



PUKEKOHE

HIGH SCHOOL

Board of Trustees Agenda 17 June 2024

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 20 May 2024 have been circulated to all Trustees.
4. Principal's Report
5. Presentation on Pastoral (Deputy Principal Hester Myburgh)
6. Financial Management
7. Property Management
8. Health & Safety
9. Policy Review
10. Grants



PUKEKOHE HIGH SCHOOL

Report to Board of Trustees June 2024

Area of Responsibility: Principal

Report by: James Thomas

We're well over halfway through the term and almost at the end of my tenure here at Pukekohe High School. It has been a great pleasure working with everyone and seeing the growth, leadership and school spirit from both students and staff. I know I will be leaving everyone in good hands with Murray taking over the reigns next term.

At our Monday hui we will be joined by Hester Myburgh (Year 9 Deputy Principal) who leads the pastoral area. Then I'll share some good news stories about some of our recent activities (eg, Junior and Senior Parent Teacher Interviews, PHS Got Talent Shows, Lit/Num CAA's, Turnitin).

Once again, thank you for the opportunity, and for your support.

Nga mihi nui

James Thomas
Principal

School Statistics:

Enrolment totals 1 January – 30 April 2024.

Zoning Status	Year 9	Year 10	Year 11	Year 12	Year 13	Total	% of roll
In Zone	330	406	416	319	251	1722	91.40
Out of Zone	47	25	27	22	14	135	7.17
Not Applicable	2	4	10	7	4	27	1.43
Current Roll	379	435	453	348	269	1884	100

		Monthly Total						
		1 May - 31 May 2024						
New Enrolments - Domestic Students		9	10	11	12	13	14	Tot
Grand Total		4	8	7	4	4		27
ETHNICITY		9	10	11	12	13	14	Tot
Asian			4	3	1	3		11
European		1	3	2	2			8
Māori		3	1	1	1	1		7
MELAA								0
Pasifika				1				1
Other								0
Total		4	8	7	4	4	0	27

Running Total							
1 January - 31 May2024							
9	10	11	12	13	14	Tot	
391	42	34	24	20		511	
9	10	11	12	13	14	Tot	
62	8	9	6	11		96	
143	13	9	9	2		176	
131	14	9	5	5		164	
12		2				14	
43	7	5	4	2		61	
						0	
391	42	34	24	20	0	511	

		Monthly Total						
		1 May - 31 May 2024						
Enrolment - International Students		9	10	11	12	13	14	Tot
FF	Enrolment - Fee paying students							0
FF	Attending - Fee paying students	2	3	4	4			13
EX	Exchange Students							0
FF	Short Stay Group Students	4	7	4	2	3		20
Total		6	10	8	6	3	0	33

Running Total							
1 January - 31 May2024							
9	10	11	12	13	14	Tot	
2	6	7	5	4		24	
2	3	4	4			13	
						0	
46	14	6	6			72	
50	23	17	15	4	0	96	

