject</i>		<i>SLT consistently at 'performing' stage of team development and building this capacity in middle leadership teams through coaching and 1:1 meetings</i>	
<i>Junior literacy and numeracy data shows expected, or greater levels of acceleration as measured against curriculum levels.</i>		<i>Termly milestone reporting is embedded, rigorous and leads to agile and timely responses</i>	
<i>All students set pathway goals that are recorded, and all students are enrolled in relevant, meaningful courses to support these goals.</i>		<i>Student leaders are visible, actively engaged in inspiring younger students, and contribute to school planning and decision making</i>	

Current indicators of Quality Teaching	Current indicators of Innovative Leadership
<ul style="list-style-type: none"> 47 teachers currently enrolled in the Education Perfect Te Ao Maaori for Educators programme 15 staff participating the fortnightly Wednesday morning Te Reo Maaori for beginners workshop 5 staff engaged in Te Waananga o Aotearoa courses (level 4 – 5) 3 staff engaged in Te Waananga o Raukawa courses (level 5) 1 staff member enrolled in Toro Mai through Massey University PHS is one of 3 schools nationally that have developed the NZQA Foundations Studies qualification, and we are the first school to run the Level 2 qualification, and next year this will be extended to Level 3. 	<ul style="list-style-type: none"> We have appointed Hester Myburgh to the permanent Deputy Principal role from the beginning of 2024. Next year following the appointment of the next principal there will be the opportunity to participate in the Springboard Trust's High Performing Leadership Teams workshops. The ERO draft Profile Report has been co-constructed with our ERO Evaluation Partner and is now being reviewed before being finalised and published. ERO reported that they have 'no concerns' because their observations and interviews with students and staff aligned closely with the data shared by SLT – 'you know your school'.

Inspiring Environment		Impactful Partnerships	
We will create a physical, social and emotional environment that supports innovative teaching and learning and a strong sense of wellbeing		We will form meaningful and respectful partnerships with our whole community. We will be an active treaty partner and example of biculturalism in our community	
Actions			
A student Wellbeing model is adopted and a strategy is developed and actioned in partnership with aakonga to ensure PHS is a safe and inclusive space with a strong sense of belonging		Continue to deepen our partnership with our whaanau Aawhina roopuu	
House Spirit, school identity and sense of belonging are developed through different activities and events.		Continue to deepen our partnership with our Pasifika communities with termly fono and language week celebrations.	
Student cell phones are switched off and are left in bags in every lesson		Develop school alumni and community links	
Phase 1 of campus redevelopment is completed on schedule to be a flexible learning space.		Engagement reports are developed for junior aakonga to include cumulative attendance and engagement linked to House points	
Property development: Perimeter fence, electrical and ducting upgrade, reroof of library and surrounding blocks, upgrade sound and lighting capability in the hall			
Outcome Targets			
Phase 1 of campus redevelopment plan completed by 2024 and 10TS block is open for new school year		Maaori student NCEA achievement is at or above that of decile 6 schools	
All staff have participated in Te Reo Maaori PLD in an on-going basis and increased use of Te Reo Maaori is evident		Pasifika student NCEA achievement is at or above that of decile 6 schools	
Across the school 70% of students have an attendance rate of 90% or above			

Current indicators of Inspiring Environment	Current indicators of Impactful Relationships
<ul style="list-style-type: none"> 233 Year 9 students completed a Social and Emotional Learning survey measuring motivation to learn, resilience, self-efficacy, sense of belonging. Analysis of this data is informing the development of a student well-being focus and strategy. Phase 1 of the campus redevelopment plan is due to be completed by 17 February. This will necessitate timetable and rooming changes after the initial 3 weeks of term 1. The 10TS block will form a hub for Year 9 students to support transition to high school and drive improved levels of engagement as students and teachers trial different pedagogies making use of the more flexible learning spaces. The SLT are working to refine and enhance attendance strategies to address issues of intermittent attendance and truancy. 	<ul style="list-style-type: none"> Waananga had nearly 40 in attendance and achievement data is still pending. Whaanau Aawhina roopuu hui held on 23rd August Maaori whaanau hui held on September 6th and Pasifika fono on 13th – both positive and constructive evenings. The PTA held a meeting on 7 September and agreed to formalise the association with a constitution and elected Secretary and Treasurer. The draft constitution is attached for the board's approval. Once agreed, the PHS PTA will be registered with the charities commission and will support strong community involvement in the school and wider grant applications.

Learning without Limits:

Curriculum

(as per BOT annual curriculum reporting schedule)

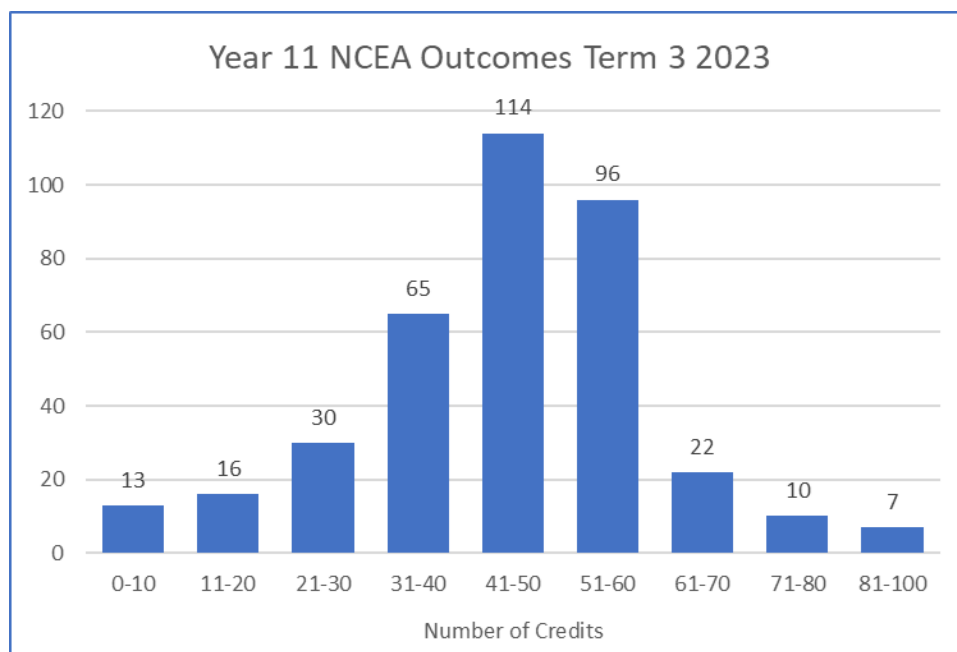
Presentation of curriculum area inquiry: Science

Please refer to the attached the Biology Curriculum Inquiry Report 2023

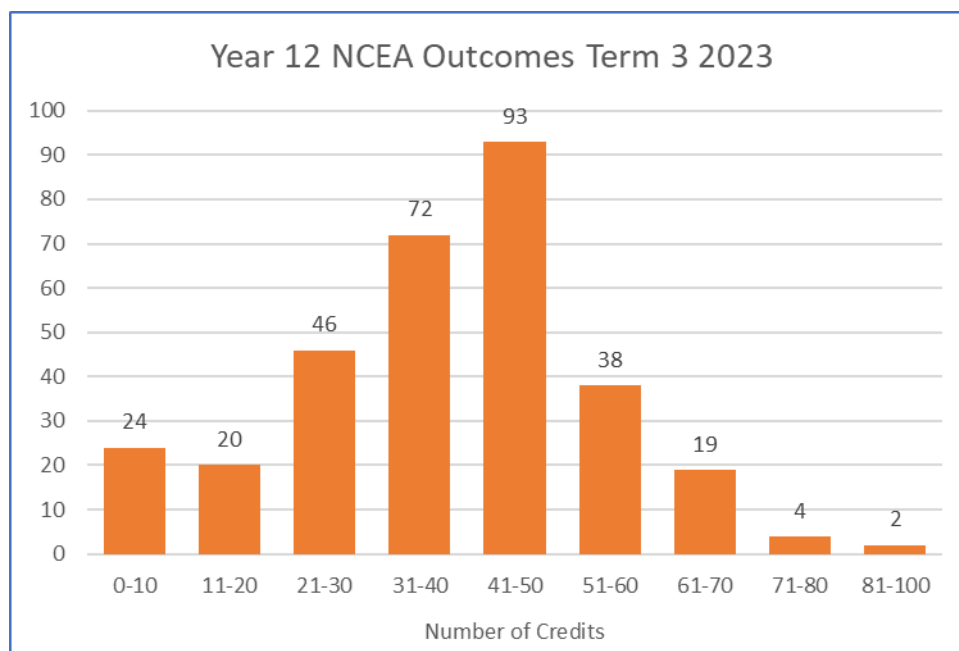
Action: Information regarding curriculum within the Science Faculty

Academic Achievement

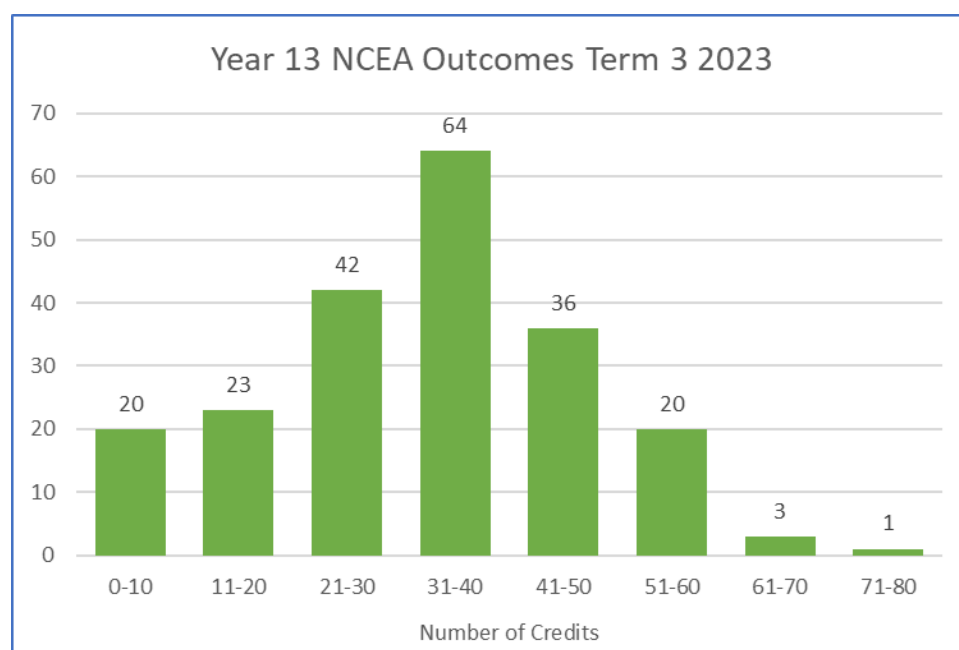
(as per BOT annual achievement reporting schedule)



