



PUKEKOHE

HIGH SCHOOL

Report to Board of Trustees

November 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	411	341	293	193	1643	93.3
Out of Zone	20	23	22	13	12	90	5.1
Not Applicable	5	10	9	4		28	1.6
Current Roll	430	444	372	310	205	1761	100

Monthly Total

1 October - 31 October 2023

Enrolment - Domestic Students	9	10	11	12	13	14	Tot
Grand Total	5	5	1	1			12

ETHNICITY

	9	10	11	12	13	14	Tot
Asian	1	3					4
European							0
Māori	1	1					2
MELAA			1				1
Pasifika	3	1					4
Other				1			1
Total	5	5	1	1	0	0	12

Running Total

1 January - 31 October 2023

9	10	11	12	13	14	Tot
476	48	29	20	10		583

9	10	11	12	13	14	Tot
44	9	4	7	1		65
241	17	11	3	5		277
129	8	6	3	2		148
6	1	1				8
52	11	4	5	1		73
4	2	3	2	1		12
476	48	29	20	10	0	583

Monthly Total

1 October - 31 October 2023

Enrolment - International Students	9	10	11	12	13	14	Tot
FF Fee paying students		3	1				4
EX Exchange Students							0
FF Short Stay Group Students							0
Total	0	3	1	0	0	0	4

Running Total

1 January - 31 October 2023

9	10	11	12	13	14	Tot
1	5	8	7			21
						0
6		18				24
7	5	26	7	0	0	45

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	
We will develop our teaching capabilities to ensure that the needs of our diverse learners are fully met		We will ignite the ability of our school leaders and staff to continuously improve and evaluate what we do as a school	
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			
Every NCEA student achieves 14 or more credits per subject		SLT consistently at 'performing' stage of team development and building this capacity in middle leadership teams through coaching and 1:1 meetings	
Junior literacy and numeracy data shows expected, or greater levels of acceleration as measured against curriculum levels.		Termly milestone reporting is embedded, rigorous and leads to agile and timely responses	
All students set pathway goals that are recorded, and all students are enrolled in relevant, meaningful courses to support these goals.		Student leaders are visible, actively engaged in inspiring younger students, and contribute to school planning and decision making	

Current indicators of Quality Teaching	Current indicators of Innovative Leadership
<ul style="list-style-type: none"> Year 9 integrated curriculum projects for all students on 14, 15 and 16 November to trial collaborative learning between faculties and gather students and staff voice for use of flexible spaces in new build. Approximately 250 Year 10 students completed online Literacy and Numeracy NCEA Common Assessment Activities (CAAs) in week 4 	<ul style="list-style-type: none"> Permanent DP appointment made for 2024 and Acting DP position for terms 1 and 2 confirmed (to fulfil role for colleague on study leave) Increase of student leadership roles for 2024 representing each of the 5 Houses to build sense of spirit and connection

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"> New 10 TS classroom block on target for completion by 19 February 2024. Active planning for (1) use of this block and downstairs Massey block as a Year 9 pastoral hub; and (2) use of flexible learning spaces for collaboration within learning areas Development of holistic attendance strategy for PHS for 2024 Successful Regional Response Fund application to support attendance - \$30K award 	<ul style="list-style-type: none"> Highly successful Pō Whakanuia ceremony and reinvigorated kapa haka rōpū including active preparation for Polyfest in term 1 2024. Whānau hui 10 November to discuss two vertical whānau rōpū to better align with tuakana-teina model – Te Hikoi Ora. Option in 2024 for students whose first language is Te Reo Māori – Reo Rangatira curriculum pathway Average participation rates across all sporting codes have increased from 19% in 2022 to 31% in 2023 (national average is 37%)

Learning without Limits:

Curriculum

(as per BOT annual curriculum reporting schedule)