2024 Improvement Plan:

Pukekohe High School 2024 Improvement Plan with Progress

Annual Goal Regulation 9(1)(a)	Specific Objectives Regulation 9(1)(a)	Actions Regulation 9(1)(b)	Progress	Leader Regulation 9(1)(c)	Resources Regulation 9(1)(c)	Measuring and celebrating success Regulation 9(1)(d)
Improve attendance and engagement	<ol style="list-style-type: none"> To increase the number of students attending school regularly (90+%) from 2023 levels To reduce the number of students who have chronic level of attendance (70% or less) from 2023 levels To increase on-time attendance to school 	<ol style="list-style-type: none"> 2x termly audit of students (individual level of attendance). Kaitiaki follow-up of those in chronic attendance category – pastoral support, learning support, support with pathways Attendance Support Officer to follow up daily students with 3+ days on unexplained absence – phone calls home, meetings with whanau, Daily lates sign-in process – email comms home School comms re the importance of attendance – newsletter, assemblies, social media 	<p>Completed</p> <p>Completed</p> <p>Going Well</p> <p>Completed</p>	Murray	SLT (Attendance) Kaitiaki Attendance Support Office; FAS Two people every Period 1 Time at staff briefings and hui	<ol style="list-style-type: none"> Increase in number of students with regular school attendance to meet MOE attendance targets Decrease in the number of students with chronic levels of attendance to meet MOE targets Decrease in the number of students signing in late daily Celebrate continued positive attendance; plus improvement
Improve teaching practice	<ol style="list-style-type: none"> Staff increasingly see and know the individuals in their classes. Initially, our Māori and Pasifika achieving at the same level as Māori and Pasifika in similar Equity Index 'band', across all three levels of NCEA. Boys achieving at the same level as girls. Shift from red/orange to green across all levels of our Engagement (Traffic Light) reporting with focuss on underachieving groups Improved behavioral management in class 	<ol style="list-style-type: none"> Niho Taniwha PLD for teaching staff involving full staff hui, observation and reflection. Alignment of Professional Growth Cycle goals to teaching practise. Data tracking systems – class & whole cohort level with interventions. Staff use and respond to student voice (Rongohia te hau questions) BR4L review of process and reinforce process with staff. 	<p>Going Well</p> <p>Going Well</p> <p>Started</p> <p>Yet to start</p> <p>Yet to start</p>	Suz	Budget appropriate PLD and MMA's	<ol style="list-style-type: none"> NCEA results ↑ 5% on 2023 Establish a baseline re Effective Teaching Practice. Then show a shift along the continuum of practice from Term Two to Term Four observations. Regarding student perceptions: A positive shift from Term Two to Term Four in perceptions expressed by student voice
Build pride in Pukekohe High School	<ol style="list-style-type: none"> Improving school culture by acknowledging and rewards examples or our school values. Getting groups to compete in ASB Polyfest Students feel their culture is respected and celebrated at PHS Having whole school sports events Improvement compliance with uniform Increases pride in representing the school 	<ol style="list-style-type: none"> Setting up the ability in KAMAR for teachers to acknowledge when they have seen students demonstrating the school values. Supporting the four PolyFest groups we have set up and entered to be ready to perform and do their best on the national stage; and building from Polyfest with groups being active for language weeks Interhouse Athletics, Swimming, and Cross Country sports events Uniform Review Celebrate high achievements of students e.g. cultural, sports, art. 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Going Well</p> <p>Going Well</p>	Steve	Support House Leaders, Arts, Cultural, Sports Dept Time at staff briefings and hui	<ol style="list-style-type: none"> Once set up we will have data that can be pulled from KAMAR to show how the students and showing values and improving to show Numbers of students and whanau coming to practices and showing effort for the event Appointment of new TIC of House Events this year and Whole School Inter-House Athletics Feedback from Staff, Students & Whanau about living our values as evidenced via such things as the 'points' on KAMAR

Attendance and Engagement

- Sign-in process occurring daily.
- Continuing to work on systems to follow up with students who are consistently late to school
- Deans have been recognising positive attendance within their cohort by contacting home.

AREA – Running Totals

1 January - 10 May 2024

ATTENDANCE AVERAGE %	9	10	11	12	13	14	Ave %
Asian	91	90.7	91	91	87.0		90.3
European	90.7	87.8	86.6	91.1	85.1		88.2
Māori	83.4	80.4	81.8	82.2	79.0		81.7
MELAA	92.5	94.2	91.7	89.3	95.3		92.4
Pasifika	83.7	80.7	83.1	78.9	74.6		80.5
Other	85	89.3	89	91	89.5		89.4
Ave %	87.7	85.6	85.8	88.2	83.3		86.2

AREA - Monthly Totals

1 May - 10 May 2024

9	10	11	12	13	14	Ave %
87.5	93.1	89.4	93.0	83.6		89.3
88.5	88.0	85.1	91.9	82.5		87.3
81.1	80.7	77.1	78.5	79.0		79.4
92.1	100.0	89.8	90.7	93.8		92.8
80.0	75.5	81.5	74.4	72.6		77.0
78.0	97.3	89.0	91.5	90.8		91.2
85.1	85.6	83.4	87.8	81.2		84.8

Quality Teaching and Learning

- Systems created for Data Tracking but need to develop interventions
 - Staff Use
- This will be shared with staff. Student voice will be part of PLG structure process Term 2/3

School Culture

- Started being used in assembly, looking for how we can grow rewards.
- Language week up and running. Propose Fiafia night late Term 3.
- Great start of year, looking forward for what is next.
- Working with SAS on new uniform options
- Good presence on social media – how we can look to improve.

