



PUKEKOHE HIGH SCHOOL

Board of Trustees Agenda 16 October 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 18 September 2023 have been circulated to all Trustees.
4. Principal's Report
5. Financial Management
6. Property Management
7. Health & Safety
8. Policy Review
9. Correspondence
10. Student Representative Verbal Report
11. Staff Representative Verbal Report



PUKEKOHE HIGH SCHOOL

Report to Board of Trustees October 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	405	410	347	300	196	1658	
Out of Zone	19	23	22	13	12	89	
Not Applicable	7	6	8	5		26	
Current Roll	431	439	377	318	208	1773	

Monthly Total

1 September - 30 September 2023

Domestic Enrolled Students	9	10	11	12	13	14	Tot
Grand Total	2	2	1	1			6

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

Running Total

1 January - 30 September 2023

	9	10	11	12	13	14	Tot
	470	44	27	21	10		572

	9	10	11	12	13	14	Tot
	43	6	4	8	1		62
	240	17	11	3	5		276
	128	8	6	3	2		147
	6	1	1				8
	49	10	4	5	1		69
	4	2	1	2	1		10
	470	44	27	21	10	0	572

Monthly Total

1 September - 30 September 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							0
Total	0	0	0	1	0	0	1

Running Total

1 January - 30 September 2023

	9	10	11	12	13	14	Tot
	1	2	9	8			20
			2				2
	6		18				24
	7	2	29	8	0	0	46

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 <i>We will develop our teaching capabilities to ensure that the needs of our diverse learners are fully met</i>		Innovative Leadership <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"> The national results for the June common assessment activities have been released, achievement results are as: 			<ul style="list-style-type: none"> Termly milestone reporting has been completed for all faculties, and this is forming the basis of programme planning for 2024 Recruitment and interviews for student leadership positions for 2024 are underway, including a restructure of House Leader positions in order to develop a leadership pathway from the junior school 	
	National Result	PHS result (students assessed at 5B or higher)		
Reading	64.4%	89%		
Writing	56.3%	83%		
Numeracy	55.9%	80%		

<ul style="list-style-type: none"> All year 10 students (with the exception of students in the foundation class) have been offered the opportunity to opt in, to the Term 4, Week 4 CAA's. 258 students have opted into this. A much smaller group of year 11 and 12 students have also been entered into these. Year 13 Kaitiaki and Careers staff supported university scholarship applications throughout Term 3. This has taken place as a part of school pathway planning processes. At the time of writing this report students have been offered scholarships to a combined value of \$345k. 	
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Inspiring Environment <i>We will create a physical, social and emotional environment that supports innovative teaching and learning and a strong sense of wellbeing</i>		Impactful Partnerships <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>	
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			
<i>Phase 1 of campus redevelopment plan completed by 2024 and 10TS block is open for new school year</i>		<i>Maaori student NCEA achievement is at or above that of decile 6 schools</i>	
<i>All staff have participated in Te Reo Maaori PLD in an on-going basis and increased use of Te Reo Maaori is evident</i>		<i>Pasifika student NCEA achievement is at or above that of decile 6 schools</i>	
<i>Across the school 70% of students have an attendance rate of 90% or above</i>			

Current indicators of Inspiring Environment	Current indicators of Impactful Relationships
<ul style="list-style-type: none"> A school waiata has been written in te reo Māori which incorporates Ngaa Pou Rakau oo Pukekohekohe. Professional development sessions have been held developing staff fluency in singing and understanding the reo and tikanga surrounding the waiata. This waiata will be taught throughout the school and will further develop the sense of school spirit, belonging and pride 	<ul style="list-style-type: none"> Blue Edge graduation ceremony was held at PHS at the end of Term 3. This acknowledged the Year 10 students who had completed the mentoring programme led by the Blue Light organisation Ringa Toi art exhibition was held in Wellington. Hosted by NZQA, this showcased the top Maori and Pasifika student art work from around Aotearoa. Four students from PHS had their work accepted for the exhibition.

