



PUKEKOHE HIGH SCHOOL

*Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6-00 pm on Monday 7th April 2014 in the Staff Room.*

SECTION A ADMINISTRATION

A1 Administration

SECTION B MATTERS FOR DISCUSSION

B1 Finance

B2 Draft 2014 Budget

B3 2013 Annual Report & Financial Statements

B4 5YA Projects / Priorities

SECTION C MATTERS FOR DECISION

C1 2014 School Charter

C2 2014 Enrolment Scheme Review

C3 Risk Management Scheme for Schools

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.

Angela, Ian, Willy, John, Lindsey, David, Ganges

(b) **Apologies:** David Harkins for Lateness **Visitors:** Peter Mathias

(c) **General Business**

(d) **Meeting Timetable**

There were no adjustments required to the meeting timetable.

(e) **Timekeeper**

The time keeper for the meeting was Angela

(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 7 th April 2014	Approval
• Masterton Athletics champs representing Counties Manukau from 4/4/14 to 6/4/14	Approved by electronic resolution
• Outdoor Education Activity. First Aid Course-overnight. 2 days (40). Port Waikato. Depart 8am Tuesday 15 April, return 3.30pm Wednesday 16 April	Approved
• The Rising Leadership Camp. Auckland City Camp. 4 days. (60). Auckland City. Depart 10am Monday 28 April, return 12pm Thursday 1 May	Approved
• Orienteering Trip. North Island Events. 3 days (26). Waikato. Depart 12 noon Thursday 1 May, return 7pm Saturday 4 May	Approved
• Outdoor Education Camp. Te Ara Poutama. 2 days x 2. (2 x 185). Depart 8.30am Tuesday 6 May, return 6pm Wednesday 7 May AND depart 8.30am Thursday 8 May, return 6pm Friday 9 May	Approved
• Orienteering Trip. NZSS Champs. 2 days (24). Rotorua. Depart 4.30pm Friday 8 August, return 6pm Saturday 9 August	Approved
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(i) Minutes

The following minutes were approved.

With the following added to the action points:-

The scoping meeting for the Governance Manual Review - Julian

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

Lindsey
Willy/Angela

Carried

BOT/070414/001

Section A: ADMINISTRATION

THAT the trips be approved as outlined on this agenda

David/Angela

Carried

BOT/070414/002

THAT the administration items on this agenda are accepted.

Ganges/Lydnsey

Carried
BOT/070414/003

Section B: MATTERS FOR DISCUSSION

B1 Finance

The February 2014 Finance report was distributed.

THAT the February 2014 Finance Report be accepted.

Willy/Angela

Carried
BOT/070414/004

B2 2014 Budget

The finalised budget was presented it had been adjusted, to bring into line with the March 1st roll return.

Julian distributed notes to the Budget outlining the main points that the Budget was focusing on.

THAT the 2014 Budget be approved.

Angela/Ganges

Carried
BOT/070414/005

B3 2013 Annual Report & Financial Statements

The 2013 Annual Report & Financial Statements were presented.

THAT the 2013 Annual Report & Financial Statements be approved.

Angela/Willy

Carried
BOT/070414/006

B4 5YA Projects / Priorities

THAT a separate Property Meeting with Alan Milne and the Architect be arranged. This would include a tour of the school by the Board. It was suggested that the Board go and see the Whare Wananga built by Waiuku College.

A decision to seek MOE funding for the decommissioning the pool is to be discussed at the next board meeting.

Angela/David

Carried
BOT/070414/007

Section C: MATTERS FOR DECISION

C1 2014 School Charter

Ian gave an overview of the 2014 School Charter and noted that he was working on the Annual Plan for 2014 – Change & Improvement with the MOE. Once this was completed it would be posted on the Ultranet and the BOT advised by email.

C2 2014 Enrolment Scheme Review

After discussion it was decided

THAT the School's Enrolment Scheme was no longer valid, as the reason to prevent the likelihood of overcrowding no longer existed.

The MOE will do a roll projection review and advise the Board accordingly.

Angela/Willy

Carried

BOT/070414/008

C3 Risk Management Scheme for Schools

The Board asked that details for the scheme be put on the Ultranet so they could evaluate.

Section D: INFORMATION REPORTS

D1 Principals Report

Ian talked to his report

The MOE has approved our application for "in-depth" professional development facilitated by Team Solutions. The focus will be to support middle leaders (i.e faculty leaders / heads of departments).

Technology Workshop Safety review is taking place, NZQA has stated that the level courses we conduct do not allow use of such equipment by students without appropriate training and certification of users.

THAT The board approves the Principal's report.

Angela/David

Carried

BOT/070414/009

Section E: GENERAL BUSINESS

THAT The board approves Brian McDonald's request for a grant of \$1,000 to assist with travel costs.

Angela/Ian

Carried

BOT/070414/010

Attendance - The process around attendance will be reported to the Board at the next meeting

Synthetic Highs – The Board will write to the Council outlining their concerns – Letter to be drafted by Ganges.

Section F: MEETING REVIEW AND PLANNING

There being no further matters the meeting closed at 8.25 pm
The next board meeting is to be held on Monday 5th May 2014.

Further meeting dates: Monday 26th May 2014, Monday 30th June 2014,
Monday 28th July 2014, Monday 25th August 2014, Monday 22nd September 2014,
Tuesday 28th October 2014, Monday 24th November 2014, Dec Meeting to be decided if required.

Chairperson



Date

5/5/14

Action Items:

The school advertise for applications for the Massey Memorial Scholarship detailing the funding available - \$500 – Julian / Ian
Governance Manual Review – Initial scoping meeting of 2 hrs approx date TBA – Julian
Property Meeting re 5YA – TBA – Julian
2014 School Charter to be posted on Ultraset once completed and email sent to Board – Julian
Risk Management Scheme for Schools to be posted on Ultraset – Julian
Advise Brian McDonald of approval of request – Julian
Attendance Process for next Board meeting - Ian
Letter to Council re Synthetic Highs - Ganges

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