Credits	Number of students
0-10	13
11-20	16
21-30	30
31-40	65
41-50	114
51-60	96
61-70	22
71-80	10
81-100	7
Grand Total	373



Credits	Number of Students
0-10	24
11-20	20
21-30	46
31-40	72
41-50	93
51-60	38
61-70	19
71-80	4
81-100	2
Grand Total	318



Credits	Number of Students
0-10	20
11-20	23
21-30	42
31-40	64
41-50	36
51-60	20
61-70	3
71-80	1
Grand Total	209

Action: Information regarding current student achievement

Attendance

1 January - 8 September 2023

ATTENDANCE AVERAGE %	9	10	11	12	13	14	Ave %
Asian	88.5	89.1	86.9	83	80.8		86.1
European	86.6	86.4	84.8	82.4	79.3		84.5
Maori	74.3	75.2	74.5	68.7	72.8		73.6
MELAA	82	94	78.7	88.2	86.0		84.9
Pasifika	81.2	79.5	69.3	74.8	56.7		74.1
Other	87.5	87	85.2	90.3	90		87.2
Ave %	83.2	83.2	81.5	79.3	76.2		81.3

1 August - 8 September 2023

9	10	11	12	13	14	Ave %
86.5	85.7	87.5	81.5	76.1		84.0
84.0	83.3	84.3	79.0	73.0		81.6
73.2	69.7	74.0	64.6	69.8		70.7
79.2	87.0	85.3	87.6	84.5		84.4
74.9	74.7	67.5	68.9	57.0		70.0
87.5	82.0	79.3	87.7	76.0		82.9
80.6	79.3	81.1	75.8	71.4		78.4

Action: Information regarding current attendance patterns

Strategic Planning

Strategic Planning: (Submitted by Simon Williams)

I would like us to commit some time at the end of our Board hui to review our current Vision and strategic vision statements as the first step in developing our Annual Plan for 2024.

The following is a summary of our current vision statement and strategic vision statements / priorities.

Vision:

Learning Without Limits!

	Quality Teaching	Innovative Leadership	Inspiring Environment	Impactful Partnerships
Current Strategic Vision Statements	<i>We will develop our teaching capabilities to ensure that the needs of our diverse learners are fully met</i>	<i>We will ignite the ability of our school leaders and staff to continuously improve and evaluate what we do as a school</i>	<i>We will create a physical, social and emotional environment that supports innovative teaching and learning and a strong sense of wellbeing</i>	<i>We will form meaningful and respectful partnerships with our whole community. We will be an active treaty partner and example of biculturalism in our community</i>

Some of the key questions for us as a Board are;

Vision: Questions What does Learning without Limits look like to you? What would be the end state if we achieved this? Does this statement capture all the aspirations for our rangatahi? Te Ao Maori perspective? Whakataukī that captures this vision?
Vision Statements: Questions What are the three or four key elements that we need to achieve in order to achieve our vision? In 5 Years time (2028) when next years Year 9s are about to leave Pukekohe High School, What change do we want to be able to see?

Action: Feedback from the Board about the proposed strategic priorities and answers to the questions.

Mid-Term Election 2023 Timeline:

As shared previously and confirmed via email. We have adopted the following motions

- ☐ **We adopt Wednesday 15th November as the date for our mid term staggered election date**
- ☐ **We appointed CES as our returning officer for this election**

Some of the key dates required to be met

- Friday 22 September – nomination cover letters and nomination forms emailed to all parents/caregivers
- Wednesday 11 October – Nominations close at 12pm
- If going to election, by Wednesday 18 October, voting papers will be emailed
- Wednesday 15 November voting closes 4pm
- Tuesday 21st November – Count votes and ascertain election results by 1pm. Declaring results in school newsletter
- Tuesday 28 November – new board takes office

Action: Information regarding midterm stagger election dates.

Financial Management (report supported by Denis Murphy – Business Manager)

Financial Statements and Creditors:

[Appendix 1](#) are the financial statements and creditors for August 2023.

[Appendix 1](#) is the August 2023 income & expenditure statement and balance sheet as at 31 August 2023.

We recorded a deficit of \$96,866 (July deficit of \$118,052) against budgeted deficit of \$106,569.

Variances

Variances to budget worth noting are:

Income

Locally Raised Funds

Our income here is \$238k under budget and that is really hurting us despite the fact the increased Government funding has offset it. Sports income and other activities are holding their own as long as all students invoiced for their sports fees pay up.

International Students

This month we got no income and paid out a lot for the International Director's trip to Asia. We are still in surplus YTD however for Internationals.

Total Income

As a result of the above the school's income in total is \$45k up on budget.

Expenditure

- Learning resources are now under budget by \$19k.
- Admin costs are under budget by \$33k
- However Property costs are now \$91k over again with cleaning costs being the main reason. We are looking at this area closely now and will change our supplier of cleaning products. We may have to reduce the cleaners' hours for the rest of the year to bring the overspend down.
- In total expenditure is \$35k over budget so the net deficit of \$96k is \$10k better than budget.

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 is a bit better having risen \$16k and is now \$157k in deficit up from \$173k in deficit

Year End prediction

The table below shows our estimate for the year end surplus/deficit figure based on the fact that we will probably not get the \$62,500 per month grant money we were anticipating. Also the last payroll (5 Sep) was \$50k higher than budget because of the backpays to BOT funded teaching staff from the recent Secondary Teachers Collective settlement.

Month	Actual/estimate	Budget	YTD actual/estimate	YTD budget
	\$	\$	\$	\$
August	18,160	52,660	-96,816	-106,579
September	-59,840	52,660	-156,656	-53,919
October	-9,840	52,660	-166,496	-1,259
November	-149,418	-86,918	-315,914	-88,177
December	-9,840	52,660	-325,754	-35,517

In other words a deficit of \$325,000 as at 31 December.

We have removed the ability of all budget holders to place purchase orders without senior management approval first. We believe that we could make some savings on the above by \$132k leaving year end deficit at -\$193,754. (\$325,754 less \$132,000).

If not for the cost of the ongoing HR issue including legal fees we would be right on target. Considering that by then we would be \$500k down on grant income and with International just breaking even at this stage, it is not a bad result. And if we add back the year's depreciation we will have a cash surplus of \$278k.

Cash position.

However while we estimate a cash surplus on the books the actual cash situation is where the problem begins. As you are already well aware we've spent \$562k on fixed assets so the \$278k above is already well gone and we have a negative working capital. In other words at present we haven't got enough money to pay all our bills.

If we transfer BOT funded teaching staff to Teachers Salary we will save ourselves \$182k in cash between now and 31 Dec but staff banking will end up at around \$260k.

In summary if we keep to the estimates above we will have an overdraft of around \$176k by 31 December, with creditors of around \$170k as well and we will owe MOE \$260k. That money (the \$260k) will be deducted from our Operations Grant in October 2024.

As a result next year's budget will require us to work our way out of overdraft and have to allow for the money we owe MOE. To achieve this we will need to

- Not carry BOT funded teaching staff;
- Only spend money on fixed assets if they are funded by grants or replacing unrepairable items;
- Build up the number of international students significantly.

We believe all of this will take at least a year to achieve.

(Financials)

Action: I move that the August financial statements and August creditors be approved.

Property Management (report supported by Denis Murphy – Business Manager)

5 Year Property Project Updates:

- **Massey Toilet block.** A Structural engineer visited the school a couple of weeks ago to determine if there was a weight bearing wall involved. Once his report is given to the architect, she will redesign the block. It is estimated work will get underway in the Christmas holidays.
- **Fencing Project.** The contractor who was appointed a few weeks ago has started all his prep work on the new fencing. That work is done at his factory and then transported to the school to be erected. We have received his first bill already of \$130k but to date we have not received any funds from MOE to pay it.
- **Electrical upgrade.** We met with the contractor Coll Electrical last week to go over the staging of the work. There is a 12 week lead in time for distribution boards etc so the work will start in mid-December and will be completed in mid-January.
- **Roofing Project.** A designer has been appointed and the fees for the design work alone will be \$365k.

The design work will begin shortly, and it is estimated the first major construction work will start in March.

Before that the replacement of the covered walkway next to the library will start in Term 4.

Action: Information regarding current 5YA projects

Health & Safety (report supported by Rachel Hamlin- Associate Principal)

Incident Report Summary: August data:

	Workers	Students	Others (e.g. visitors)	Total
Number of minor injuries needing on-site treatment only	nil	nil	nil	nil
Number of injuries or incidents resulting in doctor or other medical visits	nil	2	nil	2
Number of notifiable events (reported to WorkSafe NZ)	Nil	nil	nil	nil
Causes	Nil	nil	nil	nil
Comments on notifiable events/analysis/corrective actions				
Trends				

Health and Safety Committee:

The Health and Safety Committee met on Thursday 7 September. The committee agreed to draft a Health and Safety annual review schedule to present at the next Board meeting. This will include Health and Safety assurance audits which will be communicated to the Board.

The committee also passed the resolution:

“The PHS Health and Safety Committee will strongly recommend to the Board of Trustees that for health and safety reasons the board considers providing secure fencing along the Harris Street frontage and visitor carpark, and that a gate is installed”.

Action: Information regarding feedback from Health and Safety committee meeting.