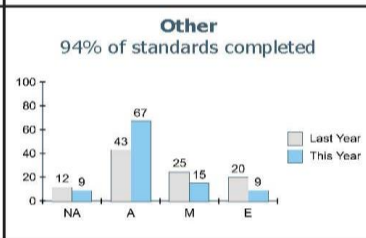
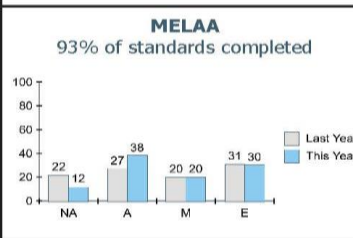
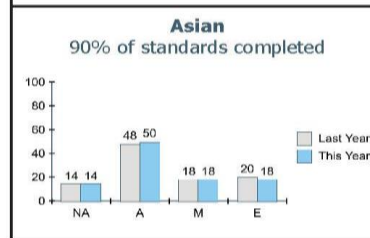
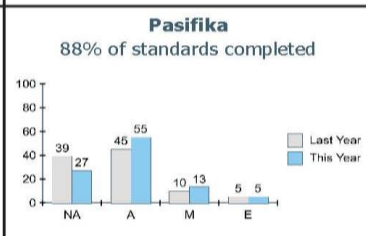
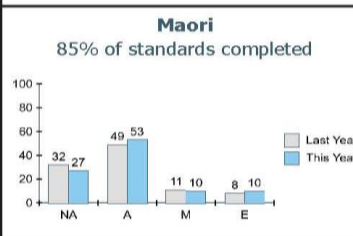
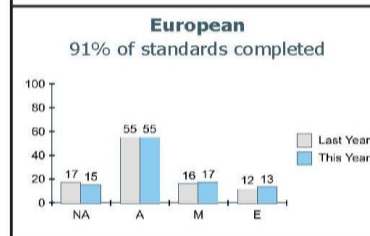
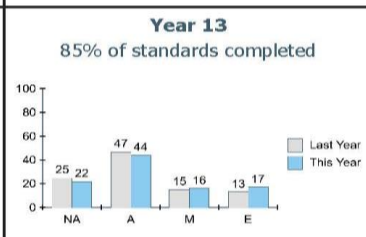
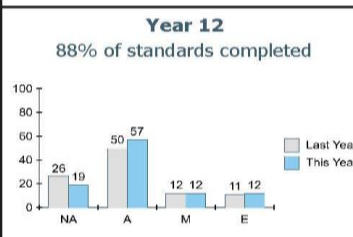
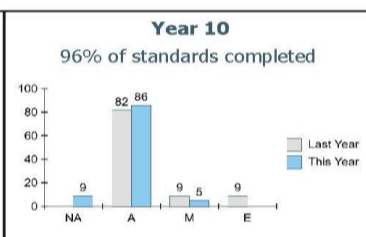
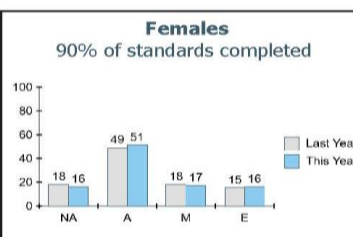
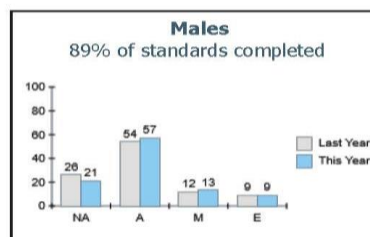
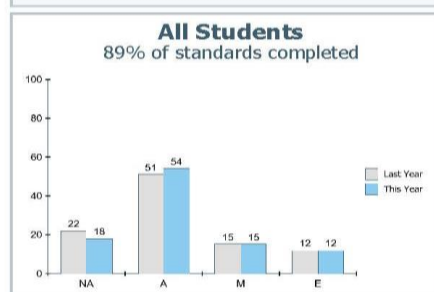
Presentation of curriculum area inquiry:

Action: Information regarding curriculum within the English Faculty

Academic Achievement

(as per BOT annual achievement reporting schedule)

NCEA Data Analysis 2023 Internals



Attendance

AREA – Running Totals

1 January - 31 October 2023

ATTENDANCE AVERAGE %	9	10	11	12	13	14	Ave %
Asian	88.2	88.6	85.9	81.6	77.2		85.0
European	86	85	83.7	79.4	76.2		82.8
Māori	73.8	74.6	73.1	66.8	69.9		72.5
MELAA	86.4	93.8	79.3	86.6	84.5		85.4
Pasifika	79.4	78.1	68.9	71.5	56.7		73.0
Other	87.3	84	84.7	86.8	87		85.6
Ave %	82.5	82.2	80.5	76.9	73.6		80.0

AREA - Monthly Totals

1 October - 31 October 2023

9	10	11	12	13	14	Ave %
82.5	81.7	84.3	77.8	66.0		79.5
82.1	76.7	82.4	71.6	67.0		77.1
70.7	65.9	70.2	60.7	56.8		66.5
86.4	92.3	82.6	86.0	82.0		85.8
72.9	70.5	70.9	63.2	53.4		67.8
82.5	78.2	81.7	72.8	78.0		79.0
78.4	74.1	79.2	69.8	64.0		74.3

Action: Information regarding Attendance

Strategic Planning

Learning Without Limits!

