



# PUKEKOHE HIGH SCHOOL

*Minutes of a meeting of the Board of Trustees of Pukekohe High School  
held at 6-00 pm on Monday 30<sup>th</sup> June 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

- (b) **Apologies:** Ian for lateness **Visitors:** Peter Mathias
- (c) **General Business**  
Discussion regarding recent court ruling on suspensions
- (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

| <b>Activity/Event</b><br><b>Overnight and / or potentially hazardous activities for meeting of</b><br><b>30<sup>th</sup> June 2014</b>  | <b>Approval</b> |
|---|-----------------|
| <ul style="list-style-type: none"><li>Yr 12 Geography Field study. 26 students confirmed list to follow, led by Ms Glass. Depart 6am Thurs 31<sup>st</sup> July overnight returning Fri 1<sup>st</sup> Aug 8pm . Staying at Hot Water Beach Top ten camp .Visiting Waihi and Thames Gold mines , Whangamata to conduct surveys. 2 staff accompanying Ms Glass &amp; Mr Hari.</li></ul>                      | Approved        |
| <ul style="list-style-type: none"><li>Rising Foundation Camp 60 students , staying Marae Te Kotahitanga Otorohanga . Visiting Mt Ruapehu &amp; Waitomo Caves. PIC Eli Tulafono.</li><li>Leaving 8am Mon 7<sup>th</sup> July returning Thurs 10<sup>th</sup> July 3pm.</li></ul>   | Not Approved    |
| <ul style="list-style-type: none"><li>Girls group trip 8 students , staying at Maraetai Auckland, follow on from Yr 10 Te Wero group. PIC Ms Glass Depart 4pm 4<sup>th</sup> July returning Monday 7<sup>th</sup> July 6pm. Staying at</li></ul>  | Approved        |
| <ul style="list-style-type: none"><li>Wellington Jazz Festival 21 students staying at YHA Wellington. Performing at St James' Theatre and NZSM campus. Leaving thurs 21<sup>st</sup> Aug at 7.55am returning Sat 23<sup>rd</sup> Aug 8.50pm. Jetstar flights. PIC – N.Leffelaar, S Schofield &amp; 2 parents.</li></ul>   | Approved        |
| <ul style="list-style-type: none"><li>PHS Squash team travelling to NZSSS national tournament in Nelson &amp; Richmond. PIC Bruce Montgomery &amp; wife , parents of 2 of the 6 students in team. Leaving at 11am Thursday 7 Aug returning Sunday 10<sup>th</sup> 7.30pm. Staying in Tahuna Hills Nelson.</li></ul>   | Approved        |
| <ul style="list-style-type: none"><li>Yr 12 OED groups mountain biking in the Hanua Ranges. Based at the lower Mangatawhiri campsite. 3 different groups over the 3 days from both FH and KP's groups numbers 24 variable mix boys and girls each trip. 2 members of staff supported by 2 staff from Bigfoot Adventures. Each group leaves 3.30pm to return to Pukekohe at 3pm the following day.</li></ul> | Approved        |
| Yr 11 Geog trip PIC – Tracey Glass. 19 students confirmed list of names to follow. Depart 7am 5 <sup>th</sup> August overnight returning 8pm 6 <sup>th</sup> August. Doing studies on and around Huntley, Waikato river and Hamilton to collate data for achievement standards. GL plus CP accompanying group.  | Approved        |

(i) Minutes

The following minutes were approved.

| Date of Meeting           | Board/Committee           |
|---------------------------|---------------------------|
| 26 <sup>th</sup> May 2014 | Board of Trustees Meeting |

Angela/Willy

**Carried**

**BOT/300614/001**

## Section A: ADMINISTRATION

*THAT* the trips be approved as outlined on this agenda except The Rising Foundation Camp – more information required – Itinerary and complete list of adults going.

Lindsey/David

*Carried*

**BOT/300614/002**

*THAT* the trip to Samoa be approved in principle subject to presentation of completed paperwork

Lindsey/David

*Carried*

**BOT/300614/003**

*THAT* the administration items on this agenda are accepted.

Angela/Willy

*Carried*

**BOT/300614/004**

## Section B: MATTERS FOR DISCUSSION

### B1 Finance

The May 2014 Finance report was discussed

*THAT* the May 2014 Finance Report be accepted.

Angela/Willy

*Carried*

**BOT/300614/005**

### B2 5YA Projects / Priorities

The Board agreed to the investigation of the following projects with the view that these projects may be substituted for existing 5YA projects:-

More Security Cameras

The replacement of the flat roof sections on the Massey Block

## Section C: MATTERS FOR DECISION

### C1 Appointment of Architects

*THAT* we ratify the appointment of Abela Architects to the conclusion of the present 5YA

Angela/David

*Carried*

**BOT/300614/006**

C2 Paying for Teacher Registration

There was discussion on the appropriateness of paying for teachers' registration given the Auditor General's guidance. The Board would like to look at putting the Budget for Teachers' Registration into Professional Development.

The Board wanted to know what other schools were doing and that this is reported back at the next meeting.

**Section D: INFORMATION REPORTS**

**D1 Principals Report**

Ian talked to his report

The Board to maybe look at bringing in a speaker from the Brainwave Trust to run a presentation for parents.

Ian outlined how priority learners are being tracked and how their present subject choices lead onto their future subject choices. Reviewing is also taking place into how to accelerate their progress.

The Board requested that the BOT website page be populated with upcoming events (eg) Teacher only days.

A number of Faculty leaders are looking at when they do assessments

Looking at applying across the board, how are students achieving against their assessments

The Board would like to see the progression through the rest of the year of the priority learners.

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

Angela/Willy

**Carried**  
**BOT/300614/007**

Ian detailed the enrolment projections supplied by Ministry

**THAT** There be 25 Out of Zone Enrolment places available for 2015 and that they will be by the order of priority.

**D2 Risk Management**

This item was deferred to the next meeting

**Section E: GENERAL BUSINESS**

**E1 Recent court ruling on suspensions**

It was agreed that the school under the Education Act can set rules & standards and that a suspension had to be appropriate to the seriousness of the breach of these rules & standards.

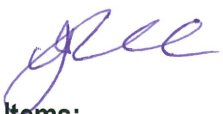
**Section F: MEETING REVIEW AND PLANNING**

***There being no further matters the meeting closed at 7.55 pm***  
***The next board meeting is to be held on Monday 28<sup>th</sup> July 2014.***

**Further meeting dates:**

Monday 25<sup>th</sup> August 2014, Monday 22<sup>nd</sup> September 2014, Tuesday 28<sup>th</sup> October 2014, Monday 24<sup>th</sup> November 2014,  
Dec Meeting to be decided if required.

Chairperson



Date

25/8/14.

**Action Items:**

5YA to be updated and reviewed – Julian

Investigation, what other schools are doing with regard to paying for Teacher Registration - Julian

Risks identified to be tabulated and distributed to the Board - Peter

11

C

C