



PUKEKOHE HIGH SCHOOL

*Minutes of a meeting of the Board of Trustees of Pukekohe High School
held at 6-00 pm on Monday 26th May 2014 in the Staff Room.*

- SECTION A ADMINISTRATION**
 - A1 Administration
- SECTION B MATTERS FOR DISCUSSION**
 - B1 Finance
 - B2 5YA Projects / Priorities
- SECTION C MATTERS FOR DECISION**
 - C1 Appointment of Architects
- SECTION D INFORMATION REPORTS**
 - D1 Principals Report
 - D2 Risk Management
- 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:** None **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 26 th May 2014	Approval
• Yr 13 Geography Field study.29 students, led by Mrs Yeomans. Depart 8am June 12 th overnight returning 5.30pm 13 th June. Staying in Rotorua. 2 staff accompanying	Approved
• NZSS Cross Country championships 8-9 students. Friday 20 th June 8.00am returning Sunday 22 nd 2pm. Staying Palmerston North PIC= Mr Meads	Not Approved
• NZSS Orienteering Championships , 35 students age 12-18 Thursday 12.30pm on 17 July to Saturday 19July 6pm(during holidays) to compete in events at Mountford Park Manurewa and in Waiuku Forest . Not staying overnight. PIC= Mrs Wallace	Approved
• NZSS Orienteering Rogaine Championship ,24 students 12-18 leaving Fri 8 th Aug 4.30pm returning Sat 9 th Aug 9pm. Staying overnight at Kiwi Paka Rotorua and competing in Whakarewarewa Forest Rotorua. PIC =Mrs Wallace	Approved

(i) Minutes

The following minutes were approved.

Date of Meeting	Board/Committee
5 th May 2014	Board of Trustees Meeting

Angela/Willy

Carried

BOT/260514/001

Section A: ADMINISTRATION

THAT the trips be approved as outlined on this agenda except NZSS Cross Country – more information required

Lindsey/David

Carried

BOT/260514/002

THAT the administration items on this agenda are accepted.

Angela/Willy

Carried

BOT/260514/003

Section B: MATTERS FOR DISCUSSION

B1 Finance

The April 2014 Finance report was distributed and will be accepted at the next meeting.
The Board asked for the International Student Income to be proportioned in line with the Operations Grant Installments – this has now been done.

B2 5YA Projects / Priorities

The Board reviewed the list of outstanding projects and asked for the following work to be done:-

- 1) Placing the Wharenui into the 5YA budget instead of being Board funded deleting projects (10, 11 & 16) and using the balance of the contingency.
- 2) Look at the toilet refurbishment projects listed and review.

Section C: MATTERS FOR DECISION

C1 Appointment of Architects

THAT David & Willy be the Board representatives on the appointment panel

Angela/Lindsey

Carried

BOT/260514/004

Section D: INFORMATION REPORTS

D1 Principals Report

Ian talked to his report

Ian explained the need to identify Careers and the subjects that related to that career. Thus creating the subjects offered.

There was general discussion on Careers and making students aware of their strengths and in which career paths they could be harnessed.

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

Angela/Willy

Carried

BOT/260514/005

D2 Risk Management

Peter handed out the discussion document for the Board and co-ordinated the Board in identifying the risks to the school. Peter will tabulate the risks and distribute to the Board

Section E: GENERAL BUSINESS

Section F: MEETING REVIEW AND PLANNING

There being no further matters the meeting closed at 8.00 pm

The next board meeting is to be held on Monday 30th June 2014.

Further meeting dates:

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 30.6.14

Action Items:

5YA to be updated and reviewed – Julian
Date to be confirmed for Architect presentations – Julian
Risks identified to be tabulated and distributed to the Board - Peter