(Our own whakatoki relating to standing together to reach new goals)

	Puumautanga Strength	Arahitanga Pride	Manaakitanga Belong	Kotahitanga Connection
Strategic Vision	We have the 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
Possible 2024 Initiatives	Junior Diploma Programme	Teacher focus on the pedagogy engagement	Whaanau house system	Community communication plan
Possible Overall Measures of Success - 2024	NCEA Credit improvement - 5% increase across all year groups	End of year student survey indicates increased levels of student engagement in learning	End of year student survey indicates increased level of connection to whaanau house system	Monthly actions have been delivered to Increased community engagement and feedback

Next Steps

- Process for development of a whakatoki for our kura?
- Development of Initiatives and measures of success. Senior Leadership team developing these?

As a Board we are required to submit an update of our strategic plan and annual plan to the Ministry for the 1st of March

Action: Discussion and decision from the Board about the next steps for the development of this plan.

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

Financial Statements and Creditors:

[Appendix 1](#) is the October 2023 income & expenditure statement and balance sheet as at 31 October 2023. We recorded a deficit of \$165,595 (September deficit of \$142,503) against budgeted deficit of \$117,254.

Variances

Variances to budget worth noting are:

Income

- **Locally Raised Funds**
Sports are under budget but that is offset by Other Activities incomes. Donations/Grants are \$358k under budget and getting further and further behind. Government Grants are better than budget as is Investment income offsetting the shortfall by nearly \$300k.
- **International Students**
Still behind budget but we have made a \$50k surplus this year.
- **Total Income**
As a result of the above the school's income in total is \$118k down on budget.
- **Expenditure**
This month our tightening up of spending is paying some dividends. We actually made a surplus for the month and whereas we were \$98k below budget last month we are now only \$48k below.

Learning resources are now better than budget by \$150k.

Admin costs are slightly over (only \$4k).

Property costs are \$79k over compared to last month's \$86k over.

In total expenditure is only \$30k over budget compared to August's \$35k over.

Net result

Year to date deficit is \$165k against budgeted deficit of \$117k.

Staff banking

Staff banking is now sitting at (\$132k) ie we owe MOE \$132k and that figure is climbing because we have put all teachers back in MOE funded staffing rather than paying ourselves. As previously noted this saves us money in the current year but we will need to pay it back next year. We took that decision as our cash situation was very tight and we were heading for a year end overdraft. That has now been avoided but will cost us next year.

Working capital

Last month we reported that Working Capital on 30 September was \$187k in deficit. Since then the auditors and the school have made a \$60k adjustment to balances carried forward for current and term cyclical maintenance from 2021 (we are still finalising the audit for that year) and GST jumped from \$13k in September to \$223k now. That is due to GST on our October operations grant plus GST on the \$420k funding for the roof project design fees.

Cash position

Our cash position is better now with the \$420k sitting in a term deposit but we still need to keep spending under very strict control for the rest of this year and all of 2024. We will present the draft 2024 budget at our December meeting.

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

Grant Resolutions

Music Department

An application to be made to Four Winds Foundation for 20 mini Mac's with appropriate hardware for the Music Department. The current computers are 10+ years old and do not have the capacity to run the music programs that the students use for their music composition now. The current screens will be kept in order to keep costs down. The total cost is \$26,404.69 (GST incl) from Cyclone.

Action: I move that we make this application for the music department.

Maadi Rowing Cup – Electronic Vote prior to November Board Meeting

An application has been made to Grassroots Trust for \$23180 comprising of 4 separate accommodation locations to be secured in Twizel, South Island. This will enable approximately 30 PHS students to stay in Twizel for Maadi Rowing Cup for 10 nights from 14-24 March 2024.

The special resolution is needed because the November Grassroots Board meeting is on 19 November this month (earlier than usual by around 10 days), making this the day before the PHS Board meeting.

Action: The Pukekohe Board of Trustees moved that we made this application for the Maadi Rowing Cup to Grassroots prior to the November board meeting.

PHS Grant Summary 2023

Successful Grants Received

Name	Date	Value
SAS Sport – ESOL Student Laptops	May 23	\$5000
Grassroots Trust – IT Specialist Computers	May 23	\$10000
Canon Oceania Grants	July 23	\$5000
	TOTAL	\$20000

Pending Decision

Name	Date	Value
Harcourts Foundation – Learner's Licence Course x 25 Students	Sept 23	\$4306
	TOTAL	\$4306

Applications In Progress

Name	Date	Value
Grassroots Trust – mini Macs for Music	Nov 23	\$22960
Grassroots & Four Winds – Collab applications with Mercer rowing for Maadi and NISS Champs 2024	Nov/Dec 23	\$20000 +/-
	TOTAL	\$42000

Unsuccessful Grants

Name	Date	Value
Grassroots Trust – Rankin Cup Hockey Trip	April 23	\$18400
Max-E-Grants – ESOL Student Laptops	March 23	\$4781
Creating Space Storage – Safe Space for L/Support	July 23	\$10000
	TOTAL	\$33181

Total grants offered to staff year to date = **\$509,000** plus non-monetary prizes
Total grant applications submitted to year end 2023 = **\$100,000 +/-**

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

Massey Block toilets.

