



# PUKEKOHE HIGH SCHOOL

## Board of Trustees Agenda 23 September 2024

**Welcome from Board Chair and Karakia**

1. Apologies
2. Declaration of Conflict of Interest
3. Confirmation of Previous Minutes  
*Minutes of Pukekohe High School Board of Trustees dated 19 August 2024 have been circulated to all Trustees.*
4. Principal's Report
5. Financial Management
6. Property Management
7. Health & Safety
8. Overseas Trip Proposal



# PUKEKOHE HIGH SCHOOL

## Report to Board of Trustees September 2024

**Area of Responsibility:** Principal

**Report by:** Murray Saunders

Tēnā koutou

This report in September brings to a close a busy third term. Last week our senior students completed their grading examinations. Prior to this, a large number of Year 10 and 11 students sat their NCEA co-requisite exams for literacy and numeracy. Much has been made in the media of the challenges for schools and students in preparing the students for these Common Assessments as well as the logistics involved in running these examinations. I have been proud of the way that our students and staff have tackled these.

Co-curricular programmes have continued to flourish this term. In sport, a large number of teams participated throughout the North Island as part of national tournament week. Some outstanding results were achieved, in particular with our Premier boy's basketball team and Premier netball team excelling in their competitions at the highest level. Our talented artists continue to shine with their works being exhibited at the Ringa Toi exhibition at Te Papa in early September. Our kapa haka rōpū performed with pride and expertise at the Autaia Haka Theatre event at the Aotea Centre.

Consultation and planning for the new Strategic Plan (2025-2027) is underway with the collection of staff and community feedback recently completed. I look forward to working with the Board to shape this into a meaningful and aspirational document.

The beginning of term 4 brings with it a number of opportunities to celebrate student successes through our Pō Whakanuia, Senior Awards and Sports Awards evenings. We look forward to showcasing the talent and hard work of our students at these events.

Nāku noa

Murray Saunders

# School Statistics:

Enrolment totals 1 January – 31 August 2024.

Zoning Status	Year 9	Year 10	Year 11	Year 12	Year 13	Total	% of roll
In Zone	341	398	410	306	230	1685	91.93
Out of Zone	27	24	25	21	14	111	6.05
Not Applicable	4	10	12	7	4	37	2.02
<b>Current Roll</b>	<b>372</b>	<b>432</b>	<b>447</b>	<b>334</b>	<b>248</b>	<b>1833</b>	<b>100</b>

	Monthly Total						
	1 August - 31 August 2024						
New Enrolments - Domestic Students	9	10	11	12	13	14	Tot
<b>Grand Total</b>	2	2	2	2	1		9
<b>ETHNICITY</b>	9	10	11	12	13	14	Tot
Asian		1	1				2
European	1	1	1	2			5
Māori							0
MELAA							0
Pasifika	1				1		2
Other							0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>9</b>

	Running Total						
	1 January - 31 August 2024						
	9	10	11	12	13	14	Tot
	395	47	39	27	22		530
	9	10	11	12	13	14	Tot
	62	10	12	6	12		102
	143	15	11	11	2		182
	134	14	9	5	5		167
	12		2	1			15
	44	8	5	4	3		64
							0
	395	47	39	27	22	0	530

	Monthly Total						
	1 August - 31 August 2024						
Enrolment - International Students	9	10	11	12	13	14	Tot
FF Enrolment - Fee paying students		1					1
FF Attending - Fee paying students	2	1	5	5	4		17
EX Exchange Students							0
FF Short Stay Group Students	8	10	3	9	3		33
<b>Total</b>	<b>10</b>	<b>12</b>	<b>8</b>	<b>14</b>	<b>7</b>	<b>0</b>	<b>50</b>

	Running Total						
	1 January - 31 August 2024						
	9	10	11	12	13	14	Tot
	7	16	10	9	1		43
	2	1	5	5	4		17
				1			1
	60	43	35	18	8		164
	69	60	50	33	13	0	208

# Attendance and Engagement

## AREA – Running Totals

1 January - 31 July 2024

ATTENDANCE AVERAGE %	9	10	11	12	13	14	Ave %
Asian	91.3	88.4	88.4	88.4	84.3		<b>88.4</b>
European	87.9	83.7	85	88.3	83.4		<b>85.6</b>
Māori	81	77.3	78.2	80.2	74.6		<b>78.7</b>
MELAA	89.4	90.4	91.7	89.3	92.3		<b>90.3</b>
Pasifika	78.7	77.8	80.3	76.8	74.0		<b>77.7</b>
Other		87	83	84.8	91.25		<b>86.3</b>
<b>Ave %</b>	<b>85.3</b>	<b>82.2</b>	<b>83.5</b>	<b>85.8</b>	<b>81.3</b>		<b>83.7</b>

