



PUKEKOHE HIGH SCHOOL

*Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6-00 pm on Monday 23rd February 2015 in the Staff Room.*

SECTION A ADMINISTRATION

- A1** Administration
Election of Chairperson

SECTION B MATTERS FOR DISCUSSION

- B1** 2015 Budget
B2 2014 Budget – Balance Sheet
B3 2014 December Financial Report - Draft
B4 Risk Management
B5 Whare Nui

SECTION C MATTERS FOR DECISION

- C1** Massey Memorial Scholarship
C2 Performing Arts Centre, Mtg Fundraising Consultants

SECTION D INFORMATION REPORTS

- D1** Principals Report

SECTION E GENERAL BUSINESS

SECTION F MEETING REVIEW AND PLANNING

Section A: ADMINISTRATION

Present

The following members were present at the meeting.
Ian, Ishaan, John, Ganges, Lindsey, David

(b) Apologies: Angela **Visitors:** Peter Mathias

(c) General Business
Year 13 Uniform

(d) Meeting Timetable

(e) Timekeeper

The time keeper for the meeting was Lindsey

(f) Declarations of Interest

There were no Declarations of Interests in respect of agenda items

(g) Correspondence

Members were invited to view the correspondence folder.

(h) Items for Approval

Activity/Event Overnight and / or potentially hazardous activities for meeting of 24th November 2014	Approval
• 3POED Outdoor First Aid Course	Approved by Electronic Resolution
• Rowing Trip. NISS Champs (Mercer Group-40). Lake Karapiro. 4 days. Departing 8am Thursday 5 March, returning 6pm Sunday 8 March.	Approved
• Rowing Trip. NISS Champs (Auckland Group-13). Lake Karapiro. 4 days. Departing 8am Thursday 5 March, returning 6pm Sunday 8 March.	Approved
• Rowing Trip. NZSS Champs (Auckland Group-13). Lake Karapiro. 8 days. Departing 8am Saturday 21 March, returning 7pm Sunday 28 March.	Approved
• Rowing Trip. NZSS Champs (Mercer Group-40). Lake Karapiro. 8 days. Departing 8am Saturday 21 March, returning 7pm Sunday 28 March.	Approved
• Agriculture Trip. Year 11 Ag (32). Limestone Downs. 3 days. Departing 8am Sunday 15 March, returning 3pm Tuesday 17 March.	Approved
• Agriculture Trip. Year 11 Ag (32). Limestone Downs. 3 days. Departing 8am Sunday 22 March, returning 3pm Tuesday 24 March.	Approved
• Outdoor Education Kayaking Trip. Year 13 OED (17). Kawakawa Bay Coast. 3 days. Departing 12 noon Thursday 5 March, returning 12 noon Saturday 7 March.	Approved
• Outdoor Education Kayaking Trip. Year 13 OED (17). Kawakawa Bay Coast. 3 days. Departing 12 noon Thursday 12 March, returning 12 noon Saturday 14 March.	Approved
• Geology Fieldtrip. Year 12 Earth and Space Science (17). Tarawera. 2 days. Departing 9am Tuesday 10 March, returning 4pm Wednesday 11 March	Approved
• Geology Fieldtrip. Year 12 Earth and Space Science (17). Tarawera. 2 days. Departing 9am Tuesday 17 March, returning 4pm Wednesday 18 March	Approved

<ul style="list-style-type: none"> Charitable Event. Relay for Life. Various students/staff (60). 2 days. A & P Showgrounds Pukekohe. Begins 1pm Saturday 21 March, ends 3pm Sunday 22 March 	Approved
<ul style="list-style-type: none"> World Challenge. Nepal Trek. Various students (12). Nepal. 22 days. Departing 10pm Saturday 27 June, returning 4pm Sunday 19 July 	Approved
<ul style="list-style-type: none"> INITIAL PROPOSAL/APPLICATION. Orienteering Trip. Australian National Champs. Various students (20). Victoria, Australia. Depart Thursday 24 September, return Monday 5 October. 	Approved subject to RAMS being sighted

Ian opened the meeting and asked for nomination for the role of chairperson.

Angela was nominated by Lindsey and seconded by Ganges, as there were no other nominations Angela was duly elected.

Ian then moved that Lindsey chair the meeting in Angela's absence this was seconded by Ganges.

(i) Minutes

The following minutes were approved.