Student Health Centre:

Event types	#	
Call Out	8	0.80 %
Case note History	54	5.39 %
Follow up	33	3.30 %
Health Clinic Visit	838	83.72 %
Medication Administration	3	0.30 %
Physio Clinic	53	5.29 %
Sexual health clinic	12	1.20 %
	1001	

Action: Information to ensure Health & Safety processes are in place.

Discipline Summary:

Stand downs and suspensions since the last board meeting:

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	2	0	2	10 (1)	Maaori (1)
				11 (1)	NZ European (1)
Stand-down	23	14	9	9 (13)	NZ European (13)
				10 (5)	Maaori (5)
				11 (4)	Samoan (3)
				12 (1)	Tongan (2)

Action: Information to ensure Health & Safety processes are in place.

Policy review (as per BOT policy review cycle)

Uniform -2020:

Attached is our current Uniform policy.

[\(Appendix\)](#)

Feedback back has been sort from both the community and staff in regard to this policy. A collation of these responses is attached below.

[\(Appendix\)](#)

A general summary of the responses is that there is acceptance of the policy. The main issues are concerns around the implementation of this policy. There are some common themes around the wearing of sandals and enforcement of the ruling regarding sandals having a strap. This may either need altering or communication of why this is required.

Action: I move that current uniform policy be accepted.

Firearms Policy -Proposed:

Attached is a proposed Firearms policy.

[\(Appendix\)](#)

This policy is in response to the need for the school to have a policy in order to give guidance and direction for our

Target Shooting team.

There are a few operational points that we would need to consider, eg storage at school, staff responsibility, before finalising this policy.

Action: Discussion of proposed firearms policy.

PTA Constitution

Attached is a proposed PTA Constitution to be accepted.

[\(Appendix\)](#)

Correspondence:

Outwards:

13.09.23	Board Resolution for Grant Application to Mazda Foundation. Appendix 2
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Inwards:

13.09.23	Mid-Term Election 2023
15.09.23	Application for Sabbatical

Report Accepted:

I move that this report be accepted.

Appendices:

Appendix 1: Financial Statements

Income and Expenditure Report

For the 8 months ended 31 August 2023

	Actual Aug \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	446,365	3,631,683	3,392,624	239,059	7
Teachers Salary Grant	812,338	6,810,752	6,810,752	-	-
Use of land & buildings	266,667	2,133,336	2,133,336	-	-
	1,525,370	12,575,771	12,336,712	239,059	2
Locally Raised funds			-		
Donations/Fundraising/Activities	2,868	18,980	256,664	(237,684)	(93)
Sport Income/exp	45,441	8,024	(15,966)	23,990	150
Other activities inc/exp	(29,459)	113,018	92,999	20,019	22
	18,850	140,022	333,697	(193,675)	(58)
International Students	(36,178)	50,463	61,990	(11,527)	(19)

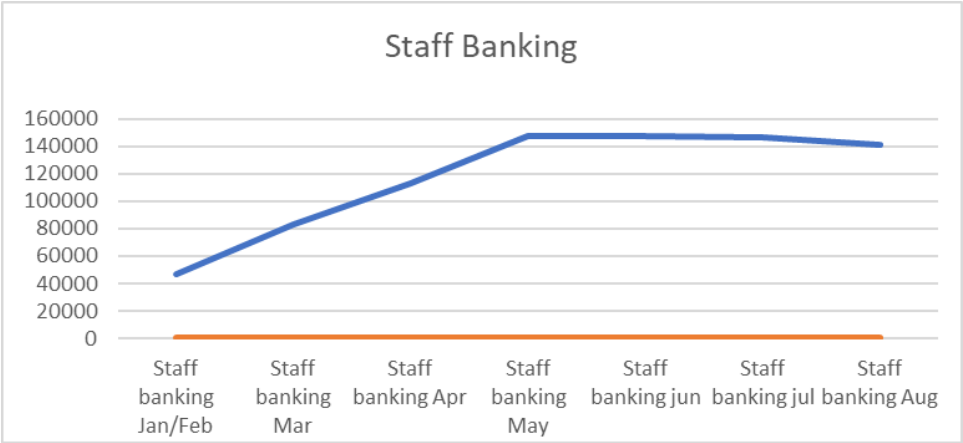
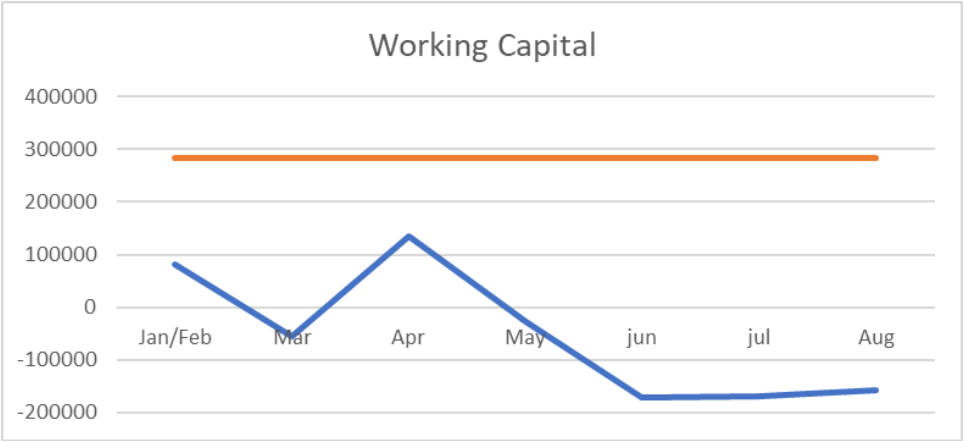
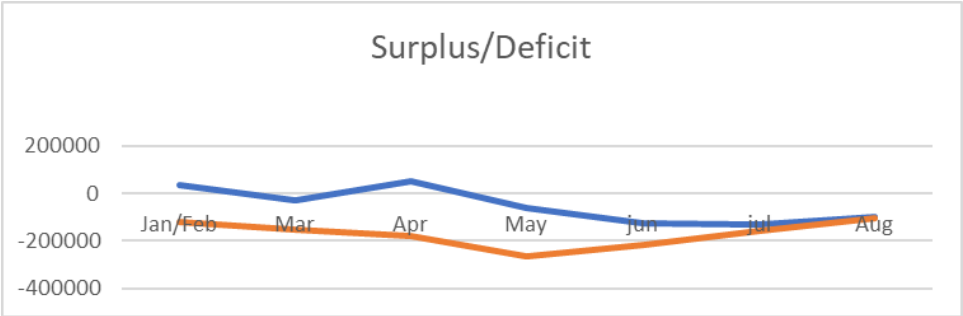
Investment income	2,683	15,241	4,000	11,241	281
Total Income	1,510,725	12,781,497	12,736,399	45,098	0
Less expenses					
Learning Resources					
Staff Expenses	200,994	1,693,541	1,808,712	(115,171)	(6)
Teachers Salary-MOE funded	812,338	6,810,752	6,810,752	-	-
Curricula	34,836	439,681	387,416	52,265	13
Curricular Other	-821	84,681	41,264	43,417	105
	1,047,347	9,028,655	9,048,144	(19,489)	(0)
Administration					
Staff expenses	72,486	565,377	543,115	22,262	4
ICT	(22,755)	132,412	169,736	(37,324)	(22)
General/Consumables/Legal	2,003	19,277	12,304	6,973	57
BOT Expenses	620	10,676	12,176	(1,500)	(12)
Communication	2,255	24,555	26,936	(2,381)	(9)
Risk Management	2,139	13,947	14,104	(157)	(1)
Audit/Accounting	181	398	21,496	(21,098)	(98)
	56,929	766,642	799,867	(33,225)	(4)
Property					
Use of land & buildings	266,667	2,133,336	2,133,336	-	-
Repairs and Maintenance	8,874	125,306	123,672	1,634	1
Staff expenses	33,051	268,657	223,528	45,129	20
Caretaking/cleaning	5,222	49,057	31,333	17,724	57
Heat, Light and Water	21,785	96,302	83,600	12,702	15
Grounds	6,403	35,223	33,448	1,775	5
Security	6,124	55,050	43,072	11,978	28
	348,126	2,762,931	2,671,989	90,942	3
Finance Costs	716	5,777	8,800	(3,023)	(34)
Depreciation	39,461	314,358	314,168	190	0
				-	
Total Expenditure	1,492,579	12,878,363	12,842,968	35,395	0

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

	Aug Actual \$	Jul Actual \$
Current Assets		
Cash and Cash Equivalents	260,804	244,344
Accounts Receivable	664,188	606,165
Investments	438,293	1,038,294
Prepayments	46,362	8,573
Inventories	3,797	3,797
	1,413,444	0 1,901,173
Current Laibilities		
Govt Grants in Advance	454,989	843,122
Accounts Payable	326,133	169,752
GST payable	75,447	123,279
International Student Funds	84,346	98,067
Student Funds received in Advance	11,508	10,777
Provision for Cyclical Maintenance-Current	60,450	53,250
Finance Lease Liability - Current	85,837	94,514
MOE Property Projects	444,170	653,954
MOE Salary accrual	27,995	27,995
	1,570,875	2,074,710
Working Capital Surplus/(Deficit)	(157,431)	(173,537)
Non-current Assets		
Property, Plant and Equipment	2,651,455	2,654,310
	2,651,455	2,654,310
Non-current Liabilities		
Provision for Cyclical Maintenance	190,706	190,706
Finance Lease Liability	60,221	68,617
	250,927	259,323
Net Assets	2,243,097	2,221,450
Equity		
Accumulated Funds	2,021,431	2,215,162
Furniture Grant	124,800	124,800

Net surplus/(deficit)	96,866	(118,512)
	2,243,097	2,221,450



Appendix 2: Board Resolution for Grant Application to Mazda Foundation



PUKEKOHE HIGH SCHOOL

PO Box 306 | 14 Harris Street | Pukekohe | New Zealand

+64 9 237 0117

www.pukekoheschool.nz



RESOLUTION FROM THE PUKEKOHE SCHOOL BOARD OF TRUSTEES MEETING HELD 18 SEPTEMBER 2023

Committee Members Present: Simon Williams (Chairperson), Rani Amaranathan (Deputy Board Chair), Lita Henwood, Ben Stallworthy, Catherine Tamihere, Rachel Hamlin (Associate Principal), Denise Proctor, Mahmoud Moussa

Committee Members Absent/Apologies: Lincoln Sharp, Richard Barnett (Principal)

In attendance: Denis Murphy (Business Manager), Meagan McAuley (Board Secretary)

The Pukekohe Board of Trustees resolved to apply to Mazda Foundation for funding for 25 students to gain their Learners Licence from Auckland Business Chamber for \$4,306 (excl GST) & \$4951.90 (incl GST).