## AREA - Monthly Totals

1 July - 31 July 2024

9	10	11	12	13	14	Ave %
90.3	85.5	85.3	85.0	78.1		<b>85.2</b>
82.1	79.9	80.9	83.7	76.4		<b>80.8</b>
76.8	72.8	71.7	74.7	66.0		<b>73.3</b>
81.8	88.0	93.5	85.3	88.3		<b>86.2</b>
72.3	75.1	75.7	70.2	62.9		<b>71.8</b>
	87.3	79.2	78.5	90.0		<b>83.5</b>
<b>80.7</b>	<b>78.5</b>	<b>79.0</b>	<b>81.1</b>	<b>73.8</b>		<b>78.9</b>

## 1 January - 31 July 2024

RETENTON (No. left students)	9	10	11	12	13	14	Total No.
Asian	2	6	4	1	1		<b>14</b>
European	7	5	13	15	19		<b>59</b>
Māori	13	12	12	8	8		<b>53</b>
MELAA					1		<b>1</b>
Pasifika	8	7	5	8	3		<b>31</b>
Other							<b>0</b>
<b>Total</b>	<b>30</b>	<b>30</b>	<b>34</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>158</b>

## 1 July - 31 July 2024

9	10	11	12	13	14	Total No.
1	1					<b>2</b>
1		1	2	1		<b>5</b>
2		1	2	2		<b>7</b>
						<b>0</b>
3	2	1		1		<b>7</b>
						<b>0</b>
<b>7</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>21</b>

# Strategic Plan Process:

As part of the initial phase of development for the new Strategic Plan, community and staff feedback has been sought. This has focussed on the vision and strategic goal components that form the basis of the strategic planning process.

The broad themes below emerged from both sets of feedback.

## Strategic vision:

- Learning and values focussed
- Clarity and simplicity of messaging
- Focus on excellence and aspiration
- Use and incorporate whakatauki

## Strategic goals:

<b>Teaching, learning and curriculum focus</b>	<b>Equitable opportunities and outcomes</b>	<b>School values and positive citizenship</b>	<b>Connection to community</b>
<ul style="list-style-type: none"><li>• Focus on quality teaching</li><li>• Support quality teaching</li><li>• Broad curriculum offerings</li></ul>	<ul style="list-style-type: none"><li>• Growth mindset</li><li>• High Expectations</li><li>• Culture of achievement</li></ul>	<ul style="list-style-type: none"><li>• School culture</li><li>• Connectedness</li><li>• Citizenship</li><li>• Inspiring physical environment</li><li>• Focus on positive learning behaviours – e.g. resilience</li><li>• Visibility of school values</li></ul>	<ul style="list-style-type: none"><li>• Celebration of success</li><li>• Te Tiriti</li><li>• Careers and pathways</li><li>• Community partnerships</li><li>• Students contributing to society</li></ul>

## Next steps:

- Board to feed into strategic plan – focus group during school holiday period.
- Murray to seek guidance on the shaping of a draft strategic plan through Mike Leitch
- Draft plan presented to the Board for feedback/revising (November)
- Final draft of the plan presented to the Board (December)

## Student Representative Update

We have two year 10 candidates Phoebe Sayer and Rahma Moussa. The election is being held on Monday so we will be able to report on Monday night who the representative will be.

## Staff Representative

With Catherine Tamihere finishing at the end of this year, we will need to hold a staff representative election and appoint a returning officer for this election.

Motion: That the Pukekohe High School Board elects Denis Murphy as the returning officer for the staff election.