Pastoral

- Behaviour and Relationships for Learning (BR4L) review needed to make user friendly / easy to use
- PLD to ensure all staff familiar with BR4L and that it is consistently applied.
- Pastoral support Year 9 Kaiaawhina, have great conversations with students. Contacting parents individually to inform on challenges. Great positive feedback and collaboration between parents and kaiaawhina.

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

Financial Statements and Creditors:

[Appendix 1](#) is the May 2024 income & expenditure statements and balance sheet as at 31 May 2024.

Our YTD surplus has increased to \$381k after recording a \$44k surplus in May. So YTD we are \$368k better than budget.

Variances

Variances to budget worth noting are:

Income

Operations Grant

We are ahead of budget by \$287k.

Locally Raised Funds

We ahead of budget by \$30k.

International Students.

International net income is slightly behind budget by \$11k.

Expenditure

We are under budget in Learning Resources, Property, Finance Costs and Depreciation and slightly over in Admin with the net effect that total expenditure is under by \$56k. That added to our income being better than budget by \$312k means that after 5 months we are well ahead of the game.

Working capital

Working Capital is looking a lot better now after sending our invoices to Quadrent Leasing for the sale and lease back of last year's fixed asset purchases. Quadrent have asked for a lot of detail to back up the invoices including the serial number of each device and copies of our bank statements showing where we have actually purchased each item. As there are hundreds of items involved it is taking some time. However, it is well worth it!

Also please note that of the current liabilities figure of \$2,325,179, over \$800,000 is income in advance (either Govt or International) and is money we already have in the bank not money we have to pay out to suppliers.

Future large payments

We have a decent amount of cash on hand at the moment, but we do have a couple of big bills to pay over the next month. One is the payment for the new Learning Support Centre building of around \$160k plus and the second is \$175k for the first half of last year's staff banking overrun.

On the upside our third quarter instalment of Operations Grant will hit the bank account on 1 July and it will be about \$1.3m.

New classroom block.

We were disappointed (to say the least) to find out that the school has to pay for the internet and wifi equipment for the new block and its installation as well. We met with the architect, project manager and MOE officials every 3 weeks from November 2022 and this has never come up until now. Fortunately, we can lease all the gear so the impact on cash flow shouldn't be too onerous

Staffing costs

The staffing situation is looking good at the moment with actual staff usage being close to our entitlement. We are not paying as much in BOT funded staffing as in previous years either and relief costs are well down too. As staffing costs are about 75% of our total expenditure keeping staffing under control is paramount. As at 31 May total expenditure was \$8,553,000 and staffing costs were \$6,372,000 of that. The latter figure is \$78k under budget thanks to James and his senior management team.

(Financials)

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

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

Report May 2024

Massey Block toilets. Work is now coming to a close and we are looking forward to the finished product. A number of unforeseen issues have plagued the job all the way along causing numerous delays. The latest one which concerned heat sensors was particularly frustrating.

Fencing project. The new fencing/gate near the Glasgow Rd/Harris St corner is underway and should be ready in a few weeks.

New classroom block. The new block should be in use in term 3 once the internet and wifi connections are working and of course the building needs to be blessed.

Broken sewer pipe. The MOE have finally approved us going ahead with our second proposed solution which is to lay a new pipe to join the main council one heading south from the school buildings. The broken one headed north towards Harris St and the cost to repair it was prohibitive. The work on solution 2 will require lifting concrete, digging a trench and laying a pipe along the front of G block, turning at right angles and going under room G5 and on to a manhole at the southeast corner of McKinnon gym. The work will be very noisy and disruptive so it will be done in the holidays.

McDonald's site. The school has conveyed to the neighbour the Board's decision not to agree to his request to build close to the boundary.

Proposed Harris St frontage fence. At our last meeting a lease proposal was put before the Board to erect a higher fence along the Harris St frontage and carpark and install a vehicular and pedestrian gate. The Principal suggested the SLT discuss the options first and come back to the Board with a recommendation. The SLT have since discussed the matter and a recommendation will be submitted in due course.

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

As the MOE have approved work commencing on our second solution to the sewer issue, we are now able to fill in the 5m hole outside the Marae and remove the surrounding fencing. This will eliminate what has been a major hazard.

Due to the sewer issue and delays to the Massey block toilets, toileting has become an issue. We brought in 10 portaloos to help the situation but with some of them being trashed that has been problematic as well. Also because of the use they are getting we are having to replace them every second day now.

