



MINUTES

**A meeting of the Pukekohe High School Board of Trustees
was held at 6.00pm, 17 June 2024
OPEN MEETING**

Present: Simon Williams (Chairperson), James Thomas (Principal), Jayden Tanenui, Denise Proctor, Lincoln Sharp, Denis Murphy (Business Manager), Rani Amaranathan (Deputy Chairperson), Lita Henwood, Catherine Tamihere, Hester Myburgh (Deputy Principal), Murray Saunders (Deputy Principal), Ben Stallworthy, Logan Soole, Nana Tini (Nga Hau e Wha)

1. Apologies

Chairperson moved:

"That the Pukekohe High School Board accepts the apologies from the absent board member".

Nil

2. Declaration of Conflicts of Interest

Lincoln Sharp noted his conflict of interest in regard to International students and the McDonalds site.

Moved from the Chair:

"That the Pukekohe High School Board notes Lincoln Sharp's declaration of a conflict of interests".

Carried

3. Confirmation of Previous Minutes

Moved from the Chair:

"That the minutes of the Pukekohe High School Board dated 20 May 2024, circulated to all Trustees are a true and correct record of the previous meeting".

Carried

4. New Build Name and Blessing

There was a discussion about the naming of the new build and when it will be blessed to be open for use.

Board Chair moved:

"That the Pukekohe High School Board accepts the gifted name by Nana Tini from Nga hau e wha marae that has been approved by Ngati Tamaoho."

Seconded: Lita Henwood

Carried

Denise Proctor and Nana Tini left the meeting at 6.31pm

5. Principal's Report

James Thomas moved:

"That the Pukekohe High School Board accepts the Principal's report."

Seconded: Simon Williams

Carried

Hester Myburgh left the meeting at 6.49pm

6. Financial Report

Lincoln Sharp moved:

"That the Pukekohe High School Board of Trustees accepts the financial report."

Seconded: Rani Amaranathan
Carried

7. Property Management Report

Moved from the Chair:

"That the Pukekohe High School Board accepts the Property Management report."

Seconded: Lita Henwood
Carried

Moved from the Chair:

"That the Pukekohe High School Board requests Denis, Murray and James to meet with Mr Charles regarding his boundary request and report back to the board.

Seconded: Ben Stallworthy
Abstained: Lincoln Sharp
Carried

8. Health & Safety Report

Moved from the Chair:

"That the Pukekohe High School Board accepts the Property Management report."

Seconded: Logan Soole
Carried

9. Conflicts of Interest Policy

Moved from the Deputy Chair:

"That the Pukekohe High School Board accepts the Conflicts of Interest Policy with this addition below in red."

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 *or related entity* 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 or to, 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.

Seconded: Simon Williams
Carried

10. Creative Commons Policy

Moved from the Chair:

"That the Pukekohe High School Board accepts the PHS Responsibilities of the Principal Policy."

Seconded: Rani Amaranathan
Carried

11. Enrolment Policy

Moved by James Thomas:

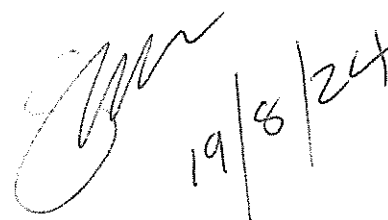
"That the Pukekohe High School Board accepts the changes."

Seconded: Simon Williams
Carried

Moved from the Chair that the board closes 7.34pm

Carried

Meeting closed with a karakia 7.34pm



A handwritten signature in black ink, followed by the date 19/8/24 written vertically.