I certify that the above is a true and correct copy of a resolution passed by the Pukekohe Board of Trustees.

Signed:

Simon Williams

Chairperson

2023 Driver Learners Licence Package Schools & Tertiary Providers

Auckland Business Chamber **Drive Service** is committed to assisting people to gain their learners, restricted and full licenses. Having a drivers licence is a necessity for so many employment opportunities and yet there are many Aucklanders who are driving under licenced or without. We have refined and improved this service over a decade and now work with over 3000 clients per annum, of which 1000 will be young people.

We are happy to be able to offer you the following three packages to choose from:

LEARNER PER PERSON PACKAGE

We run three-day public learner license courses which offer a full service package that provides an efficient and entertaining training, helps your learners with their primary ID and has all test fees including re-sits covered. The cost is \$340(+GST) per person.

Service includes:

- Three day course 9am – 3pm
- Birth Certificate \$33.00, if primary ID can't be provided
- Test fee: first sit \$93.90 (plus one re-sit for \$45.70 if necessary)
- Public courses are available at Manukau, Central City and Glen Innes

Please talk to us to book your student/s on a public course.

LEARNER CLASS PACKAGE

We'll run a two-day learner license course at your venue for **\$4,306 (+GST) (\$172pp + GST)**. We offer a full service package that provides an efficient and entertaining training and has all test fees covered.

Service includes:

- Class size of maximum 25 learners onsite (minimum 20)
- Two-day course 9am – 3pm
- Test fee: \$93.90
- Onsite VTNZ testing at your school/institute

Note:

This package excludes birth certificates and resit test costs.

RESTRICTED & FULL PACKAGE

The Chamber Drive restricted and full license service is to support people to pass the test, who already have sufficient driving experience. To be able to successfully pass their restricted licence, a student will have held a learners licence for a minimum of six months and have done 100-120 hours training with their whanau.

Our team of I-endorsed drive instructors will assess their practical driving, familiarize the student with testing routes plus we offer the use of the driving instructor's car to sit the test.

Students will be trained on the skills required and what they will be asked to do to pass the test.

The cost for this package is \$595 (+GST) per person.

Service includes:

- An assessment drive and two sessions in the car practicing test routes with an I-endorsed instructor as preparation for the practical test. Test will be booked upon successful drive assessment
- Birth Certificate \$33.00, if primary ID can't be provided
- Replacement of lost license (\$38.20) or reinstatement of suspended license (\$66.40)
- Test-fee for restricted test (\$134.80) or full test (\$109.50) (plus one re-sit at \$45.70 if necessary)

Note:

- Should a student be deemed by the instructor not to have had sufficient driving experience to successfully sit the driving test, we will only charge \$75(+GST) for the driving assessment only.

We look forward to working with you to assist your students to achieve their licence. If you would like to accept this quote or have any queries whatsoever, please feel free to give me a call.

Yours sincerely,



Robyn-Lee Harkness
Chamber Drive Manager

Auckland Business Chamber

M: 021 2242948

W: aucklandchamber.co.nz



Policy – Uniform

Policy to support Legislation

Outcome statement

Having a uniformed school helps to identify us as Pukekohe High School and continues to foster a sense of belonging and pride.

Scoping

The Board of Trustees has approved a compulsory school uniform. The Board believes that a school uniform gives a sense of identity. It also wishes to enable students who attend Pukekohe High School to be easily identifiable, which can be a safety issue when travelling to and from school and on school trips.

Delegations

The principal and staff are delegated with the day-to-day responsibility for ensuring that the expectations of this policy are delivered.

Expectations and limitations

1. Students are expected to wear correct school uniform at school, when travelling to and from school, at official school events and on official school trips as appropriate. All uniform items should be clean and tidy and worn correctly at all times. All uniform items must be clearly named. If, for a valid reason, a student is unable to wear correct uniform they need a note from home.
2. The uniform is worn all year round; there is no summer or winter uniform. Students wear the parts of the uniform they need depending on the weather and how cold they are.
3. Parents will be informed of our uniform policy on enrolment with a copy of the uniform expectations listed in the enrolment pack.
4. The school uniform shall consist of the following items;

Uniform (All years):

5. School jersey or fleece	6. School branded shirt, shorts, skirt or trousers	7. School jacket	8. Plain black shoes (including black sole and laces)
9. Black or brown sandals with a heel strap – no socks to be worn with sandals	10. School cap, bucket hat or beanie	11. Black socks	12. School tie 13. School Blazer

Physical Education

14. There must be a change of clothing from normal school uniform. Any clean, non-offensive shirt and shorts are permissible.

Other Uniform Options:

15. Students may wear the full range of either standard or senior uniform from Year 11.
16. Year 13 will have the option of wearing their leavers apparel as part of their uniform.
17. Students who acquire other Pukekohe High School uniform items through participation in sports, music or other cultural events are allowed to wear these items as a part of their school uniform.

18. Only school branded skirts may be worn at an appropriate length.
19. The only items of jewellery recommended are sleepers or plain studs, a watch, a culturally significant item such as a taonga worn around the neck. Allowed jewellery should be removed when necessary for health and safety reasons (such as during Physical Education). Other body piercings (e.g. nose, eyebrow) must be free of jewellery during the school day.
20. Hair may be required to be tied back due to health & safety requirements.
21. The SAS group is the approved supplier of all Pukekohe High School uniform.
22. Consistent non-compliance with the uniform policy will be resolved on a case by case basis by the senior management team.
23. Staff have discretion to ask any student to remove items that are not part of the uniform including necklaces and ear-rings if they interfere with learning or are potentially dangerous.
24. No consequence of non-compliance with this policy will adversely affect a student's education in any way.

Procedures/supporting documentation

Monitoring

Legislative compliance

Commerce Commission - supply of school uniform

https://comcom.govt.nz/data/assets/pdf_file/0027/117549/School-uniforms-and-supplies-Fact-sheet-February-2019.pdf

Reviewed: April 2021

Next review: April 2024

Staff Feedback Regarding Uniform Policy –12 responses

Please provide feedback regarding the policy and how it is implemented.

Nothing to report

I think this is okay. I would like to see girls who are wearing skirts wearing black stockings as these may stop the unsightly pyjama/track pants under their skirts. They will also help keep their legs warm during winter and are more formal than black or white socks that students wear.

The current management of uniform defiance does not seem to align with the policy. Students being asked to leave school when not dressed properly or if there is non-compliance, obviously in these circumstances it has become a defiance issue but this is inevitable and doesn't align with the statement at the bottom of the document; how the policy and its enforcement will not interfere with learning. Any time a student needs to leave the room for a uniform pass, any time they are asked out of the room to take off incorrect items by SLT, or students being told to go home and change interferes with student learning.

Many of the items don't function well in a variable climate and seem more suited to presenting a school image than functionality. There is a middle ground that would go a long way in addressing issues of non-compliance that are quite legitimate.

Birkenstock black or brown sandals look tidy and should be added to the uniform policy.

Use local suppliers of clothing as SAS continue to take long periods of time to complete an order sometimes taking 4 months. Quality is not as good as in the past and garments are having to be sent back to be re-made.

The school uniform has much improved this year.

There doesn't seem to be any consequences or system for the persistent offenders. I have given up dealing with these students because I get no support.

Could we include a PHS lavalava, male and female versions as an additional item for students to have the option of wearing? The intention behind this is for our Pasifika students feeling a sense that their culture and identity is valued in our school.

Hi. I would like alternative warmer options added to the uniform description, e.g. black tights (and/or leggings), long sleeved skivies, thermals or fine woollen jerseys - black or white worn under shirts/blouses - if required. Are junior boys allowed to wear long trousers? Could we explore the option of school branded track-suit pants? I think that guidance to manage keeping warm in the winter would be helpful. Could cultural items such as a black tupenu be added to our uniform policy?

The area that I would like clarification on is the school jacket which I believe is not an effective waterproof/windproof. This leads to students wearing a range of things in winter. I wonder whether any plain black waterproof might be deemed acceptable as a change to the present policy.

Constant monitoring of non-uniform items is an added pressure to staff. It would be good to consider bringing in a school hoodie that is part of the uniform, as non-uniform hoodies are the number one problem at school with students. The other consideration would be to allow all students to wear the school blazer, as they look very smart and instill pride in students and positively raise our profile when worn. Many students ask why they can't wear them too. I really think we need to look carefully at the jersey/hoodie/blazer situation as it is ongoing and does cause many issues for staff.

I totally agree with the POLICY identifying our students to and from school dressed neatly and smart.

I agree with a compulsory school uniform, as it makes a difference to the attitudes of students through compliance and in their behaviour in general. When the uniform standards are high the students look great not only in and around the school but out if school too.

I do think a different crew neck jumper can be added, which could be cheaper and more youth-friendly. I also think some standards with regards shoes could be relaxed. It is not always easy to get all black shoes and they can be more costly just because they are black. More options for black sandals or summer shoes, if a student does not have food or tech subjects would be good too. White socks were not mentioned in the attached uniform list, but were a part of school uniform too. Would like to see this on the attached list.

I have observed that senior students can be some of the worst offenders of incorrect uniform, and wearing of uniform (eg unbuttoned shirts). Some of these students have been runners, which is not good representation to our juniors, or for the school in general.

Often, seniors don't attend WR in the morning so incorrect uniform does not get picked up, and 1st period teachers have not always dealt with this issue, in my observation. All staff should be accountable, throughout the day, at all times, to uphold correct uniform if we are to combat the problem of non-compliance. Not having the uniform is also not always the problem, but choosing not to wear it, in my opinion. This has been seen in those students given correct uniform to wear and not wearing it, or returning the next day with the wrong shoes, jumper etc.