Incident Reports:

	Workers	Students	Others (e.g. visitors)	Total
Number of minor injuries needing on-site treatment only	Nil	52	Nil	Nil
Number of injuries or incidents resulting in doctor or other medical visits	1	5	Nil	Nil
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:

Committee met on Thursday 23 May with 7 staff present.

- General discussion needing no further action
- Request from one staff member that duty staff be 'connected' via radios or walkie talkies. Whilst there was not a resolution from the Health & Safety Committee that this should happen, SLT will consider the circumstances that led to this request.

Next meeting is scheduled for Week 9, Term 2.

Discipline Summary:

Stand downs and suspensions since the last board meeting:

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	2	1	1	9 (1)	Māori (1)
				10 (1)	British (1)
Stand-down	20	8	12	9 (11)	NZ European (9)
				10 (9)	Māori (7)
					British (2)
					French (1)
					Tongan (1)

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

Policy review (report supported by Simon Williams)

[Conflict of Interest Policy](#), please read and ratify.

[Creative Commons Policy](#) please read and ratify.

[Enrolment Policy Amendment](#).

Motion: That our Enrolment Policy will be amended so the first bullet point under the Out of Zone Enrolments will read: By 1 August each year, the board will determine/estimate how many out-of-zone places are likely to be available the following year at each year level. A ballot at mid-year may also be held at the Boards discretion.

Motion: With regard implementation for 2025:50 OoZ places will be available for students wanting to join us in Year 9 students. We will not accept OoZ students in other year levels except for extreme cases as determined by the Principal.

Report Accepted:

I move that this report be accepted.

Appendices:

Appendix_1

Pukekohe High School Income and Expenditure For the five months ended 31 May 2024

	Actual May \$	Actual YTD \$	YTD Budget \$	Variance Actual \$	Variance %	Full year budget	Actual YTD as a % of full year
Income							
Government Grants							
Operations Grant	538,905	2,551,742	2,264,355	287,387	13	5,434,488	47
Teachers Salary Grant	918,591	4,871,290	4,871,298	(8)	(0)	11,680,987	42
Use of land & buildings	266,667	1,333,335	1,333,335	-	-	3,200,004	42
	1,724,163	8,756,367	8,468,988	287,379	3	20,315,479	43
Locally Raised funds			-				
Donations/Fundraising/Activities	(425)	13,147	20,425	(7,278)	(36)	49,020	27
Sport Income/exp	7,296	(19,472)	(76,134)	56,662	74	(152)	12811
Other activities inc/exp	14,593	52,509	71,456	(18,947)	(27)	205,783	26
	21,464	46,184	15,747	30,437	(193)	254,651	18
International Students							
Income	36,154	251,813	223,725	28,088	13	536,936	47
Expenditure	18,280	145,454	106,276	39,178	37	223,647	65
	17,874	106,359	117,449	(11,090)	(9)	313,289	34

Investment income	6,647	25,701	20,000	5,701	29	48,000	54
Total Income	1,770,148	8,934,611	8,622,184	312,427	4	20,931,419	43
Less expenses							
Learning Resources							
Staff Expenses	217,515	871,377	938,902	(67,525)	(7)	2,250,032	39
Teachers Salary-MOE funded	918,590	4,871,300	4,871,298	2	0	11,680,987	42
Curricula	60,291	263,123	250,195	12,928	5	599,270	44
Curricular Other	1,682	25,975	43,130	(17,155)	(40)	103,512	25
	1,198,078	6,031,775	6,103,525	(71,750)	(1)	14,633,801	41
Administration							
Audit/Accounting	10,186	10,436	17,305	(6,869)	(40)	41,530	25
BOT Expenses	510	6,737	5,975	762	13	14,214	47
Communication	2,876	12,317	15,950	(3,633)	(23)	38,290	32
General/Consumables/Legal	23,566	49,907	32,680	17,227	53	78,432	64
ICT	22,360	130,551	105,435	25,116	24	202,562	64
Risk Management	2,461	10,046	14,405	(4,359)	(30)	31,362	32
Staff expenses	76,968	402,793	407,638	(4,845)	(1)	963,500	42
	138,927	622,787	599,388	23,399	4	1,369,890	45
Property							
Caretaking/cleaning	2,864	10,589	15,650	(5,061)	(32)	37,558	28
Grounds	5,364	22,052	19,155	2,897	15	45,979	48
Heat, Light and Water	24,156	71,297	57,205	14,092	25	137,287	52
Repairs and Maintenance	14,121	72,664	72,240	424	1	173,375	42
Security	6,613	24,274	31,250	(6,976)	(22)	75,000	32