The building consent application has been approved by Council and it is anticipated the work can commence over the Christmas holidays.

Fencing project.

Work has started on clearing the trees and other vegetation from the school's Glasgow Rd boundary and on the Manukau Rd side of the fields running from Glasgow Rd to the horticultural unit. An issue arose the other day when the internal fence along that length was removed by the contractor. The owner of the new McDonalds site rang complaining about this and saying H&S for his construction site was compromised and needed immediate reinstatement by the school.

The gap under discussion is about 40m long and Richard asked our fencing project manager to install a temporary mesh fence to secure the school site from the construction zone. As it happened Brenda Roberts, MOE Property Advisor was here yesterday for a meeting about the roofing project and when informed of the fencing issue she had this to say:

- The neighbour is totally responsible for the safety of his construction site;
- As such he has no right to insist that the school on behalf of the Crown provide his own safety fencing;
- The fence that was taken down is actually 5m inside the school's boundary;
- It does not constitute a safety fence for the McDonalds construction site and therefore he is in breach of his obligations under the H&S Act;
- The MOE is disappointed at the prospect of yet another fast-food outlet so close to the school and considers it irresponsible.

Electrical project.

The project has been approved by MOE Property but we are still waiting for the funds to come through -\$300k.

Roof replacement project.

Brenda and two other MOE property officials met with the project manager, the architect and the school to discuss the scope of works and also the code under which the design work would take place. There are two options-the MOE Property code and the standard NZ Building Code. The latter is less stringent than the former and after a tour of the site including a walk over the rooves the MOE told the architect to draw up plans using the NZ Building Code.

Glasgow Road.

While Brenda was here we raised the Glasgow Rd matter. The 4 interested parties were mentioned and Brenda understands that the Board wants to be transparent by using an independent person eg Real Estate agency to "market" the land. She said she would ask MOE Property Management if there was a process for this and get back to us.

As well as a reinstatement requirement of the tenant at the end of the lease another major concern she had was the issue of fencing off the area to be used from the bush. We could have major fire issues with the increased access particularly on weekend and nights. The MOE would insist such fencing be in place before the site could be used as a carpark.

New classroom block.

Richard, Suz Powar and I have met with 3 furniture suppliers and have also done a walk through of the new building. Quotes are coming in and we will probably appoint a supplier next week. We have been assured all stock is either here already or will be made in time for the block's opening.

Health & Safety (report supported by Denis Murphy – Business Manager)

Incident Reports:

	Workers	Students	Others (e.g. visitors)	Total
Number of minor injuries needing on-site treatment only	Nil	52	Nil	52
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				
Comments on notifiable events/analysis/corrective actions				
Trends				

Health and Safety Committee updates: Meeting has been rescheduled

Review (as per review schedule):

Discipline Summary:

Stand downs and suspensions since the last board meeting:

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	3	2	1	9 (2)	NZ European (2)
				10 (1)	Māori (1)
Stand-down	8	6	2	9 (5)	NZ European (5)
				10 (2)	English (1)
				12 (1)	Māori (1)
					Tongan (1)

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

Policy review (report supported by Simon Williams)

Policy Review Cycle:

[Attached](#) is a copy of the proposed updated Policy review cycle. The update includes the addition of the policies for review in 2026.

Action: Simon moves that the proposed Policy Review Cycle be accepted

Governance Kaupapa:

I would like to propose that we make some amendments to our current Board Governance Kaupapa and Policies. The intention is to ensure these policies match how we are operating as a Board and that we are all clear in our responsibilities as a Board.

[Attached](#) are some of the relevant sections of this Governance document.

Staff / Student Trustee Role Description Policy

This policy states:

5.1	No regular reports are received unless a request has been made by the board on a specific topic.
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This doesn't match our current practice with both the staff and student trustees giving a verbal report. My suggestion is that this isn't a requirement, and the staff and student trustees contribute the same as the rest of the board without the verbal report.