Date of Meeting	Board/Committee
24 th November 2014	Board of Trustees Meeting

Lindsey/Ganges

Carried

BOT/230215/001

Section A: ADMINISTRATION

THAT the administration items on this agenda are accepted.

Lindsey/Ganges

Carried

BOT/230215/002

THAT the trips be approved as outlined on this agenda.

Lindsey/Ian

Carried

BOT/230215/003

Section B: MATTERS FOR DISCUSSION

B1 2015 Budget

The 2015 Budget was presented together with notes detailing the major changes from the 2014 Budget.

THAT the 2015 Budget be approved

Lindsey/David

Carried

BOT/230215/004

B2 2014 Balance Sheet – Budget

Due to no copies available at the time, the 2014 Balance Sheet Budget will be approved by electronic resolution. **Action:** Julian to organize its distribution by email.

B3 2014 December Financial Report - Interim

THAT the 2014 December Interim Financial Report be accepted

Lindsey/Ganges

Carried

BOT/230215/005

B4 Risk Management

Peter explained the ranking system and that he required the Board to rank the risks that have been presently identified.

Peter thought that a training session on it would be useful and that he would talk to Angela regarding what form that training should take.

Action: In the meantime the Board was asked to complete the ranking by next Board meeting

B5 Whare Nui

Robert Hita and Tom Philips have both expressed interest in being involved in the consultation process. The next step is to get Robert in to a separate meeting with key members. It was suggested that plans be sourced from other Waiuku and Papakura of their Whare Nui for that meeting.

Action: Angela to come up with some dates after checking with Robert and Tom. Suggestion that a breakfast meeting at 7.00 am would be a good time to meet.

Section C: MATTERS FOR DECISION

C1 Massey Memorial Scholarship

After discussion the Board decided to not offer the scholarship for 2015.

Action: Julian to notify those that had enquired about the scholarship

C2 Performing Arts Centre, Mtg Fundraising Consultants

The board agreed to meet Tom Brady – Compton Fundraising Consultants, to discuss the feasibility study to determine the project's viability

Action: Julian to ask Tom for some dates to meet, meeting to be from 6.30 pm – 8.30 pm.

Section D: INFORMATION REPORTS

D1 Principals Report

Ian spoke to his report

The School is now implementing the Board's goal

Each student can improve their academic performance to the fullest of their potential; each student can add value to their academic performance.

Teachers are suiting their lessons to meet the needs of the students in their class profile. Making sure that cultural diversity is taken into account in their class teaching.

The goal setting process with the student is to show the steps the student needs to achieve the end goal, thus progressive success throughout the year.

Also looking at, more frequent feedback to students on their progress using Asttle.

'Know your learner' is the key focus.

Action: The Becca Report will be put up on the BOT section of the school's website - Ian

THAT The board receives the Principal's report as read.

David/Ganges

Carried

BOT/230215/006

Section E: GENERAL BUSINESS

E1 Year 13 Uniform

Ishaan said that there were no complaints about the uniform, but the Y13 students wanted to have some themed mufti days. The Head Students were backing the idea and were asking that these mufti days be on top of the present fundraising mufti days.

THAT the Board approves 2 themed mufti days per term with the SMT to co-ordinate with Y13 students

Lindsey/David

Carried

BOT/230215/007

E2 LWOP – Louise Jones – Terms 2 & 3

The Board approved LWOP for Louise Jones for Terms 2 & 3, so she can train for the Olympic games

David/Lindsey

Carried

BOT/230215/008

Section F: MEETING REVIEW AND PLANNING

There being no further matters the meeting closed at 8.39 pm

The next board meeting is to be held on Monday 30th March 2015

Meeting dates for the rest of 2015 to be confirmed at March meeting

Chairperson

L.C. Hatch

Date

30/3/2015

Action Items:

New Governance Manual – Julian

Financial report layout example to be scanned and put on net for evaluation - David

Prepare a notice for the school newsletter on the Casual Vacancy Selection – Angela

Distribution by email for resolution approval – 2014 Budget Balance Sheet – Julian

Board to complete the ranking of Risks by next Board meeting – All

Organising some dates for a meeting regarding the Whare nui, after checking with Robert and Tom.

Suggested that a breakfast meeting at 7.00 am would be a good time to meet. - Angela

Letter to be sent to Massey Memorial Scholarship enquires – Julian

The Becca Report will be put up on the BOT section of the school's website - Ian