



MINUTES

A meeting of the Pukekohe High School Board was held at 6.00pm, 23 February 2026 OPEN MEETING

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

Murray Saunders Principal now chaired the meeting.

1. Apologies

- Laiha Holliday
- Lincoln Sharp

Murray Saunders 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

Nil

Carried

3. Confirmation of Previous Minutes

Frans van Dorsser moved:

"That the minutes of the Pukekohe High School Board dated 15 December 2025, circulated to all Trustees are a true and correct record of the previous meeting".

Seconded: Simon Williams
Carried

4. Call for nominations.

4.1 Presiding Member:

Frans van Dorsser nominated Simon Williams

Denise Proctor seconded it.

Simon accepted the nomination.

No other nominations were received.

Murray Saunders moved:

'That Simon Williams is declared the Presiding Member of the Pukekohe High School Board.'

Seconded: Eleanor Reynolds
Carried

4.2 Deputy Presiding Member

Eleanor Reynolds nominated Shawna Coleman

Lachlan Hadley nominated Laiha Holliday

Shawna Coleman seconded it.

No other nominations were received.

Murray Saunders moved:

'That confirmation of the Deputy Presiding Member for Pukekohe High School Board has been put on hold until the March due to absent members.'

Seconded: Simon Williams
Carried

Simon Williams resumed the Presiding Member Position

4.3 Financial Committee

Presiding member moved:

'That the Financial Committee for Pukekohe High School Board remains as Lincoln Sharp, Frans van Dorsser, Principal, Hester Myburgh (Deputy Principal) and Denis Murphy (Business Manager).'

Seconded: Eleanor Reynolds
Carried

4.4 HR Committee

Eleanor Reynolds nominated Shawna Coleman

Seconded – Simon Williams

Presiding Member moved:

'That the confirmation of the HR Committee for Pukekohe High School Board has been put on hold until the March due to absent members.'

Seconded: Frans van Dorsser
Carried

4.5 Student Behaviour Management Committee

Presiding Member moved:

'That the Student Behaviour Management Committee for Pukekohe High School Board remains as every board member and the Principal with three board members attending the meeting unless in extreme circumstances it will be two board members.'

Seconded: Denise Proctor
Carried

4.6 Principal Delegations

Presiding Member moved:

'That the Principal Delegations for Pukekohe High School Board remains in progress and will be circulated once completed.'

Seconded: Murray Saunders
Carried

1. Board Kaupapa

Presiding Member moved:

'That the Pukekohe High School Board accepts the Board annual work plan'

Seconded: Elly Reynolds
Carried

2. Principal's Report

Presiding member moved:

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

Seconded: Shawna Coleman
Carried

Presiding member moved:

"That the Pukekohe High School Board accepts the 2025 Annual Improvement Plan Review."

Seconded: Eleanor Reynolds
Carried

Presiding member moved:

"That the Pukekohe High School Board accepts the 2026 Annual Implementation Plan."

Seconded: Shawna Coleman
Carried

Murray Saunders moved:

'Provided a verbal update on the EOTC details for the overseas trip to France for students in April 2026.'

Carried

3. Uniform contract

Murray Saunders moved:

'That the Pukekohe High School Board accepts the Principal's recommendation to enter into a 5 year partnership with SAS for the Pukekohe High School uniform.'

Seconded: Eleanor Reynolds

Carried

4. Principal's Endorsement

Presiding member moved:

'That the Pukekohe High School Board confirms that it has reviewed the Principal's Professional Growth Cycle documentation and processes for last year and endorses that the Principal has met the requirements for certification in accordance with the Standards for the Teaching Profession.'

Seconded: Denise Proctor

Carried

5. Financial Report

Murray Saunders moved:

"That the Pukekohe High School Board accepts the December and January financial reports."

Seconded: Frans van Dorsser

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. Grants

Four Winds Foundation

Passed by electronic vote 20 January 2026.

It was resolved that a request be made to Four Winds Foundation Ltd for funding for \$43,025 to enable 79 students enrolled in the Pukekohe High School Pathways Programme relevant, valuable workplace certificates that help prepare the students for work experience and employment.

Moved by the Principal

The Pukekohe High School Board accepts the resolution for the grant application to Four Winds Trust for \$43,025 (excluding GST) to secure the costs of the workplace certificates for 79 students enrolled in the Pathways Programme.

Seconded: Simon Williams

Carried

New Horizon Community Trust

Presiding Member moved:

That the Pukekohe High School Board approves the grant application to New Horizon Community Trust for \$11,247.83 exclusive of GST for rugby goal post pads and touchline flags from R80 Sports to provide the level of safety our students require to be safe.

Seconded: Eleanor Reynolds

Carried

9. Schooldocs Policy – Alcohol, Drugs and other Harmful Substances

Presiding Member moved:

‘That the Pukekohe High School Board accepts the Schooldocs Policy for Alcohol, Drugs and other Harmful Substances policy with no amendments.’

Seconded: Eleanor Reynolds

Carried

Moved from the Chair that the board closes 7.15pm

Carried

Meeting closed with a karakia 7.15pm