Meeting Protocols

There are several points within this section that don't match current practice

Dates and Times - The document states: *Dates and times of meetings will be set in the board workplan and usually held on the last Tuesday of the month, starting at 6:00pm and finishing no later than 8:30pm.*

Action: Simon moves that the wording of this be altered to the second to last Monday of the month, starting at 6:00pm and finishing no later than 7:30

Minutes – The document states that minutes will be circulated within 7 days. This is a short timeframe. It may be more appropriate to have them checked by Principal and Chair within 7 days before confirmation at the next hui.

Co-Opted Board Positions:

It would be beneficial to have a reference within our Governance Kaupapa about the makeup of the Board. Having an official reference to the process for selection of the Marae position on the Board and the length of these co-opted terms would give security to these positions long term.

Student Behaviour Management Committee –Terms of Reference:

We have had discussions previously about altering the wording regarding a quorum for this committee. The suggestion is that we amendment to these terms of reference to state “In extreme circumstances a quorum of 2 board members shall apply”

Correspondence:

Outwards:

Date:	

Inwards:

Date:	
18.10.2023	Teacher personal leave request April 2024
13.11.2023	Careers/Gateway Staffing – please see attachments

Report Accepted:

I move that this report be accepted.

Appendices:

Appendix 1

Pukekohe High School Income and Expenditure For the 10 months ended 31 October 2023

	Actual Oct \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %
Income					
Government Grants					
Operations Grant	462,186	4,489,310	4,240,780	248,530	6
Teachers Salary Grant	1,484,959	9,883,912	9,883,912	-	-
Use of land & buildings	266,667	2,666,670	2,666,670	-	-
	2,213,812	17,039,892	16,791,362	248,530	1
Locally Raised funds			-		
Donations/Fundraising/Activities	1,605	24,545	383,330	(358,785)	(94)
Sport Income/exp	(309)	(24,963)	1,518	(26,481)	(1,744)
Other activities inc/exp	16,516	173,300	134,071	39,229	29
	17,812	172,882	518,919	(346,037)	(67)
International Students	1,039	50,461	100,910	(50,449)	(50)
Investment income	19,648	35,446	5,000	30,446	609
Total Income	2,252,311	17,298,681	17,416,191	(117,510)	(1)
Less expenses					
Learning Resources					
Staff Expenses	217,217	2,164,042	2,322,079	(158,037)	(7)
Teachers Salary-MOE funded	1,484,958	9,883,962	9,883,962	-	-
Curricula	24,796	441,113	484,270	(43,157)	(9)
Curricular Other	16,385	103,219	51,580	51,639	100
	1,743,356	12,592,336	12,741,891	(149,555)	(1)
Administration					
Staff expenses	95,862	736,955	702,776	34,179	5
ICT	17,383	168,801	212,170	(43,369)	(20)
General/Consumables/Legal	3,773	62,211	26,730	35,481	133
BOT Expenses	675	11,844	15,220	(3,376)	(22)

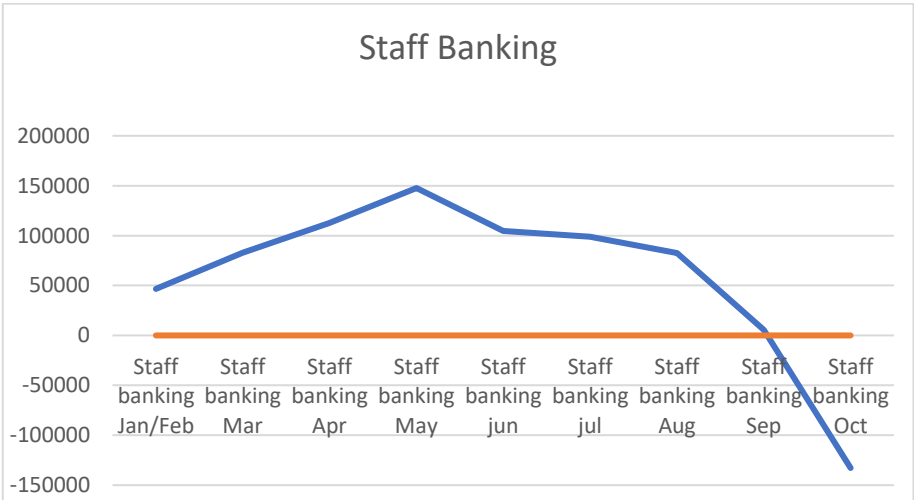
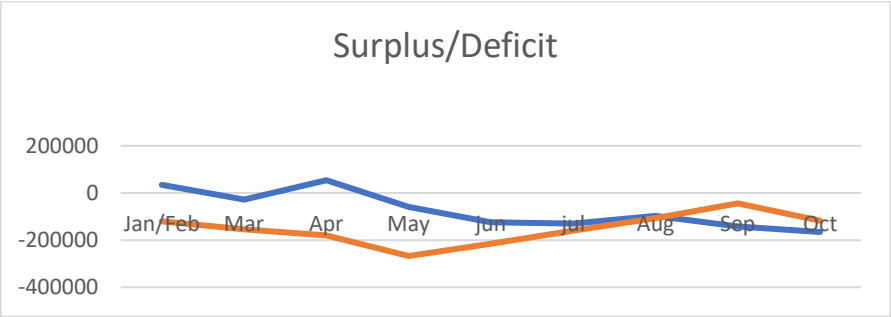
Communication	2,666	31,908	33,670	(1,762)	(5)
Risk Management	0	25,937	17,630	8,307	47
Audit/Accounting	6	1,871	26,870	(24,999)	(93)
	120,365	1,039,527	1,035,066	4,461	0
Property					
Use of land & buildings	266,667	2,666,670	2,666,670	-	-
Repairs and Maintenance	3,672	144,478	154,590	(10,112)	(7)
Staff expenses	42,523	347,317	295,555	51,762	18
Caretaking/cleaning	2,047	52,054	35,833	16,221	45
Heat, Light and Water	12,443	114,406	104,500	9,906	9
Grounds	3,442	38,946	41,810	(2,864)	(7)
Security	5,288	67,890	53,840	14,050	26
	336,082	3,431,761	3,352,798	78,963	2
Finance Costs					
	490	6,976	11,000	(4,024)	(37)
Depreciation					
	39,361	393,676	392,690	986	0
				-	
Total Expenditure	2,239,654	17,464,276	17,533,445	(69,169)	(0)
				-	
Surplus/(Deficit)	12,657	(165,595)	(117,254)	(48,341)	(41)