I commend the teachers on duty at the gates, and those that pull up incorrect uniform on a daily basis, I think they are doing a fantastic job. Also, the students who come to school wearing the correct uniform everyday, should be acknowledged, they make us proud.

Community Feedback Regarding Uniform Policy –104 responses

Please provide feedback regarding the policy and how it is implemented.

I think with the cost of living crisis students should be allowed to wear non uniform sweatshirts as long as they are plain black. Also, I don't agree with the way the non uniform is removed even in cold weather and the student is left cold and unhappy. I agree with the jewelry rules.

I think this school should have the hoodies available to everyone and not just the ones who participate in sports

Policy is okay but I'd like to see the shoes replaced with a more formal dress shoe instead of the mainly black sports shoes kids wear these days. Nothing looks worse than a clean tidy uniform ruined by scruffy sports shoes.

Way too relaxed. Kids look messy, scruffy and mixed messages from teachers. Many are allowed different shoes, jackets the list goes on.

Makes other kids want to wear non uniform items. Inconsistent expectations, no wonder the school is so untidy looking.

From my point of view the policy is fine - the implementation could be toughened up on. The key part for me is the fostering a sense of pride and belonging. At the moment it seems like it's "cooler" to not comply as the consequence is low. Being different and rebelling against the rule is not helping with the objective of having the uniform.

I feel that the uniform requirements have gotten a lot better since the beginning of the year. Personally any black shoes should be allowed to give parents a bit more flexibility with being able to buy what they can afford. Other than that the uniform is fine.

The uniform standard is very important. The school needs to enforce high standards as it is a reflection of the school. Wearing white crocs and non uniform sweatshirts needs to be stopped.. am aware of students changing from uniform into non uniform items enroute to school.... Parents need to be contacted and advised when students are not wearing approved uniform...

Birkenstocks without a back strap should be allowed as part of the uniform. Students have been wearing these for a few years and now the school are saying they a safety risk! They are much better for your feet than Roman sandals. Birkenstocks also look a lot smarter with the uniform. Many schools allow them including Grammar schools.

Boys, short and neat hair. Girls no loose hair. Formal schoolwear, specific type of school shoes and sock. Only schoolwear to be allowed

Hi.

No issue with the policy itself.

Feedback on girls uniforms:

Junior - the white blouse is not a nice cut or material and goes transparent when wet. A white polo option with school crest would be much better and would then be the same as the boys. The girls do not want to wear the boys polo shirt.

Senior - A much better blouse than the junior one however the fabric is still bit 'plastic feeling', I understand it is the same material as the boys senior.

Yes, no makeup should be added to this list.

The expensive jackets are not water proof and fade very quickly. Also all students should be able to purchase the hoodie

I feel that in this current market, having a 'branded' uniform makes it too expensive. In the UK all children wear a white shirt, black trousers black shorts or black skirt which is purchased from the supermarket and then only the blazer is school specific. This in return helps reduce the cost. I do agree a school uniform gives sense of pride and recognition of your school. When I attended high school our 7th formers were allowed to go mufti as a way of introducing us into the world of university and moving away from uniform and giving a sense of adulthood.

I think that students should have the option to wear a tidy, black non uniform jumper/ jacket. Or sports uniform hoodie option should be available to ALL students

The policy is good and enforcement has got better but maybe parents could be notified if their child is wearing incorrect items that day - especially shoes and jumpers. Students are looking much better than they were but tightening up on these items could go further.

Agree with the policy and how it is implemented.

I like that Y11 and above can currently wear the senior uniform and it should stay, as it is a sense of pride for the senior students.

Good luck with the No socks worn with sandals - it's a trend and can't see an issue if socks are in uniform colour. And the heel strap.... realise it's classed as a 'safety' thing but seriously? I'm sure students of High School age aren't babies and can walk in shoes of any sort. Seems like overkill, dumbing the rules to match the dummies in society.

I don't think it should matter if students wear socks with sandals, some children might have sweaty feet.

Black shoes I think is fine but the black sole seems a bit too specific and also not currently enforced from the footwear is see students in entering school.

Would be good if the winter uniform cold include a hooded jumper for children to stay warmer and actually want to wear a jacket is not always needed and the Willem jumper isn't good for every body type

I appreciate having the uniform policy and believe it instills pride and discipline in the students. But there are still many who get away with little or no consequences.

Tuakau College confiscates inappropriate uniform (e.g. hoodies) and parents have to go to the school to collect them.

And this is just one of the massive number of offences that students get away with.

I am very happy with the status quo.

If students who represent the school in sports/cultural events are allowed to wear their hoodies as part of the uniform, then surely a PHS hoodie would be appropriate for everyone? Then we might have kids actually wearing a warm item of clothing in the middle of winter, rather than showing up in just a shirt. A warm child is going to be able to concentrate on their learning more than a shivering child. Also, it might be time to relax the shoe rule about heel straps - with so many kids wearing Birkenstocks, it seems petty to disallow a sandal that is recommended by podiatrists.

We'd like to suggest that you consider long pants for boys in winter and warmer jackets/jumpers.

Happy with policy as it stands. Thankyou.

I do not think it is necessary to have a senior uniform. I feel this adds to an already expensive process of purchasing uniform. Although it is not compulsory to have the senior uniform, peer pressure means students feel embarrassed if they don't. The white shirt is not a practical colour and gets stained and discoloured easily. The senior shirt is far better. Maybe making that the uniform would be a better option.

I also feel a school coat should not be the only one they can have. The branded coat, although nice, is heavy and bulky and does not fit into school bags easily meaning students do not want to carry it. Having the option of a plain black, lightweight and compact jacket should be an option.

I think all children should be able to purchase a school Hoodie regardless in a sports team or not.

I like that the uniform policy has been enforced this year.

Uniform should be more comfortable for the students and allowing school hoodies for warmth giving students something they are comfortable in while in class that the school has approved of will stop students from wearing non uniform items for comfort

The school needs to be stricter on uniforms

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I think the uniform looks smart and I like that students have options of what to wear. I also really like that students are allowed to wear all black sneakers - much more practical for sporty kids than leather school shoes, and still look nice. I also like the school hoodies that sports students can purchase from the sports office - my son would be cold otherwise as he finds the jersey and jacket uncomfortable. I think these hoodies should be made available as an option for all students. My daughter isn't sporty but doesn't like the texture of the jersey or jacket, and would be much more comfortable in the hoodie. Fully supportive of the uniform. It has been good to see increased focus on ensuring uniform standards are upheld.

I think uniform policy is good but need more options for skirts etc as the branded ones at Uniform Shoppe are so expensive. Maybe the school could consider a more standard skirt / bottoms for the kids with more choice of suppliers so it's more affordable for parents

I suggest a little more tolerance in the shoe specifications of the uniform. It can be difficult, and expensive to find plain black shoes/sandals with no other colour. Having one other colour on the shoes or sandals is not going to hinder a students learning, or detract from the uniform. Nice dressy girls sandals often have a tan insole which looks smart but is currently not allowed. Please take cost into consideration.

I approve with all points. Would like to see stricter rules regarding long hair for boys and girls. Should be tied back.

I just read the policy and was very surprised to learn that the socks must be black. I dont think my daughter has ever worn black socks to school and she is in year 13.

Everyone should be in correct uniforms.

I wholeheartedly agree to a uniform however it should be comfortable and practical. My daughter attended PHS when the "Happy Hoodie" was issued, this was warm, comfortable, practical, easy to wash and wear and was wanted to be worn. Please make these a standard issue, kids will happily wear them, they actively support their houses and will put a stop to mufti jumpers that are regularly worn by students. The current jersey/sweater option are either ugly or difficult to wash and dry.

I agree with the uniform policy attached. How is this going to be policed or enforced? What is the point of having a policy on paper when Pukekohe High School pupils are often spotted en route to, during and after school and around Pukekohe, with unacceptably short skirts, non-approved school shoes and other non-uniform clothing?

There are many in our community who cannot afford the uniform, or struggle to afford more than the basic pants/skirt and a single top. Please make special efforts to screw the uniform providers down to a bare minimum price - it's sad to see a kid turn up in the same 2 clothing items all week, and no jumper when it's cold or raining.

I think that the shorts /bottoms should be the same colour throughout the whole school whether junior or senior so either black or grey

This would save us some money as we have 2 years in junior and changes (ever so slightly) to senior just seems unnecessary and expensive for parents

Policy is fine, although I believe those in further education, 16-18, should no longer be required to wear it.

Consider the skirts/pants/shorts staying the same throughout the junior and senior school with only the shirts changing in order to save parents' money (or collaborating with the Intermediate to have the Intermediate formal uniform shorts/skirt/skort the same as the High School junior uniform). Our rangatahi grow a huge amount during their early teens which with growth spurts plus changes through a contributing school, junior school and senior uniform can mean frequent uniform purchases with shorts periods of time.

I think students should be allowed to wear plain black rain jackets when weather is wet, a dry warm child will learn better in class than a wet cold / sick child

100% support full school uniform with proper school foot wear. Hair should be short and tied up. Thank you for bringing dissapline back.

I like the idea how the uniform policy is being implemented. But as a mother of three at school the idea of sending your kids home because their shoes aren't right is bit tough. Times are extremely challenging for alot of families right now and as long as they are turning up to school to learn and engage they shouldnt be punished because they don't have a strap on the back of their shoes

More winter apparel would be appreciated such as thermals and long pants

Majority of the uniform policy requirement for boys is within reason, however the options to choose between a polar fleece jacket and a v-neck sweater are limiting for daily use. I understand the drive behind making hoodies only achievable through a 'sports' programme however you are now isolating the non-sport individuals who might have medical conditions that restrain them from performing sport. Is there a possibility to include a standardized school hoodie from the uniform shop and personalise the sport option for the sports programme, mitigating the isolation of non-sports students having the freedom to choose a hoodie and not have to earn it through a process they cannot participate in.