## Carving or Pou for New Building

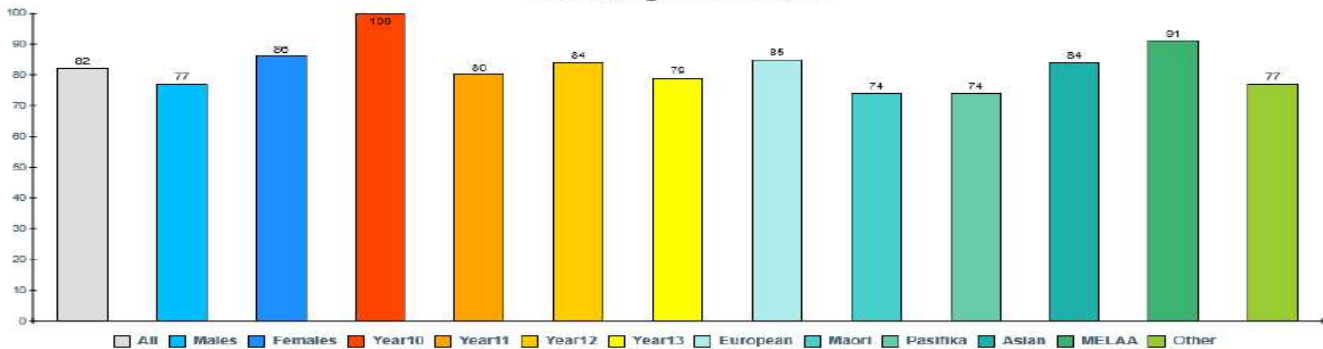
A discussion has been had between Denise and Murray about the naming of the new block. A suggestion was made that alongside this process some funding be put aside for a carving or pou to be constructed where the buildings name will visible.

Motion: that the Board agrees to fund a pou or carving for the new block that will include depiction of the building's name

## NCEA Data

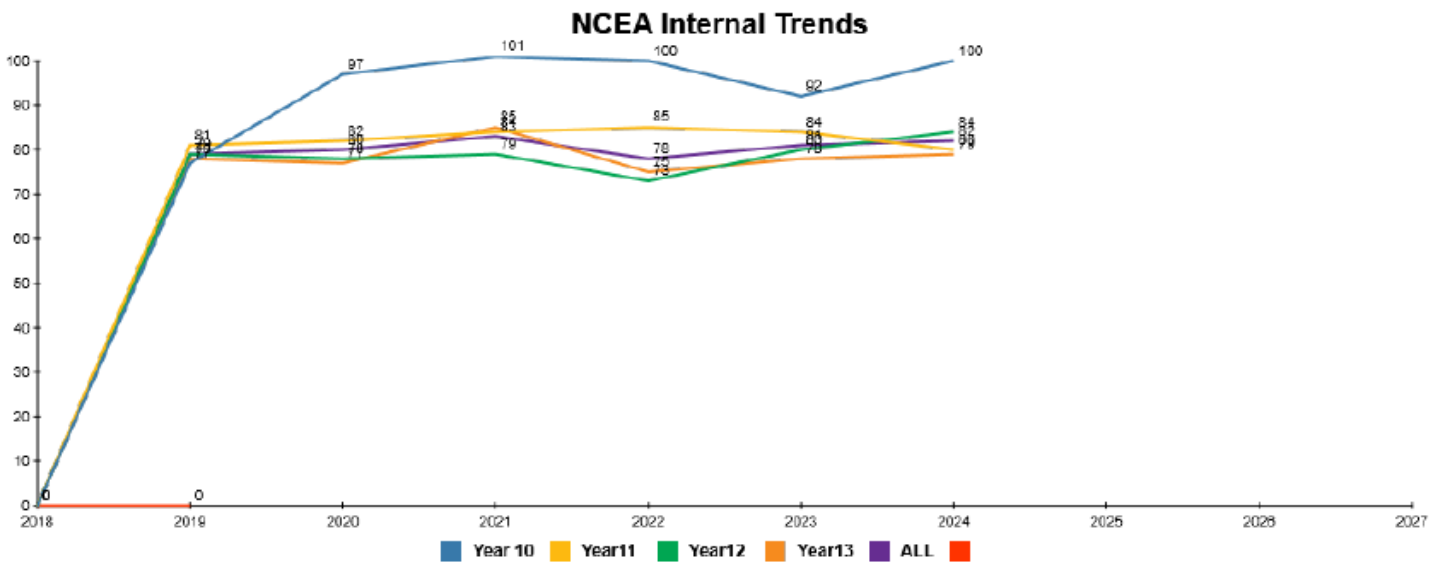
### Internal NCEA Summary

Percentage Pass Rates



	NA %	A %	M %	E %	Pass R%	ME%	%Std Sat
All Students	19	56	15	11	82	26	67
Males	23	59	11	7	77	18	66
Females	15	53	18	15	86	33	69
Year 10	0	33	59	8	100	67	83
Year 11	20	58	14	8	80	22	68
Year 12	16	58	15	11	84	26	71
Year 13	21	48	14	17	79	31	61
European	16	58	15	12	85	27	69
Maori	25	52	15	7	74	22	66
Asian	27	58	10	6	74	16	64
Pasifika	16	52	16	16	84	32	68
MELAA	10	56	18	17	91	35	71
Other	23	60	11	6	77	17	67