Pukekohe High School

Statement of Financial Position

As at 31 October 2023

	Oct Actual \$	Sep Actual \$
Current Assets		
Cash and Cash Equivalents	813,443	115,297
Accounts Receivable	475,597	908,952
Investments	682,000	438,293
Prepayments	52,504	44,448
Inventories	3,797	3,797
	2,027,341	1,510,787
Current Laibilities		
Govt Grants in Advance	770,737	68856
Accounts Payable	228,241	653,495
GST payable	223,756	65,924
International Student Funds	116,544	122,559
Student Funds received in Advance	12,201	10,770
Provision for Cyclical Maintenance-Current	110,537	110,537
Finance Lease Liability - Current	94,064	94,821
MOE Property Projects	714,210	725,112
MOE Salary accrual	27,995	27,995
	2,298,285	1,811,213
Working Capital Surplus/(Deficit)	(270,944)	(300,426)
Non-current Assets		
Property, Plant and Equipment	2,644,553	2,666,283
	2,644,553	2,666,283
Non-current Liabilities		
Provision for Cyclical Maintenance	128,053	128,053
Finance Lease Liability	60,178	65,827
	188,231	193,880
Net Assets	2,185,378	2,171,977
Equity		
Accumulated Funds	2,226,173	2,225,429
Furniture Grant	124,800	124,800
Net surplus/(deficit)	(165,595)	(178,252)
	2,185,378	2,171,977



Pukekohe High School -Policy Review Cycle

Procedures in italics are to be reviewed annually

	Term 1	Term 1	Term 2	Term 2	Term 3	Term 3	Term 4
	Annual	Self Review / Curriculum	Personnel	Property & Finance	Health and Safety	Legislative	Reporting to board of trustees
2024	-Job descriptions -Appraisal process -Performance agreements -Strategic/Annual plan	Staff Devices (2021) Student Devices (2021)	Appointments (2021) Principal Responsibilities (2022)	Protection and sharing of intellectual property (Creative Commons) (2021) Conflict of Interest (2021)	Protected Disclosures (2021) Anti Bullying & Anti Harassment (2021)	Enrolment (2021) Attendance (2021)	-Analysis of variance -Budget -Governance Kaupapa
	Annual	Self Review / Curriculum	Personnel	Finance	Health and Safety	Legislative	Reporting to board of trustees
2025	-Job descriptions -Appraisal process -Performance agreements -Strategic/Annual plan	Planning & Reporting (2023) Curriculum delivery (2023)	Performance management & Professional Growth (2022) Timetable (2022)		Concerns & Complaints (2022) Manakitanga (2022) Education Outside the Classroom (2022)	International Students (TBC)	-Analysis of variance -Budget -Governance Kaupapa
	Annual	Self Review / Curriculum	Personnel	Property & Finance	Health and Safety	Legislative	Reporting to board of trustees
2026	-Job descriptions -Appraisal process -Performance agreements -Strategic/Annual plan	Planning & Reporting (2023) Curriculum delivery (2023)	Personnel (2023) Timetable (2023)	Asset Protection (2023) Financial Planning & Condition (2023) Theft & Fraud prevention (2023) Credit card (2023) Sensitive Expenditure (2023)	Child Protection (2023) Health & Safety (2023)	Uniform (2023)	-Analysis of variance -Budget -Governance Kaupapa

Staff and Community consulted
Staff consulted



6. Staff/ Student Trustee Role Description Policy

Outcome statement

The staff/ student representative brings a staff / student perspective to board discussion and decision making.