Love that there is such great requirements around uniforms. The only thing is completely black shoes can be sometimes hard to find ie comfortable, waterproof and durable.

Think it's a great idea, but must be enforced by all staff at all times. The kids look great when uniform is worn properly.

I believe the mandatory wearing of uniform without exception is appropriate.

I feel the uniform policy is appropriate and I have noticed a big improvement in students wearing correct uniforms. I do however still think the cost to parents could be reduced by looking at the big change from the junior to senior uniform. For example the girls could have a black skirt for their junior and senior years and only change blouse colour. Boys could also have black shorts for all years and just change shirts. Reducing the cost involved for parents when their children are moving from junior to senior could assist with ensuring students remain in the correct uniform.

I think you should allow any black shoe even if it has white on it. Teenagers aren't going to wear school shoes so be open to black and white vans type shoes or convers shoes

Sandels with heel strap is fine for girls. Boys should be allowed to wear black slip on without heel strap.

Happy but need to actually pull students up on non compliance, clearly not happening at the moment

It was good to see a push from staff regarding correct uniforms this year. Having a uniform helps create a sense of belonging and pride with the school

My opinion upon seeing students in uniform is that it appears there is little concern when it comes to the policing of uniform. At any given time, amongst the small percentage I see daily, many in a small group is seen wearing non uniform footwear and jewelry. The girls appear to be the significant issue of abidance.

I support a school uniform and feel the wearing of correct uniform should be enforced.

The students should be allowed to wear plain black jumpers (no branding). The current jackets are very expensive and not warm.

The policy is ridiculous, if you want to uniform to be worn correctly allow the hoodies to be apart of the uniform for all. Winters are cold and the fleece are ugly and the woolen jersey are V necked which makes no male want to wear them. Get with the times, if you want the uniform worn look at the uniform. Children that are wearing incorrect uniform to school each day is because it's cold and they were hoodies.

What fleece is the policy referring to??

The current winter jacket isn't enough for warmth on these cold days. My son would prefer a fleece too, but not sure what fleece the policy is referring to.

A school hoody should be an option available for all students to purchase. Having this limited to those in school sports teams excludes those students who are not in a school sport's team. This would illuminate students wearing non uniform hoody.

Students should be allowed to wear a black jacket of any kind, not a specific school one.

The school should consider the introduction of a school PE uniform. This is something they have had at their feeder schools and is more hygienic especially with the student's puberty years etc.

Uniform wearing is not consistent across all of the teachers at this school. This is seen by students, and they know that they can get away with wearing incorrect uniform by certain staff members.

Agree with policy, only suggestion is the changing of the word 'recommended' regarding jewellery- should this not read 'permitted' or 'allowed' ??

The only items of jewellery recommended are sleepers or plain studs,

I'd like to see black shoes with white soles and or white laces allowed, white socks allowed, and socks with sandals allowed.

Also, plain black rain or puffer jacket allowed

Thank you for your consideration

I think the uniform is nice and reflective of the uniforms of other secondary schools.

I was very impressed by the tough stance the school took regarding uniform - is this still continuing?

My daughter's experience was she was told she had the incorrect pants on. She had warm black plain track pants, she was made to go and get changed into the schools spare skirt. The Maori girls walking in front of her weren't singled out - and this on numerous occasions. One rule for all, not just singling out the easy kids. Who cares what pants they're wearing, we can't all afford black school pants. I'd rather kids were warm at school, surely they learn better.

There needs to be added a plain "cotton" sweatshirt option. The "sports" sweatshirt is adequate but should be open to all students not just children in teams. The fabric of the jersey is not comfortable for sensory/allergy students and fleece as it is synthetic not an option either. Make the sport hoodie available to all students. Often siblings of older students get the use out of hand-me-down sweatshirts and are not in sports teams, so it should be open to all.

The current uniform when worn correctly looks very smart and tidy. So please keep up your efforts to encourage students to wear correct items. But I do feel that the 'sports hoodie' thing has got out of control. Maybe you need to look at offering the hoodie as an option to all students, although it does look kind of scruffy and untidy. Maybe it needs to be phased out as I believe it is pretty hard to police who is actually meant to be wearing one?? I know many students who have got their friends or siblings to purchase a sports hoodie for them.

I fully agree with the Uniform policy but would like to know why it is not policed enough. Often I have seen large groups of students leaving the school grounds, at random times throughout the day, some with long skirts and what appears to be pyjama's worn underneath and even track suit pants, this does not look professional and tidy at all and is quite an embarrassment to a lovely uniform.

Also girls wearing long sleeve black tops under their white shirts, again does not look professional. These long sleeve black tops do not appear to be on the uniform policy document however when I have called I was told these were allowed.

Please enforce it in a way that isn't 'call your parents'.... need natural and logical consequences eg wrong shoes wear bare feet for the day this is more of an incentive to have the correct shoes than calling a parent. Or detention.

Also please make it clear on webpage who can wear blazers is it all seniors, jist sports teams and leaders what about juniors? This isn't clear. Same for hoodies.

Boys

Non branded black trousers and black shorts

Branded only top half of body of the Polo shirt, long sleeve/short sleeve shirt, polo fleece, jacket. All items wearable year round and regardless of year or gender

Mainly Black shoes - white soles/brown soles are fine

Would be good to review Jnr Girls uniform:

There is no need to have a different skirt for Jnr & Snr - they are amazing quality and can last 5 years, it is a waste of money changing from a dark grey skirt to a black skirt.

It is almost impossible to keep the current white shirt looking white as it goes grey in the wash, even if you wash it with whites only.

If you still want to distinguish between Junior & Senior uniform then it would be great to introduce a more gender-neutral smart looking polo shirt that can be worn by all genders - just like at Primary & Intermediate.

I think it is great that you have been monitoring uniform at the gate and stricter in classes, to ensure that students are wearing the correct uniform. This has definitely made a positive impact on students wearing the correct gear. Thank you

Happy with the policy and was pleased to see emphasis put on wearing the correct uniform last term.

There should be strict rules around uniform AND personal appearance. Blue & Green hair, and all the other rainbow colors that students have as well as untidy/messy hair styles should not be permitted.

No point in being obsessed with uniform but then having students break it down with appearance that is not fitting.

Agree with body piercings that has to be removed, earrings for boys, long nails of all different colors should also be not allowed.

Strict rules at school is a must, it creates discipline and respect. Girls with short skirts should be rectified as well. It is not a modeling agency nor a place to put your body on display, children should be there to learn free of distractions. Make school school again and not a social or free to do what you want place.

I am happy with the current policy and it's implementation. I like that non compliance will not affect a students education.

Full black shoes are almost impossible to get, where black is the sole too, also it would be good to include a school hoodie, the kids like hoodies and it would ensure that more kids actually wore the uniform. A long pleated skirt isn't practical either, it's hard to iron, you should look at just a long plain skirt.

I agree with and support the policy. I look forward to the continued improvement with students' compliance with the policy and to hear that it continues to be enforced by staff.

Happy with current options. But I feel the school should have a Dri-Fit PE uniform rather than using your own clothing options. Other High schools have PE uniforms.

I agree with the uniform policy.

I dont believe you have any say on what my child wears on the way to or home from school however I am unbothered by most of the policy.

Should be strictly enforced and give children pride in their school

While i agree that a uniform is good, surely this shouldn't be the focus. While there were teachers at the gate all term checking uniform my daughter was too scared to use bathrooms. Children were vaping IN CLASS, and half her teachers were substitutes. Surely the focus should be on children coming to class, having a good learning environment, and actual teachers that teach, not what colour the sole of their shoe is?

I realise uniform policing is easier to enforce than vaping - however vaping is where your attention should focus. Other than obvious exceptions such as hoodies/gang insignia etc, as long as the uniform is mostly correct - let it be. It's very hard for a young person to be pulled up about wearing incorrect socks, for example, and take that constructively, when 20 metres away students are vaping.

The uniform is far too expensive for the quality provided, although acknowledge that particular feedback does not form part of this survey.

The junior uniform girls shirt is thin white material so when it rains it gets see through and when it is hot in summer you get huge sweat patches.

Maybe make the sport hoodie available for everyone and not only sport or something similar for others.

Happy with current policy and how it is implemented

I believe checking children at the gates as they come into School is a great idea & should be continued.

However, the main school objective is to get kids coming to School everyday so the uniform should have more variety to make it easier for the less fortunate.

I do not believe that the shoes should have to be black, I think any plain all black, all brown or all white shoe would still look great with the uniform.

I believe the girls blouse should not be white, it should be stripped or grey like the boys, white dirties easily & can be see thru easily when rained on.

I do not believe there should be any focus on particular jewellery, who cares what jewellery they are wearing if they are turning up & learning.

Children are individuals & should be given a few small ways to express themselves at school while still looking great in their uniforms.

I think that the junior and senior shorts should be the same colour

This would save families money and the difference is so minimal it seems ridiculous

The policy seems fair and reasonable and I agree with how it is implemented.

I am in full support of this policy and believe in the outcome. I have no problem with how it is implemented.

The policy is good and the uniform is nice. I've appreciated the school trying to gain compliance with uniform rules over the past few months.

It would be great if the leaders hoodies were available much earlier in the year as the students don't get to wear them for long, only a few weeks before exam leave, this is unfortunate given the high cost of them.

It's well known that the school fleeces and soft jackets tend to be a high theft item, and parents are stuck in the position of having to pay multiple times to replace these things, especially in winter.

While on the whole I agree with the school uniform policy, I believe that in winter, there should be some wiggle room in regards to clothes that are worn for warmth on the coldest days.

Obviously someone who is freezing cold, will have their learning affected, and be at higher risk to fall ill and cause further disruption to learning.

Not all parents can afford to replace fleeces multiple times a year, or even once.

This policy could be turned a blind eye to during those days/periods of extreme winter chill, where the choices become wearing something (non branded, neutral coloured) warm, or having to wear just a T-shirt on days when the temperature is in single digits.

Furthermore, warm plain black trackpants should be acceptable on days when it is bitterly cold.

I've noticed a lot of male students wearing shorts the whole year round, and I'm not sure if this is personal choice, or because they can't afford to replace pants that are being grown out of.