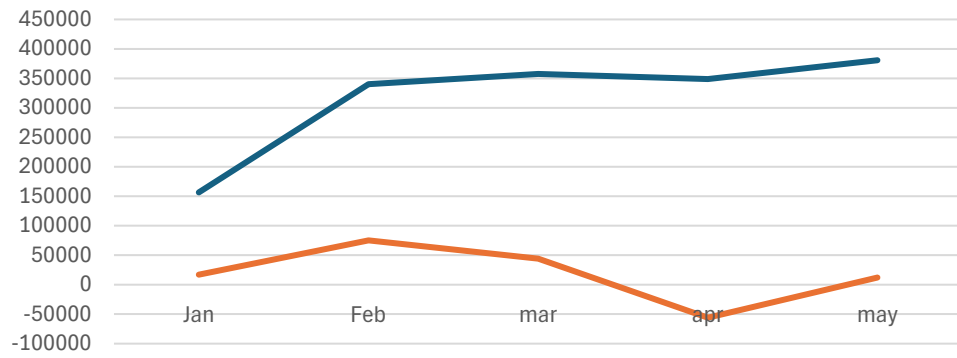
Staff expenses	30,923	161,866	168,806	(6,940)	(4)	399,000	41
Use of land & buildings	266,667	1,333,335	1,333,335	-	-	3,200,004	42
	350,708	1,696,077	1,697,641	(1,564)	(0)	4,068,203	42
Finance Costs							
	608	2,279	3,490	(1,211)	(35)	8,372	27
Depreciation							
	37,632	200,914	205,975	(5,061)	(2)	505,405	40
				-			
Total Expenditure	1,725,953	8,553,832	8,610,019	(56,187)	(1)	20,585,671	42
				-			
Surplus/(Deficit)	44,194	380,779	12,165	368,614	(3,030)	345,748	110

Pukekohe High School

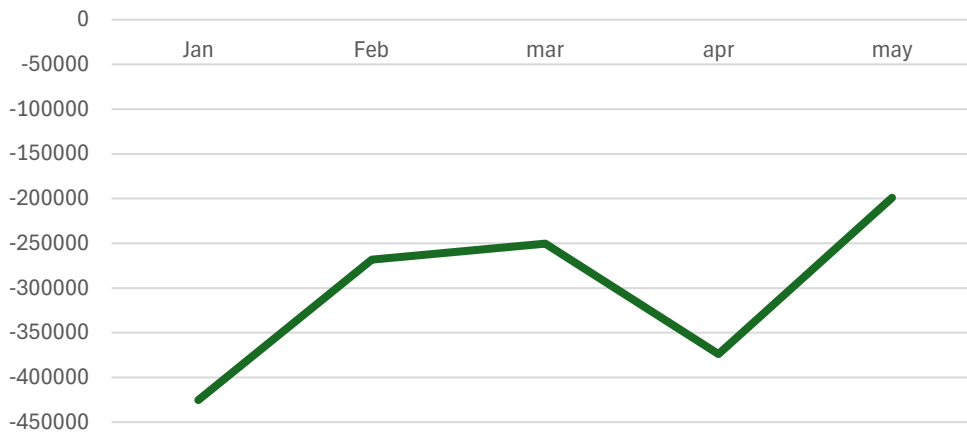
Statement of Financial Position As at 31 May 2024