# Internal NCEA Trends over Time



## Overall Pass rate

2018 2019 2020 2021 2022 2023 2024

	2018	2019	2020	2021	2022	2023	2024
Year 10	0	77	97	101	100	92	100
Year 11	0	81	82	84	85	84	80
Year 12	0	79	78	79	73	80	84
Year 13	0	78	77	85	75	78	79
ALL	0	79	80	83	78	81	82

## Financial Management (report supported by Denis Murphy – Business Manager)

### Financial Statements and Creditors:

[Appendix 1](#) is the August 2024 income & expenditure statements and balance sheet as at 31 August 2024.

Our YTD surplus has increased again and is now \$672 (July \$524k) and we are \$451k better than budget.

### Variiances

Variiances to budget worth noting are:

#### Income

#### Operations Grant

We are ahead of budget by \$502k better than budget. One of the reasons for this is that we have decided to reclassify the MOE's Furniture Grant as an operational grant rather than a capital grant. Our reasoning is that we depreciate the furniture and class that as a operational expense so we are just matching income to expenditure.

### Locally Raised Funds

We are down on budget by \$21k due to a shortfall in Other Activities. Facility hire is down as the Equippers Church is using the hall/classrooms for a shorter period each Sunday. Print income is down at this stage and we have paid out some costs for events later in the year already eg hall bookings for Prizegiving etc.

### International Students.

International net income is now well up on budget courtesy of \$151k income in the month. We had a number of really big groups at the school for a few weeks.

### Expenditure

Overall expenditure is over budget by \$108k. As mentioned in the July report, electricity, ICT costs and catering costs continue to be the major contributors to the overspend and this month we have spent a bit on the grounds and R&M as well. We are trying to improve the look of the school and have taken on a new part time groundsman as part of the process.

### Working capital

Working capital remains close to zero-in other words current assets is nearly equal to current liabilities.

### Staffing banking

Staffing costs are right on budget-the first time we have not been overspent for a number of years. As a result of this our staff banking is looking good at \$43k in our favour. However over the next 4 months staffing will steadily increase against budget as is the usual trend and of course the 2 new DPs starting as well.

### Areas of over expenditure.

While we are well up in income there are a number of areas of expenditure which will need close monitoring.

Category	Actual	Budget	Comments
Other activities-Facility hire income	\$28k	\$40k	Less usage by Equippers Church
- Kapa Haka Group	\$13k	\$1k	Greater costs incurred than budgeted for but approved by Principal due to the educational/cultural benefits derived
International Expenditure	\$211k	\$165k	Agents commission and homestay fees well up on budget but matched by increased income
Curricula costs	\$449k	\$400k	Art \$6k over, Music \$28k over, Gateway \$6k over are the main expenditure lines over budget but music's overspend for the Wellington trip will be recovered by income yet to be received.
Admin costs-ICT	\$184k	\$147k	Computer R&M \$8k over, software licenses and subs \$21k over, network support \$6k over are all costs that were not budgeted for but were/are necessary.
Property	\$1.993m	\$1.918m	Grounds \$18k over, R&M \$23k over, are costs incurred at instruction of the Principal to improve the state of the property and extra costs incurred as the new block came into use. Electricity costs are \$40k over for reasons previously explained.

Other than music trip income coming in, most of the above costs cannot be reduced/recovered



but other than electricity they should not increase over the next four months.

(Financials)

**Action: I move that the August financial statements and creditors be approved.**

## **Property Management** (report supported by Denis Murphy – Business Manager)

### **Massey Block toilets.**

There has been an issue with the soap dispensers. They were not positioned over the sinks so soap went all over the floor and became a hazard. The contractors then attached the dispensers to the mirrors but the glue was not strong enough. The mirrors have now been removed and are to be replaced by smaller ones as the dispensers area now screwed onto the wall above the sinks. The mirrors will be put above the dispensers.

### **New classroom block.**

Now that the building is operational we have found a number of problems. They are only minor but are a nuisance, such as door handles falling off, rubber seals on the sliding doors are coming out, the concrete around one of the downpipes is concave so water pools there.

