



P U K E K O H E H I G H S C H O O L

*Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6-00 pm on Tuesday 28th April 2015 in the Staff Room.*

Presentations:-

PHS Performing Arts Centre Project

– Vicky Moore-Allen & Neils Leffelaar

Vicky spoke to her paper detailing why the Performing Arts Centre was required now and that this was the next step in the development of the Arts at Pukekohe High School and that it would build on the success and participation in Music and Drama.

Neils stated that is difficult to recreate the environment that the students face when put on a large stage and that an acrostic built facility would enhance their performances greatly.

SECTION	A	ADMINISTRATION
	A1	Administration
SECTION	B	MATTERS FOR DISCUSSION
	B1	Governance Manual Pages 1-6
	B2	Uniform Shop – Outside management
	B3	BECA Report on school growth
SECTION	C	MATTERS FOR DECISION
	C1	Performing Arts Centre – Feasibility Study
	C2	Replacement school van
	C3	March Finance Report
SECTION	D	INFORMATION REPORTS
	D1	Principals Report
	D2	Police Vetting
SECTION	E	GENERAL BUSINESS
SECTION	F	MEETING REVIEW AND PLANNING

Section A: ADMINISTRATION

Present

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

(b) **Apologies:** Ishaan Singhal, Angela Clark **Visitors:** Peter Mathias

(c) **General Business**

(d) **Meeting Timetable**

C1 The Performing Arts Centre – Feasibility Study – to be brought forward and to be discussed after presentation.

(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 – No Trips presented**

Activity/Event Overnight and / or potentially hazardous activities for meeting of 28th April 2015	Approval
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Ian then moved that Lindsey chair the meeting in Angela's absence this was seconded by David and carried.

(i) **Minutes**

The following minutes were approved.

Date of Meeting	Board/Committee
30 th March 2015	Board of Trustees Meeting

Lindsey/David

Carried

BOT/280415/001

Section A: ADMINISTRATION

THAT the administration items on this agenda are accepted.

Lindsey/David

Carried

BOT/280415/002

Section B: MATTERS FOR DISCUSSION

B1 Governance Manual Pages (1-6)

THAT the Governance Manual pages (1-6) be accepted with the revised school's vision

Ian/Lindsey

Carried

BOT/280415/003

B2 Uniform Shop – Outside management

That the Board approves in principle to the Uniform Group taking over the running of the Uniform Shop from Term 3 , subject to clarification of two points in the proposed contract.

Action: Contract to be drafted and to be ratified at the May meeting

B3 BECA Report on school growth

Action: Julian to follow up with Angela on the draft she was doing and then email around for approval

Section C: MATTERS FOR DECISION

C1 Performing Arts Centre – Feasibility Study

THAT the feasibility study to be completed by Compton Fundraising Consultants Pty Ltd to take place

Ian/David

Carried

BOT/280415/004

C2 Replacement School Van

THAT it is referred to the Finance committee to evaluate

Ian/Lindsey

Carried

BOT/280415/005

C3 March 2015 Finance Report

A verbal update on the March 2015 Finance report was given, full report on Web Portal.

THAT the March 2015 Finance Report be accepted

David/Lindsey

Carried

BOT/280415/006

Section D: INFORMATION REPORTS

D1 Principals Report – No written report

Ian distributed the strategic goals and annual plan for 2015.

He also updated the Board on the feedback from the ERO visit and how it had gone.

The main message coming from ERO was for the school to reiterate to the community – best to stay at school and get a qualification.

THAT the board receives the Principal's report

Lindsey/David

Carried

BOT/280415/007

D2 Police Vetting

That only eight staff did not have a current police vet (7 of which were awaiting processing by NZ Police)

THAT the outstanding staff member to be chased up and that an update be given to the Board at the next meeting.

David/Lindsey

Carried

BOT/280415/008

Section E: GENERAL BUSINESS

Section F: MEETING REVIEW AND PLANNING

There being no further matters the meeting closed at 8.27 pm

The next board meeting is to be held on Monday 25th May 2015

Meeting dates for the rest of 2015 are:-

Monday 25th May, Monday 29th June, Monday 27th July, Monday 31st August, Monday 21st September, Tuesday 27th October, Monday 30th November

Chairperson

L. C. Atkin

Date

28/5/2015

Action Items:

Prepare a notice for the school newsletter on the Casual Vacancy Selection – Angela
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
The Becca Report submission draft to be emailed to the Board for approval - Angela
Uniform Group Contract to be drafted – Julian
Police Vetting update the Board at the next meeting- Julian
Delegations – put on next agenda - Julian