Learning without Limits:

Curriculum

(as per BOT annual curriculum reporting schedule)

Presentation of curriculum area inquiry:

Action: Information regarding Year 11 Maths (please see attachment).

Attendance

1 January - 22 September 2023

ATTENDANCE AVERAGE %	9	10	11	12	13	14	Ave %
Asian	88.2	88.7	86.6	82.7	79.3		85.6
European	86.2	85.7	84.5	81.4	78.1		83.8
Maori	74.4	74.6	74.2	66.9	71.3		73.0
MELAA	81.5	93.8	77.5	87.4	86.0		84.3
Pasifika	79.9	79	68.2	73.3	56.7		73.3
Other	87.3	84.2	85.7	88.7	88		86.2
Ave %	82.8	82.6	81.2	78.3	75.1		80.7

1 September - 22 September 2023

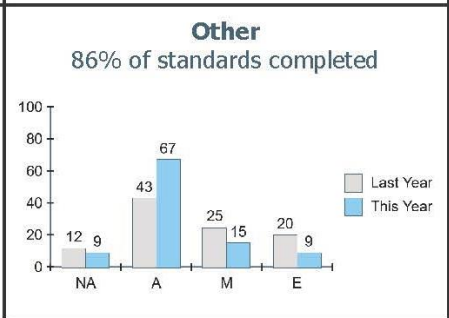
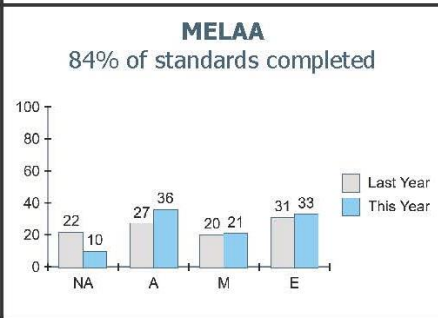
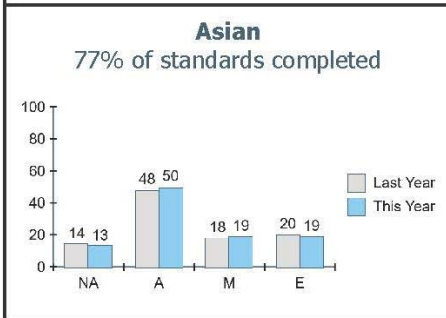
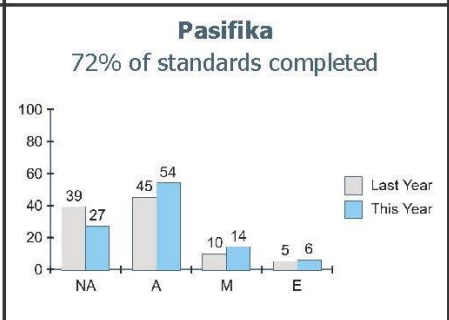
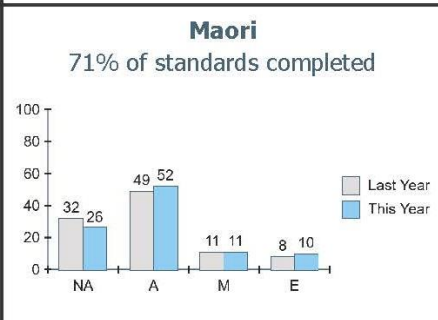
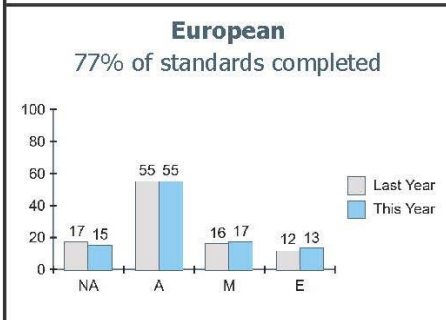
