



## MINUTES

### **A meeting of the Pukekohe High School Board was held at 6.24pm, 15 December 2025**

#### **OPEN MEETING**

**Present:** Simon Williams, Murray Saunders (Principal), Eleanor Reynolds (Staff Representative), Denis Murphy (Business Manager), Frans van Dorsser, Lincoln Sharp, Shawna Coleman, Meagan McAuley (Board Secretary), Lachlan Hadley (Student Representative)

**Visitor:** Michael King

#### **1. Apologies**

- Laiha Holliday
- Denise Proctor

Presiding member moved:

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

**Seconded:** Frans van Dorsser  
**Carried**

#### **2. Declaration of Conflicts of Interest**

Lincoln Sharp noted his conflict of interest regarding international students.

**Carried**

#### **3. Confirmation of Previous Minutes**

Presiding member moved:

*"That the minutes of the Pukekohe High School Board dated 17 November 2025, circulated to all Trustees are a true and correct record of the previous meeting".*

**Seconded:** Frans van Dorsser  
**Carried**

Michael King provided a workshop the Pukekohe High School Board members around the Board's governance responsibilities.

#### **Michael left at 6.50pm**

#### **4. Principal's Report**

Presiding member moved:

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

**Carried**

Presiding member moved:

"That the Pukekohe High School Board formally adopts the Pukekohe High School Attendance Management Plan for implementation for the start of the 2026 school year."

**Seconded:** Shawna Coleman  
**Carried**

#### **5. Financial Report**

Presiding member moved:

*"That the Pukekohe High School Board accepts the November financial reports."*

**Seconded:** Lincoln Sharp  
**Carried**

Lincoln Sharp moved:

"That the Pukekohe High School Board adopts the draft 2026 Budget and preapproves \$100,000 for fixed assets expenditure prior to 23 February 2026 Board Meeting."

**Seconded:** Eleanor Reynolds  
**Carried**

## **6. Property Management Report**

Presiding member moved:

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

**Seconded:** Eleanor Reynolds  
**Carried**

## **7. Health and Safety Report**

Presiding member moved:

*"That the Pukekohe High School Board accepts the Health and Safety report."*

**Seconded:** Eleanor Reynolds  
**Carried**

## **8. Electronic Vote for Alternative Education 2026 Contract**

On Friday 21 November the Pukekohe High School Board via electronic motion approved the Alternative Education Contract.

*"That the Board approves Pukekohe High School entering into an agreement with the Ministry of Education to become the contract holding school for the Pukekohe cluster of Alternative Education."*

**Carried**

Moved from the Chair that the board closes 7.36pm

**Carried**

**Meeting closed with a karakia 7.37pm**