	May Actual \$	Apr Actual \$
Current Assets		
Cash and Cash Equivalents	571463	758,936
Accounts Receivable	469556	37,969
Prepayments	48325	53,249
Investments	1000000	2,002,548
Inventories	3797	3,797
GST Receivable	32918	
	2,126,059	0 2,856,499
Current Liabilities		
Govt Grants in Advance	590359	1,044,480
Accounts Payable	238734	315,445
GST payable	0	203,554
International Student Funds	259427	285,497
Student Funds received in Advance	10656	11,666
Provision for Cyclical Maintenance-Current	178684	88,773
Finance Lease Liability - Current	251154	80,318
MOE Property Projects	422816	827,225
MOE Salary accrual	27995	27,995
Overstaffing liability	345354	345,354
	2,325,179	3,230,307
Working Capital Surplus/(Deficit)	(199,120)	(373,808)
Non-current Assets		
Property, Plant and Equipment	2,805,256	2,673,225
	2,805,256	2,673,225
Non-current Liabilities		
Provision for Cyclical Maintenance	73,635	128,053
Finance Lease Liability	407,172	47,409
	480,807	175,462
Net Assets	2,125,329	2,123,955
Equity		
Accumulated Funds	1,636,029	1,666,323
Furniture Grant	108,521	108,522
Net surplus/(deficit)	380,779	349,110
	2,125,329	2,123,955

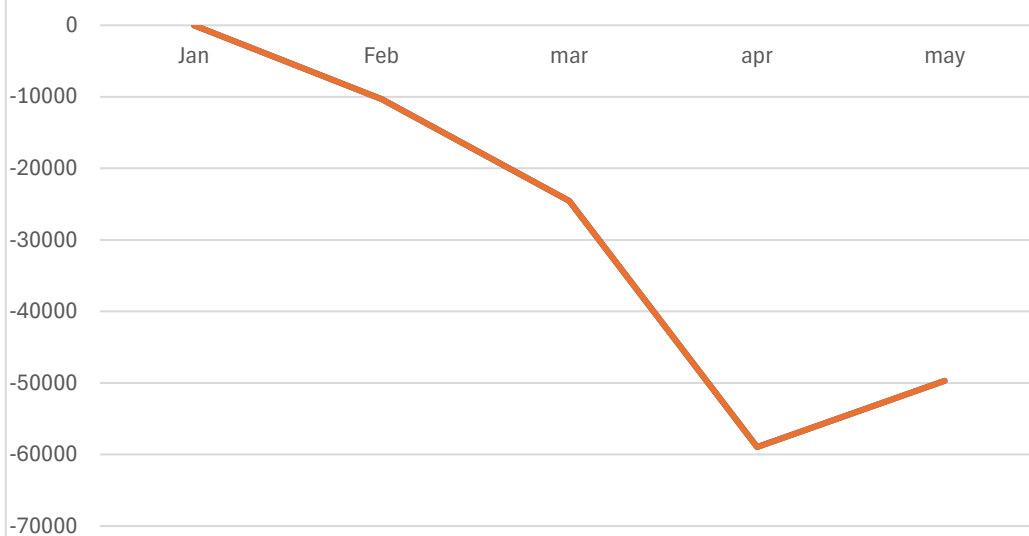
Surplus-actual vs budget



Working Capital



Staff banking





Conflicts of Interest Policy

Policy to support NAG 4 - Property & Financial

Outcome statement

The Board and staff effectively manage actual, potential and perceived conflicts of interest ensuring the integrity of school decisions and reputation of Board and staff members is maintained. Open and transparent declarations of interest protect the integrity of the school decisionmaking process, and the reputations of all Board and staff members.

Scoping

This policy applies to all employees, staff and contractors to Pukekohe High School. All aspects of a conflict of interest will be considered - potential, perceived or actual. A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors, could compromise his or her judgment, decisions, or actions within the workplace.

Delegations

The Board and Principal will ensure all contractors, staff and Board members are aware of their responsibilities to declare all forms of conflicts of interest. All parties will be responsible for ensuring that clear and robust systems are in place.

Expectations and limitations

All staff and board members will effectively manage conflicts of interest between the interests of the school on one hand and personal, professional and business interests on the other. This includes managing potential and actual conflicts of interest as well as perceptions of conflicts of interest.

If an employee, contractor or Board member engage in any activity which:

- i. Adversely affects, or may adversely affect, their ability to impartially carry out their responsibilities to Pukekohe High School; or
- ii. They, or any member of their immediate family, have a pecuniary or non-pecuniary interest in business, or transaction, involved with the school;

Then, there is a potential, perceived or actual conflict of interest requiring disclosure and management.

Four options will be used for managing actual, potential and perceived conflicts of interest:

- **Restricted** involvement in the process
- **Recruit** an independent third party to oversee part or all of the process.
- **Remove** yourself from the process
- **Relinquish** your private interest that causes the conflict

Trustees

If a Trustee could have, or could be perceived to have, a conflict of interest in relation to an agenda item, they must declare such conflict or potential conflict at the start of the meeting.