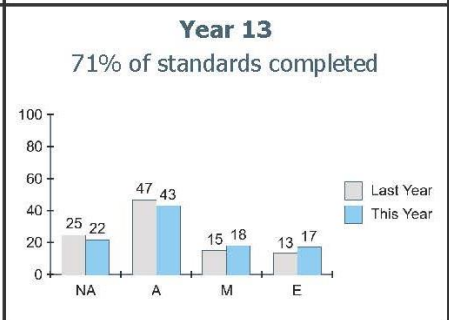
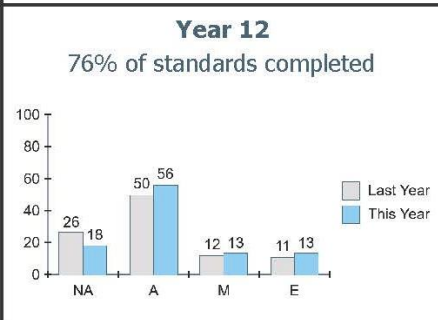
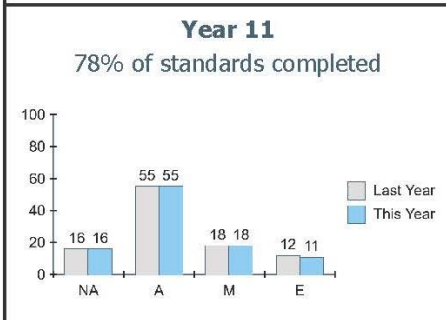
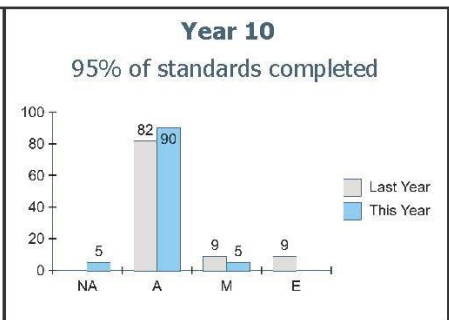
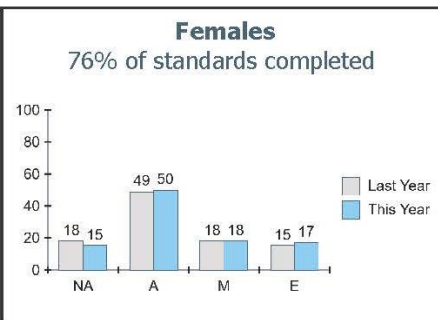
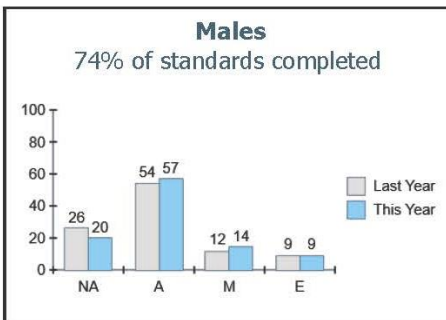
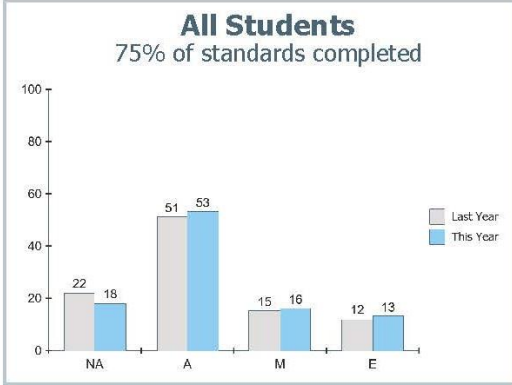
9	10	11	12	13	14	Ave %
84.7	86.1	84.0	76.8	58.6		79.6
82.1	81.7	78.3	70.3	57.8		76.0
71.6	67.0	65.0	52.6	47.0		63.8
75.0	92.5	74.0	82.2	78.0		79.6
69.4	69.2	60.9	54.6	41.4		61.3
81.5	71.2	88.3	79.0	67.0		79.8
78.4	77.2	74.8	66.6	54.7		72.4

Action: Information regarding Attendance

Academic Achievement

(as per BOT annual achievement reporting schedule)

NCEA Data Analysis 2023 Internals



Strategic Planning

Would like to continue the discussion from last months meeting in regards to our strategic vision for the school.