To add to this, many students come from further out of Pukekohe, and their days can start much earlier, for example, leaving the house at 7.15 to catch a bus, to be at school at 8.40.

I do not think that it's healthy for anyone to be outside in frosty conditions, wearing just a t-shirt and long pants, or shorts.

Personally, we're in the position to be able to replace clothing that goes missing (not that I'm happy about it), but I'm very much aware that for a lot of families the amount of money it costs to replace items simply isn't in their budget (and possibly the reason why so many fleeces go missing).

Given the current cost of living, replacing uniforms I suspect are quite far down the affordability list at the moment.

And as I'm sure you're aware, while WINZ does provide loans to clients to help with these things, it's never a given that they will approve a loan.

Not all parents are able to access WINZ help either, because their income bracket is too high.

I don't think the children should bear the brunt of the high cost of living at the moment, in certain situations, where they may not have any control over what they get provided to wear to school.

For the rest of the year, I'm sure they can cope with being uncomfortable.. but as stated, during the days that start with low single figures there should be exceptions tolerated.

I don't think that it needs to go so far as applying for exemption because of the extra time demands on staff - and also possible stigma attached to "having an exemption, but just on those really cold days being less strict on the uniform standards, and certainly not threatening to send students home to change if they arrive like that.

It is great to see an improvement in the way the uniform is worn both inside and outside of school. It shows respect and that the staff care enough to reprimand the students not following the rules. The policy seems fair and my boys are sufficiently aware of the repercussions of not adhering to the rules. Keep up the good work.

Happy with the current policy. Especially happy that the uniform is not specific to gender. My daughter chose to wear trousers from year 10 as she detests skirts and this was never an issue for the school.

It is great that the school is now policing and has expectations that are being followed up regarding school uniform. If a student is found with incorrect uniform and the item of clothing is taken from them, along with recording the student's name they need to record what the incorrect item was. That way if a parent needs to know what their child is wearing that is incorrect they can be provided that information. It may also be a good idea to check the student ID when the teacher is provided a name (to double check the student is providing the correct name and not giving the name of someone else!).

Just a couple of comments I would make. I think the uniform policy needs to be taken more seriously by staff at the school. No correct uniform there needs to be a punishment that way they may learn.

I think sports hoodies need to be an option for all pupils whether you get into a sports team or not. If students will wear that, perfect it looks smart and is uniform. Some students try real hard to get into teams but still don't succeed. I also think bringing in a sports t-shirt and shorts maybe a good option. No bullying then on what you bring for PE. It's not a fashion show.

The only thing I would change would be introducing a school hoodie. I like the Woollen jumpers but when they get wet they don't dry over night. You can't put wool in a dryer.

And polar fleece isn't a good option as it doesn't regulate body temperatures it overheats the body due to being made of synthetic material, it can irritate the skin.

A cotton hoodie would be a practical option. Cotton breathes, easy to wash and dry.

It would be great if the kids could have a long-sleeved shirt to wear during winter months and instead of the school jersey, replace this with a hoodie (cheaper and for ease of washing)!

Pleased to see the recent enforcement of the uniform policy.

I have a son at the High school and am happy with the shirt and shorts he is required to wear to school every day. The material used for the shirt is easy to wash, durable and warm. I support the wearing of black socks and plain black shoes.

I have noted an improvement in the way the uniform is being worn as a result of the uniform checks outside the school gate in the morning.

I have worked at the High school recently and note that there are many students who do not comply with the jewellery requirements of the school uniform. Many of the girls wear multiple earrings and other items of jewellery. I understand that this can be hard to police, but it seems counter-productive to have an expectation around the amount and type of jewellery that can be worn in the policy and then not enforcing it.

I also think that all the boys should be clean shaven. I've noticed a number of the senior boys wearing beards to school which I do not think is appropriate for school age boys. I think some of the boys have beards because they are too lazy to shave everyday! Facial hair should only be allowed on the grounds of cultural or religious reasons.

I like the fact that my daughter can wear the 'boys' uniform if she wants to. The all black shoe policy is very difficult for us, most shoes have some white on them somewhere.

Need to be firmer, students are still wearing incorrect uniform.

Need to look at pricing - it is expensive, which leads to theft - this has happened to us several times and NOTHING IS DONE ABOUT IT. We have had to purchase replacements twice now when they have been stolen from a student's bag during PE.

As well as uniform you need to take a good long look at vaping in the school. It is an absolute disgrace that students are vaping IN THE CLASSROOMS.

Policy generally ok, but I think that they should be able to wear generic bottoms rather than school branded only. ie any plain black trousers, shorts or skirts. But school branded tops, jumpers etc. The kids complain that they're not uncomfortable. Also, lack of waterproof jacket/raincoat in options.

Are the students able to have a warm hoodie that they can all purchase and wear?



Firearms Policy

Policy to support Health & Safety

Outcome statement

Firearm safety is maintained by providing information, training, supervision and procedures needed to ensure the health and safety of all students, staff and other people in the workplace..

Scoping

The board of trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with the Arms Act 1983 and Arms Regulations 1992. This policy applies to and is to be followed by all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

Delegations

The board delegates to the principal as officer the responsibility to:

1. Develop and implement firearms procedures inline with procedures covered under the Arms Act 1983 and the

2. Ensure that students, employees and visitors have the information they need in order to comply with policy and procedures

Expectations and limitations

The Arms Act 1983 defines a firearm as anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive. It includes anything that has been adapted so that it can discharge any shot, bullet, missile or other projectile by force of explosive. This also includes specially dangerous airguns. It also includes anything that for the time being is not capable of discharging any shot, bullet, missile or other projectile by force of explosive, but which by its completion or repair would be capable of doing so.

The Board is committed to:

1. Complying with the Arms Act 1983
2. Engaging with the local community and understanding their position on firearms in schools
3. Providing alternative educational opportunities for students who do not have parental consent to be involved with firearms related activities
4. Running regular firearm safety courses for students who participate in small bore and clay bird/target shooting activities or who store firearms at school
5. Requiring at least one staff member to hold a firearms licence, if we store firearms on school grounds
6. Ensuring there are alternative arrangements in place for communicating with parents/caregivers whose first language is not English and/or te reo Maaori
7. Completing a risk analysis management plan for each event involving firearms
8. Having our firearms storage unit/armoury regularly inspected by NZ Police and as determined by NZ Police District practices.

Procedures/supporting documentation

1. Firearms are only to be brought on to school grounds as outlined in the Ministry of Education guidelines. These include for educational purposes, Defence Force and NZ Police visits, careers days, firearms safety courses, antique auctions, pest control or special events such as Anzac day.
2. All firearms brought on to school grounds must be unloaded. Their bolts should also be removed.
3. No ammunition shall be brought on to school grounds with firearms. Except for good, proper and lawful reasons such as pest control, EOTC activities, a Anzac Commemorative event where blanks/ dummies/ inert ammunition may be used.
4. The principal shall consult with the parent community before any firearms are brought on to school grounds as to whether the programme fits with their values and beliefs.
5. Before firearms are brought on to school grounds a risk analysis management plan shall be completed and made available to parents of children involved in the firearms programme.
6. Outside of the processes outlined above, firearms should only be brought onto school grounds in emergency situations (eg. NZ Police).
7. Firearms on school grounds shall, at all times, be under the control and responsibility of an authorised user who shall also hold an appropriate firearms licence (unless the activity is endorsed by the school and involves board approved student participation.)
8. The principal or appointed member of staff shall sight the firearms licence of each authorised user bringing firearms on to school grounds.
9. The principal or appointed member of staff shall maintain a log of all firearms brought on to school grounds, arrival and departure time, the name and signature of the authorised user and their firearms licence number and expiry date
10. The authorised user shall comply with the seven firearms safety rules as specified by the NZ Police
11. These procedures will not need to be followed by the NZ Police or Armed Forces personnel in the event of a security incident where they need to come on to school premises for law enforcement or national security purposes.

Storage for firearms procedure:

1. The principal or appointed member of staff / team coach with a current firearms licence is responsible for the security of the firearms storage unit/armoury
2. Firearms storage unit/armoury is always locked in accordance with the required standard
3. The principal or appointed member of staff / team coach will always hold a current firearms licence
4. The firearms storage unit/armoury has been approved by the NZ Police in accordance with the relevant legislation and regular inspections are carried out by local Police

5. Only firearms possessed by a firearms licence holder are to be in the storage facility
6. All students who have firearms stored at school must follow these steps:
 - a. Participate in regular safety training
 - b. The firearm must be in a clearly named and proper firearms case and always stored in the firearms storage unit/ armoury
 - c. No ammunition can be stored directly with the firearm at any location within school grounds
 - d. Students must never have any live ammunition on their person or in their possession unless they are participating in a school endorsed activity
 - e. A firearm can only be moved from the firearms storage unit/armoury with an adult present. The adult must be a staff member and hold a firearms licence. Note: Even if a student holds a firearms licence they must not remove a firearm from the storage unit/armoury, unless a licensed adult is present.

Monitoring

1.

Legislative compliance

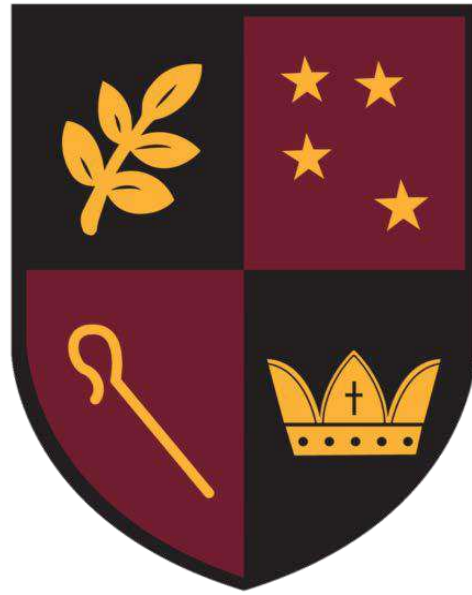
[Education Act 1989](#)

[New Zealand Curriculum/Te Marautanga o Aotearoa](#)

*National Education and Learning Priorities (from 2019)

Reviewed: *June 2020*

Next review: *June 2023*



PUKEKOHE HIGH SCHOOL

**PARENT TEACHER ASSOCIATION CONSTITUTION AND
RULES**

PUKEKOHE HIGH SCHOOL PARENT TEACHER ASSOCIATION INCORPORATED

Constitution and Rules

1 Definitions

- 1.1 "Board" means the Board of Trustees of Pukekohe High School.
- 1.2 "Executive Committee" means the Executive Committee appointed in accordance with this Constitution and Rules.
- 1.3 "Member" means a person admitted as a Member in accordance with this Constitution and Rules.
- 1.4 "Principal" means the Principal of Pukekohe High School.
- 1.5 "PTA" means the Pukekohe High School Parent Teachers Association Incorporated.
- 1.6 "School" means Pukekohe High School.