The Board will minute each declaration and the Trustee shall not take part in any debate or decision making for that issue.

Any trustee who has a pecuniary interest or any other interest that may influence them in carrying out their duties and responsibilities as a trustee must be excluded from any meeting while the Board discusses, considers, considers anything relating to or decides on the matter.

Any trustee who is a member of the Board's staff must be excluded from any meeting while the Board discusses, considers, considers anything relating to or decides on any matter relating to their own employment or a complaint received against them.

Any trustee who is a student enrolled at the college must be excluded from any meeting while the Board discusses, considers anything relating to or decides on any matter relating to them as an individual student.

In the course of Board meetings, Board members will disclose any interests in a transaction or decision where their family and/or partner, employer or close associate will receive a benefit or gain. After disclosure, the person making the disclosure will be asked to leave the meeting for the discussion and will not be permitted to vote on the question.

Employees

An employee with a potential, perceived or actual conflict must disclose it to their team leader / and or Principal as soon as it arises or becomes apparent and before engaging in the activity. Disclosures by employees will be recorded in the minutes of a meeting, with the team leader to decide whether the employee is to be excluded from aspects of, or decisions during the meeting.

Employees are required to seek the approval from the Principal before engaging in business activities, including alternative and/or secondary employment, if they might potentially conflict with the interests of the employer or the performance of the employee's role. The prime business loyalty of each employee is to Pukekohe High School.

Employees, contractors and volunteers must maintain an appropriate level of public political neutrality required to enable Pukekohe High to protect its reputation and work with current and future stakeholders.

No employee, contractor or board members shall approve at anytime any invoices that relate to services that they or a family member have provided directly or indirectly to the school.

Personal Conflicts of Interest

Transparency, professionalism and caution will be exercised when issues of personal conflicts of interest arise. Personal conflicts of interest within the school setting may be in relation to situations such as; student class placement, the awarding of scholarships / leadership roles, etc. The existence of the incentive or a perception of bias is sufficient to create a perceived conflict of interest. Whether or not the individual concerned would actually act on this incentive is irrelevant. In instances where perceived or actual conflict interest arises, a decision will be made by a team leader or Principal to reduce the existence of this conflict by adding other decision makers to the discussion, restrict or remove the decision from the staff member with the conflict of interest.

Employees and volunteers from time to time may accept personal gifts, services and hospitality in their capacity as staff members. Caution of a perceived conflict of interest should be taken, where gifts, free services, discounts, or any other gains from suppliers, contractors or clients are received.

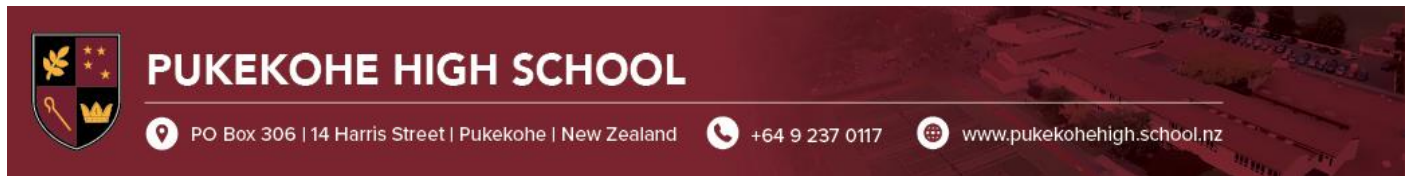
Procedures/supporting documentation

Monitoring

- Conflict of interest is a standing agenda item to be asked of all trustees at each meeting.
- List of conflicts of interest are to be part of the minutes and to be updated annually.

Legislative compliance

- Education and Training Act 2020



Protection and Sharing of Intellectual Property (Creative Commons) Policy

Policy to support NAG 3 Personnel

Outcome statement

The Board enables and encourages sharing and collaboration between teachers by recognising and removing legal barriers that exist to the sharing of learning resources and other materials created by school staff in the course of their employment.

Scoping

The New Zealand Copyright Act 1994 Section 21 (2) recognises the copyright ownership rights of Board of Trustees in works produced by their employees in the course of their employment.

By licensing its copyright, the Board is giving permission in advance for others to copy and share learning resources developed by its employees and owned by the Board.