Vision:

Learning Without Limits!

	Quality Teaching	Innovative Leadership	Inspiring Environment	Impactful Partnerships
Current Strategic Vision	<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>
Proposed Strategic Vision	Puumautanga Strength	Arahitanga Pride	Manaakitanga Belong	Kotahitanga Connection
	We have strength to persevere to excel	We are proud of who we are and what we can achieve	We grow a sense of belonging to reach our potential	We build connected and collaborative relationships
Desired Outcome	Excellence in achievement	People are proud of Pukekohe High School	A strong culture of belonging	Our community are involved and connected

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

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

Financial Statements and Creditors:

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

We recorded a deficit of \$142,503 (August deficit of \$96,866) against budgeted deficit of \$44,244.

Variiances

Variiances to budget worth noting are:

Income

- **Locally Raised Funds**
 - While Sports and Other Activities incomes are holding their own Donations/Grants are \$300k under budget and will get probably get further behind over the next few months. Fortunately Government Grants are better than budget, offsetting the shortfall.
- **International Students**

Again this month there was no income to offset the small amount of expenditure but a full time student paid his fees in early October so next month the figures will look better.
- **Total Income**

As a result of the above the school's income in total is \$68k down on budget.
- **Expenditure**
 - Learning resources are now under budget by \$62k.
 - Admin costs are slightly over
 - Property costs are \$86k over compared to last month's \$91k over.
 - In total expenditure is only \$30k over budget compared to August's \$35k over.
- **Net result**

Considering the school is \$300k down on grant income and to date has spent an unbudgeted \$111k on the ongoing HR issue, a YTD deficit of \$142k is not too bad.

Staff banking

Staff banking is now sitting at \$76k in our favour but is dropping rapidly because as we noted last month we have transferred all BOT funded teachers into Teachers Salary thereby putting off repaying the MOE until next year.

Working capital

Working capital on 30 September was \$187k in deficit but the next day the term 4 Operations Grant came in and we currently have \$1.6m in the bank.

Cash position

We are still anticipating a year end cash deficit unless Govt funding for the big projects comes in before that. This funding has been approved but has not been received yet.

We will need to be very frugal from now on and all through next year to be able to "catch up" and be able to pay the MOE back in October 2024. International Income will help somewhat as will very limited non-funded fixed asset purchases.

([Financials](#))

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

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

Massey Block toilets. The building consent application has been submitted by the architects. Design fee release funding has been granted but not yet received.

Fencing project. Funding has now been approved for this project but not yet received.

Electrical project. Coll Electrical are in the process of planning this work, buying distribution boards etc for work to begin in December.

Roof replacement project. Representatives from the successful design architects visited the school last week to have a more in depth look inside roofing cavities etc. They were here for two days.

New classroom block. It is almost time for furniture to be ordered for delivery in January. We have been advised to do this in October as delivery times over the Christmas holidays could be problematic if we leave it any later.

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

Incident Reports:

	Workers	Students	Others (e.g. visitors)	Total
Number of minor injuries needing on-site treatment only	nil	60		60
Number of injuries or incidents resulting in doctor or other medical visits	Nil	4		4
Number of notifiable events (reported to WorkSafe NZ)	Nil	Nil		
Causes				
Comments on notifiable events/analysis/corrective actions				
Trends				

Health and Safety Committee updates:

Health and Safety Committee next meet 02 November 2023.

Review (as per review schedule):

We are currently conducting a review and audit of H&S processes within our technology workshops. We will present findings and actions at the November BOT meeting.

Discipline Summary:

Stand downs and suspensions since the last board meeting:

Action	Total	Female	Male	Year Level	Ethnicity
Stand-down	4	2	2	11 (4)	NZ European (1)
					Other South African (1)
					Samoan (1)
					Tongan (1)

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

Policy review

(as per BOT policy review cycle)

No policies to review this month.

Correspondence:

No correspondence to review this month.

Report Accepted:

I move that this report be accepted.