Scoping

As a trustee, the staff / student representative is elected by their peers to serve the interests of the school at governance level. They have equal voice, vote, standing and accountability to any other board member.

Expectations and limitations

Staff representative accountability measures	Standard
1. To work within the board's charter/strategic plan.	1.1 The charter/strategic plan is obviously considered in board decisions.
2. To abide by the board's governance and operational policies.	2.1 The staff trustee has a copy of the governance manual and is familiar with all board policies.
3. The staff / student trustee is first and foremost a trustee and must act in the best interests of the students at the school at all times.	3.1 The staff / student trustee is not a staff advocate. 3.2 The staff/ student trustee does not bring staff concerns to the board.
4. The staff / student trustee is bound by the trustee code of behaviour.	4.1 The staff / student trustee acts within the code of behaviour.
5. It is not necessary for the staff / student trustee to prepare a verbal or written report for the board unless specifically requested to by the board.	5.1 No regular reports are received unless a request has been made by the board on a specific topic.

Procedures/supporting documentation

Monitoring

Legislative compliance

Review schedule: Triennially

March 2025



c1 Meeting protocols

The board of trustees of Pukekohe School is committed to effective and efficient meetings and, to this end, sets out the following guidelines for the conduct of board meetings.

Timing of meetings

- Dates and times of meetings will be set in the board workplan and usually held on the last Tuesday of the month, starting at 6:00pm and finishing no later than 8:30pm.
- A resolution for an extension of time may be moved but will not normally exceed 30 minutes.
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting

Agenda and meeting papers

- The chair is responsible, in liaison with the principal, for the preparation of an agenda prior to each meeting. The chair will ensure all board members have the opportunity to place items on the agenda.
- The principal is to ensure that secretarial services are provided to the board.
- Agenda items are to be notified to the chair by 9am on the Friday prior to the meeting.
- The agenda and board papers will be circulated to board members on the Friday afternoon prior to the meeting.
- The board should have access to all correspondence. Correspondence that requires the board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.
- Copies of the agenda for the part of each meeting that is open to the public should be made available at the meeting place for any members of the public.
- Late items will only be accepted with the approval of the board and in rare circumstances where a decision is urgent.
- The order of the agenda may be varied by resolution at the meeting.
- All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material in the meeting documentation.
- The agenda is to be collated with the items placed in order and marked with an agenda item number.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.

Public participation

- The board meeting is a meeting open to the public rather than a public meeting.
- Only trustees have automatic speaking rights.
- Public participation is at the discretion of the board.
- Public attending the meeting, including staff members not elected as the staff representative, are given a notice about their rights regarding attendance at the meeting – see C1.1 Public attending board meetings.

Electronic Meetings

Regulation 12(3) of the Education (School Boards) Regulations 2020 allows school boards to hold meetings via audio, audio-visual, or electronic communication providing: a. all of the board members who wish to participate in the meeting have access to the technology needed to participate, and b. a quorum of members can simultaneously communicate with each other throughout the meeting. As board meetings are held in public the board will need to ensure community members can access the meetings to observe/ listen.



Exclusion of the public

- The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act 1987. The wording to be used in the motion to exclude the public is found in Schedule 2A of the Act. The board must make the reasons for excluding the public clear. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.*
- Persons may be asked to remain after the public has been excluded because they possess knowledge that will be of assistance in relation to the matter to be discussed. The board must pass a resolution that they may remain.

Conduct of meetings

- A quorum of more than half the members currently holding office is required.*
- Trustees will declare any conflict of interest at the beginning of the meeting.
- Any trustees with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.* A pecuniary interest arises when a trustee may be financially advantaged or disadvantaged as a result of decisions made by the board (contracts, pay and conditions). A conflict of interest is when an individual trustee could have or could be thought to have a personal stake in matters to be considered by the board.
- The chair shall be appointed by election at the first meeting of the year except in the triennial election year where it will be at the first meeting of the newly elected board.*
- The elected chair (or, in their absence, a non-school-based trustee) presides at meetings.
- Only apologies received from those who cannot be present must be recorded. Trustees who miss three consecutive meetings without the prior leave of the board cease to be members. An apology does not meet the requirement of prior leave. To obtain prior leave, a trustee must request leave from the board at a board meeting, and the board must make a decision whether or not to grant it.*
- Points of order are questions directed to the chair that require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.
- The board's normal meeting procedures may be suspended by resolution of the meeting.