2 Constitution

- 2.1 The PTA was incorporated at Pukekohe in October 2023.
- 2.2 These rules were adopted by resolution of the PTA on October 2023.

3 Objectives

- 3.1 The primary objectives of the PTA are :
 - (a) To provide an effective communication link between the students, parents, caregivers, Principal, teachers, employees and the Board of the School;
 - (b) To support the School through fundraising to improve facilities and provide opportunities; in accordance with the school strategic plan
 - (c) To support the School in providing for the students' educational, social, cultural and sporting activities; in accordance with the school strategic plan
 - (d) To encourage new families to integrate into the School's culture; and
 - (e) To uphold the school as an active Te Tiriti o Waitangi partner.

- 3.2 Without detracting from the primary objectives of the PTA, the secondary objectives of the PTA are to:

- (a) Establish codes of behaviour applicable to members; and
- (b) Advance the attainment of the primary objectives.

4 Powers

4.1 In addition to its statutory powers, the PTA:

- (a) May use such of its funds to pay the costs and expenses of furthering or carrying out its objects, and for that purpose may employ such people as it seems expedient;
- (b) May purchase, lease, hire or otherwise acquire, or may exchange, sell, lease or otherwise dispose of property, rights or privileges to further carry out its objectives as may seem expedient;
- (c) May invest in any investment in which a trustee might invest; and
- (d) Shall have the power to borrow or raise money by debenture, bonds, mortgage or other means, with or without security, but such borrowing powers shall not be exercised other than by resolution of a General Meeting.
- (e) Shall consult with the Principal when planning school based activities.

4.2 Any transactions between the PTA and any Member or member of the Executive, or any associated persons shall be at arms' length and in accordance with prevailing commercial terms on which the PTA would deal with third parties not associated with the PTA, and any payments made in respect of such transactions shall be limited to:

- (a) A fair and reasonable reward for services performed;
- (b) Reimbursement of expenses properly incurred;
- (c) Usual professional, business or trade charges; and
- (d) Interest at no more than current commercial rates.

5 Membership

- 5.1 Any parent, caregiver, whanau, or staff representative associated with the School is eligible to be a Member of the PTA.
- 5.2 Applicants for membership of the PTA shall complete an application in the form approved by the Executive Committee, and supply such information as may be required by the Executive Committee.
- 5.3 The Executive Committee shall have a discretion as to whether or not to admit an applicant as a Member, and shall advise the applicant of the decision.
- 5.4 The Secretary shall keep a membership register of Members recording their names, addresses and dates when the applicant became a Member.
- 5.5 Every Member shall advise the Secretary of a change of address.
- 5.6 Any Member may resign from the PTA by written notice to the Secretary.

- 5.7 Any Member shall cease to be a Member on the passing of a resolution by a majority of Members present and voting at a General Meeting.
- 5.8 Every Member shall promote the interests and the objects of the PTA and shall do nothing to bring the PTA into disrepute.

6 Election of Executive Committee

- 6.1 The following positions of the Executive Committee shall be elected annually from Members of the PTA:
- (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Two additional Members from the PTA.
- 6.2 The election of the Executive Committee shall be conducted as follows:
- (a) Written nominations for nominees to a position of the Executive Committee shall be received by the Secretary by 3:00pm on the day of the Annual General Meeting, and accompanied by the written consent of the nominee;
 - (b) If there are no nominations for a position of the Executive Committee, the President will call for nominations from Members present at the Annual General Meeting.
 - (c) Positions of the Executive Committee shall be filled on the basis of the highest number of votes for a nominee to a position by the Members present at the Annual General Meeting. In the event of any vote being tied the President shall have a casting vote.
 - (d) In the event that there are no nominees for a position of the Executive Committee, the Committee may co-opt the services of a person or Member (with the consent of that person or Member) to fill the position.
- 6.3 In the event that a position of the Executive Committee becomes vacant between Annual General Meetings the Executive Committee may co-opt the services of a person or Member (with the consent of that person or Member) to fill the position.

- 6.4 Any member of the Executive Committee may be removed by resolution at a General Meeting which is passed by a three quarter majority of Members present and voting at the General Meeting.

7 Management by the Executive Committee

- 7.1 From the end of each Annual General Meeting until the end of the next Annual General Meeting, the PTA shall be administered, managed and controlled by the Executive Committee, which shall be accountable to the Members for the implementation of the policies of the PTA as approved by any General Meeting.
- 7.2 All Executive Committee meetings shall be chaired by the President, or in the President's absence the Vice-President, or in the absence of both of them by some other member of the Executive Committee elected for the purpose of the meeting. The chair of the meeting shall have a casting vote, which may or may not be used at the Chairperson's discretion.
- 7.3 The quorum of Executive Committee meetings shall be 4 members of the Executive Committee.
- 7.4 The Executive Committee may appoint sub-committees consisting of such persons (whether or not Members of the PTA) on such terms and for such purposes as it thinks fit.

8 The Secretary

- 8.1 The Secretary shall record the minutes of all General Meetings and Executive Committee meetings, and all such minutes when confirmed by the next such meeting shall be prima facie evidence that the meeting was called and are an accurate record of what occurred at that meeting.

9 Finance

- 9.1 The Treasurer shall:
- (a) Keep such books of account as may be necessary to provide a true record of the PTA's financial position;
 - (b) Report on the PTA's financial position at each Executive Committee meeting; and
 - (c) Present an annual statement of accounts to the Annual General Meeting.
- 9.2 The PTA's financial year shall commence on 1 January and end on 31 December each year.
- 9.3 All funds received on the account of the PTA shall be banked into a bank account approved by the Executive Committee in accordance with the finance policy approved by the Executive Committee.
- 9.4 The PTA's accounts shall be audited by an auditor (who is a member of the New Zealand Institute of Chartered Accountants and not a Member of the PTA) whose report shall appear as part of the annual financial statements of the PTA (and a copy of which shall be given to the Board as a courtesy).

9.5 Fundraising

- 9.5.1 A prioritized list of suggestions for capital expenditure shall be sought from the Board/Principal. This is to ensure that all PTA projects fit into the Board strategic, annual and 5-year property plans
- 9.5.2 The Executive Committee decide on the annual fundraising target based on the prioritized list by discussion and subsequent confirmation by voting.
- 9.5.3 The Executive Committee may at its discretion, but in accordance with the objectives of the PTA and the prioritized list:
 - (a) Expend funds for the benefit of the School: or
 - (b) Make donations to the Board for the benefit of the School

10 General Meetings

- 10.1 The Annual General Meeting shall be held in March (and no later than 31 March) each year at a time and place fixed by the Executive Committee.
- 10.2 Other General Meetings may be called by:
 - (a) The Executive Committee; or
 - (b) A request in writing to the Secretary by 10 or more Members stating the purpose of the General Meeting.
- 10.3 Other General Meetings must be held within 28 days of being called for.
- 10.4 Notice of any General Meeting must be provided at least 7 days before the General Meeting is held.
- 10.5 Unless the Executive Committee requires otherwise, the School will use reasonable endeavours to provide notice to Members of the time, place and purpose of the General Meeting to Members. The failure by any Member to receive notice of a General Meeting will not invalidate the meeting or its proceedings.
- 10.6 All General Meetings shall be chaired by the President, or in the President's absence the Vice-President, or in the absence of both of them by some other member of the Executive Committee elected for the purpose of the meeting. The chair of the meeting shall have a casting vote, which may or may not be used at the Chairperson's discretion.
- 10.7 A quorum of a General Meeting shall be at least 14 Members.
- 10.8 Votes at General Meetings shall be exercised as follows:
 - (a) By show of hands; or
 - (b) By ballot if called for.
- 10.9 The business of the Annual General Meeting shall include:
 - (a) Approval of the minutes of the previous Annual General Meeting;

- (b) Annual report by the Executive Committee;
- (c) Statement of accounts and auditors report;
- (d) Election of the Executive Committee;
- (e) Appointment of an auditor for the financial year;
- (f) Motions of which notice has been given; and
- (g) General business.

11 Alteration of the Constitution and Rules

- 11.1 The Constitution and Rules may be amended or replaced by resolution of any General Meeting passed by a majority of those Members present and voting.
- 11.2 Any proposed motion to amend or replace the Constitution and Rules shall be signed by at least 10 Members and given to the Secretary in writing with an explanation of the reasons for the proposal at least 28 days before the General Meeting at which the motion is to be considered.

12 Execution of documents

- 12.1 The Common Seal of the PTA shall be retained by the Secretary.
- 12.2 Documents shall be executed for the PTA pursuant to a resolution of the Executive Committee:
 - (a) By affixing the Common Seal witnessed by the President or Vice-President and another member of the Executive Committee; or
 - (b) Where the document is not required by law to be executed under seal, by the President or Vice-President and another member of the Executive Committee.

13 Winding up

- 13.1 The PTA may be wound up under the provisions of the Incorporated Societies Act 1908.
- 13.2 In the event of the PTA being wound up, the surplus assets (after payment of all debts, costs and liabilities) shall be disposed of as determined by a majority of Members present and voting at a General Meeting for the benefit of the School.

14 Matters not provided for

- 14.1 In the event of any question arising which is not provided for in the Constitution and Rules, the question shall, subject to the Incorporated Societies Act 1908, be decided by the Executive Committee whose decision shall be binding on the Members.