Appendices

Appendix 1

Income and Expenditure For the 9 months ended 30 September 2023

	Actual Sep \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	439,962	4,027,122	3,816,702	210,420	6
Teachers Salary Grant	1,588,201	8,398,951	8,398,953	(2)	(0)
Use of land & buildings	266,667	2,400,003	2,400,003	-	-
	2,294,830	14,826,076	14,615,658	210,418	1
Locally Raised funds					
Donations/Fundraising/Activities	3,960	22,940	319,997	(297,057)	(93)
Sport Income/exp	(2,108)	4,041	(7,224)	11,265	156
Other activities inc/exp	10,137	149,242	118,072	31,170	26
	11,989	176,223	430,845	(254,622)	(59)
International Students	(4,713)	48,072	82,804	(34,732)	(42)
Investment income	557	15,798	4,500	11,298	251
Total Income	2,302,663	15,066,169	15,133,807	(67,638)	-
Less expenses					
Learning Resources					
Staff Expenses	253,936	1,945,641	2,022,217	(76,576)	(4)
Teachers Salary-MOE funded	1,588,746	8,398,953	8,398,953	-	-
Curricula	22,925	411,505	435,843	(24,338)	(6)
Curricular Other	605	85,424	46,422	39,002	84
	1,866,212	10,841,523	10,903,435	(61,912)	(1)
Administration					
Staff expenses	75,712	641,087	607,024	34,063	6
ICT	18,825	151,418	190,954	(39,536)	(21)
General/Consumables/Legal	2,964	55,417	24,057	31,360	130

BOT Expenses	466	11,141	13,698	(2,557)	(19)
Communication	4,629	29,169	30,303	(1,134)	(4)
Risk Management	11,991	25,938	15,867	10,071	63
Audit/Accounting	198	421	24,183	(23,762)	(98)
	114,785	914,591	906,086	8,505	1
Property					
Use of land & buildings	266,667	2,400,003	2,400,003	-	-
Repairs and Maintenance	7,678	136,489	139,131	(2,642)	(2)
Staff expenses	35,849	304,793	252,339	52,454	21
Caretaking/cleaning	947	50,005	33,533	16,472	49
Heat, Light and Water	6,362	102,665	94,050	8,615	9
Grounds	2,465	35,504	37,629	(2,125)	(6)
Security	6,813	61,854	48,506	13,348	28
	326,781	3,091,313	3,005,191	86,122	3
Finance Costs					
	719	6,486	9,900	(3,414)	(34)
Depreciation					
	39,936	354,309	353,439	870	0
				-	
Total Expenditure	2,348,433	15,208,222	15,178,051	30,171	0
				-	
Surplus/(Deficit)	(45,770)	(142,053)	(44,244)	(97,809)	(221)

Pukekohe High School

Statement of Financial Position

As at 30 September 2023

	Sep Actual \$	Aug Actual \$
Current Assets		
Cash and Cash Equivalents	108591	260,804
Accounts Receivable	884833	664,188
Investments	438294	438,293
Prepayments	44443	46,362
Inventories	3797	3,797
	1,479,958	0 1,413,444
Current Liabilities		
Govt Grants in Advance	66857	454,989
Accounts Payable	591753	326,133
GST payable	13981	75,447
International Student Funds	121687	84,346
Student Funds received in Advance	10605	11,508
Provision for Cyclical Maintenance-Current	60450	60,450
Finance Lease Liability - Current	94821	85,837
MOE Property Projects	706480	444,170
MOE Salary accrual		27,995
	1,666,634	1,570,875
Working Capital Surplus/(Deficit)	(186,676)	(157,431)
Non-current Assets		
Property, Plant and Equipment	2,637,083	2,651,455
	2,637,083	2,651,455
Non-current Liabilities		
Provision for Cyclical Maintenance	190,706	190,706
Finance Lease Liability	65,832	60,221
	256,538	250,927
Net Assets	2,193,869	2,243,097
Equity		
Accumulated Funds	2,211,122	2,215,163
Furniture Grant	124,800	124,800
Net surplus/(deficit)	(142,053)	(96,866)
	2,193,869	2,243,097

Blue = actual orange = budget