Decision-making process

- All decisions are to be taken by open voting by all trustees present.
- In the event of tied voting on a resolution, the chair may exercise a casting vote in addition to their deliberative vote.*
- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the chair and are then open for discussion.
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.
- No further amendments may be accepted until the first one is disposed of.
- The mover of a motion has right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.
- When a matter cannot be resolved or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

Board resolutions via electronic means (e-resolutions)

Regulation 17 of the Education (School Boards) Regulations 2020 allows school boards to pass resolutions by post, delivery, or electronic communication (email). This can be used by the board to make a resolution where they otherwise would have been unable to meet. Resolutions passed in this way must be unanimously agreed to by all board members currently in office.

If the board is passing a resolution by email, emails from board members assenting to the resolution should be from board members'



known email addresses. This would provide sufficient proof of identification and agreement with the resolution from the board member concerned. It would not be necessary to provide an actual "electronic signature". Unanimous resolutions passed by electronic means should be included in the schedule of correspondence at the next board meeting. This then becomes part of the board's official written record and avoids the danger of a resolution being filed away and forgotten about or lost.

Minutes

- Board meeting minutes will be taken by a contracted, paid minute secretary who is not a member of the board.
- The minutes are to clearly show resolutions and action points and who is to complete the action.
- Minutes are distributed electronically to the board within 7 working days. Requests for corrections or amendments should be submitted by email to the chair as soon as possible to ensure accurate minutes can be confirmed at the next meeting.
- Minutes to be tabled for approval should be included in the documentation made available to all board members prior to the meeting.

Special meetings*

- A special meeting may be called by delivery of notice to the chair signed by at least one-third of trustees currently holding office.
- A special meeting can be requested by the Chair. This must be supported by at least one-third of the trustees currently holding office and where a conflict of interest is not present.
- Meetings can be held via audio, audio and visual or electronic communication providing:
 - all trustees who wish to participate in the meeting have access to the technology needed to participate, and
 - a quorum of members can simultaneously communicate with each other throughout the meeting.

* Legislative requirement

C1.1 Public attending Board Meetings

The board of trustees welcomes public presence at board meetings and hopes that members of the public enjoy their time observing board meetings. Members of the public include staff, students and parents of the school who are not trustees on the board.

These procedures will be provided to members of the public attending meetings so that they understand the rules that apply and will be followed unless otherwise authorised by the board:

- Board meetings are not public meetings but meetings held in public.
- If the meeting moves to exclude the public (usually to protect the privacy of individuals), members of the public will be asked to leave the meeting until this aspect of business has been concluded.
- Members of the public may request speaking rights on a particular subject that is on the agenda. Preferably, this request has been made in advance. Public participation is at the discretion of the board.
- Speakers shall be restricted to a time limit of 15 minutes per interest group.
- No more than 3 speakers on any one topic.
- Speakers are not to question the board and must speak to the topic.
- Board members will not address questions or statements to speakers.
- Speakers shall not be disrespectful or offensive or make malicious statements or claims.
- If the chair believes that any of these have occurred or the speaker has gone over time, they will be asked to finish.

This procedure approved by the board of trustees on March 2022:



c2.1 Student Behaviour Management Committee Terms of Reference

Purpose

To ensure that all processes relating to the suspension of students adhere to the requirements of the Education Act 1989, Education Rules 1999 and Ministry of Education guidelines.

Committee members

All members of the board excluding the principal, staff trustee and student trustee. The chair of the committee is the board chair or, in the chair's absence, will be determined by the committee. The quorum for the committee shall be three trustees.

Delegated authority

Under Schedule 6 section 17 of the Education Act 1989, certain powers of the board shall be delegated to the student disciplinary committee of the board of trustees. The committee will:

- act in fairness, without bias or prejudice and with confidentiality
- act within legislation and the Ministry of Education guidelines
- act only on written and agreed information, not verbal hearsay
- use processes of natural justice in discipline hearing procedures
- make recommendations on discipline matters to the board as necessary, or
- decide the outcome of any student disciplinary meeting.

The board will be kept informed by the principal of the number of stand-downs, suspensions, exclusions and expulsions at each board meeting.

Review schedule: Triennially