Delegations

The Board delegates to the Principal the responsibility to:

- apply by default a Creative Commons Attribution Licence to all teaching materials and policies in which the Board of Trustees owns formal copyright.
- transfer to the original creator the copyright in created works licensed by the school under a Creative Commons Attribution or Creative Commons Share-Alike licence
- ensure that all staff are aware of the terms of this policy and how it relates to teaching resources they develop in the course of their employment at the school.

Expectations and limitations

The Board:

- does not make any claim over the ownership of copyright works produced by students – the copyright to these works remains with the creator.
- recognises that this policy only applies to copyright works and not to any other forms of intellectual property
- recognises that the Board of Trustees retains the copyright and ownership of all property (digital and physical) that is produced by an employee the course of their employment – where this is unclear, the process for dispute resolution outlined below shall apply.

Resolution of disputed copyright ownership

Where the first ownership of copyright in a given work is disputed or unclear, the following process will apply:

1. In the first instance, the dispute should be documented and presented to the school Principal to resolve.
2. If the dispute is still not resolved, the documentation should be presented to the Board Chair to resolve.
3. If the dispute is still not resolved following steps 1 and 2, mediation with an appropriate authority will be undertaken.

Definitions

Creative Commons Aotearoa: The New Zealand affiliate of an international non-profit movement that provides free open licences that copyright holders can use to share their work.

Teaching materials: Copyright works produced by employees of the school for the purposes of teaching both digitally and physically.

Procedures/supporting documentation

Complaints Process

Monitoring

Complaints Process

Legislative compliance

[The New Zealand Copyright Act 1994](#)

Reviewed: *May 2021*

Next review: *May 2023*

- Any appeals with regard to the implementation of the enrolment policy may be addressed in writing to the board of trustees.
- Legal requirements necessitate children be withdrawn from the school when absent for 20 days or longer.

Procedures/supporting documentation

Parent Information booklet
School website
Pukekohe High School Zone Map
Education and Training Act 2020

Monitoring

Principal Board Reports - roll numbers
March / July Roll returns

Reviewed: June 2024

24Next review: June 2027



Enrolment Policy

Policy to support Legislation

Outcome statement

The Pukekohe High School enrolment scheme will be administered to optimise academic outcomes for the children living within our school enrolment zone.

Scoping

Pursuant to section 111 of the Education Act 1989, school with enrolment schemes must adopt the instructions provided by the Secretary of Education.

Delegations

The principal will monitor and control enrolments to ensure all in-zone enrolments are processed correctly and roll growth is managed. Decisions regarding out of zone enrolments will be made in consultation with Board of Trustees.

Expectations and limitations

- All pupils that can prove that they are currently living with the Pukekohe High School enrolment zone may enroll as of right.
- Verification of permanent residence in the Pukekohe High School Zone is required with all enrolments. To this effect, new enrolments will be required to give proof of in-zone permanent residency by producing one of the following documents:
 - Agreement for Sale & Purchase
 - Rental agreement
 - Utility Bills - Telephone, Power, Gas, Internet, Sky TV (within two months of moving into the property.)
 - Council - Land Rates, Water Rates
 - Government Department - Inland Revenue Dept, Work & Income, Immigration Dept
 - Electoral Roll Confirmation

*should families be found to live outside the school zone and have provided false documents or proof of temporary residence at an in zone address, under Section 110 of the Education Act, the school will annul the enrolment and the child be unenrolled from the school.

**In some instances a visit to the residence by the principal or a representative of the school satisfying them that the applicant does in fact live permanently at the address may be required.

Out of Zone enrolments

- By 1 September each year, the board of trustees will determine/estimate how many out-of-zone places are likely to be available the following year. A ballot at mid year may also be held at the Boards discretion.
- On the date specified by the Ministry each year, the board will advise (school newsletters and advertisements in the local paper or network) parents of the likely number of places available at each year level. The cut off for applications and ballot dates will be according to the date set by the Ministry.
- The Government gives the following priority to out of zone enrolments in all schools:
 - Priority 1: Students enrolling for special programmes (eg Parkside)
 - Priority 2: Siblings of currently enrolled students
 - Priority 3: Siblings of former students
 - Priority 4: Children of former students
 - Priority 5: Children of employees of Pukekohe High School Board.
 - Priority 6: All other applicants