We have now found that the security cameras were installed upside down and don't sync with the rest of our security camera system.

### **Broken sewer pipe.**

We have invoiced the MOE for over \$100k worth of sewer pipe repair work.

### **McDonald's site.**

Negotiations are ongoing

### **Glasgow Road.**

Negotiations are also ongoing.

### **Proposed new kitchen in classroom H4.**

We have received drawings from the architect and are sending our changes/requirements back to him this week.

## **Health & Safety** (report supported by Denis Murphy – Business Manager)

### **Lockdown drill.**

A lockdown drill is planned for Wednesday 25 September. A student training powerpoint has been sent by Harrison Tew, our Emergency Planning Advisors and they will be running the drill as they have done in previous years. They also provide training to staff and management in person on the day.

We had to include Parkside into our lockdown alarm system as we were informed it is a legal requirement that satellite units are to be linked to their "mother" school. Contractors have done the rewiring and the alarm was tested last week. The test found that louder speakers have to be installed in the gyms and the new block.

### **Cleaning team.**

Due to the extra work required for the new block, last month we advertised for 2 cleaners-one for the new block and one to replace a person who resigned. We got over 150 applications! The new two new staff members started last week and are excellent additions to the team.

## Incident Reports:

	Workers	Students	Others (e.g. visitors)	Total
Number of minor injuries needing on-site treatment only	1	84	Nil	85
Number of injuries or incidents resulting in doctor or other medical visits	1	Nil	Nil	1
Number of notifiable events (reported to WorkSafe NZ)	Nil	Nil	Nil	Nil

## Health and Safety Committee updates:

The H&S Committee met last week. As with the last meeting there were mainly minor operational matters raised but we did discuss better ways of controlling students during fire evacuations. The committee meets twice per term.

## Discipline Summary:

Stand downs and suspensions since the last board meeting:

Action	Total	Female	Male	Year Level	Ethnicity
Suspension	1	0	1	12	NZ European (1)
Stand-down	11	5	6	9 (1) 10 (8) 11 (1) 12 (1)	NZ European (5) Māori (2) Cook Islands Māori (1) South African (3)

**Action: Information to ensure Health & Safety processes are in place.**

## Overseas Trip Proposal

### Proposal for a Biennial Overseas Classical Studies Trip

From: Ben Silk and Isaac Hornburg, Social Sciences Department

#### Purpose of the trip:

We propose a biennial overseas trip for our Social Sciences students, starting with a 12-14 day Classical Studies focused journey to Rome and Greece in 2026. This educational experience aims to provide our ākonga (students) with a life-changing opportunity to explore historical sites and cultural heritage, enriching their understanding of Classical Studies beyond the classroom environment.

#### Proposed Itinerary:

**Destination:** Rome, Italy & Athens, Greece

**Duration:** 12-14 days

**Year of Travel:** 2026 (most like the April holidays)

**Focus:** Classical Studies, including visits to significant historical sites such as the Colosseum, the Roma Forum, the Acropolis and more.

**Estimated Cost**

Per Student: \$8,500 - \$9,500

The cost covers flights, accommodation, meals, entry fees to historical sites, guided tours and travel insurance.

**Educational Value:**

While the trip is not directly linked to NCEA outcomes, it offers substantial educational value by:

- Enhancing students' understanding of Classical civilisations through firsthand experience.
- Providing a global perspective that complements classroom learning.
- Inspiring academic curiosity and lifelong learning.

**Partnership and Planning:**

We intend to collaborate with experienced educational travel providers such as Defining Moments or EA School Group Tours, who have a proven track record of delivering safe and enriching international trips for students.

**Equity and Accessibility:**

We acknowledge past concerns about equity in similar proposals. To address these, we propose:

- Fundraising Initiatives: Implementing school-wide and community fundraising efforts to subsidise costs for students from low-income families.
- Scholarship Opportunities: Exploring partnerships with external organisations to provide scholarships for eligible students.
- Payment Plans: Offering flexible payment plans to spread the cost over a longer period.

**Conclusion:**

This trip represents an invaluable opportunity for our students to engage with the ancient world in a way that no classroom experience can match. We are committed to ensuring that this opportunity is as inclusive and accessible as possible.

We respectfully request the School Board's support for this initiative, with a view to making it a regular feature of our Social Sciences curriculum.

Thank you for your consideration.

**Report Accepted:**

**I move that this report be accepted**

## Appendix\_1

## Pukekohe High School

### Income and Expenditure

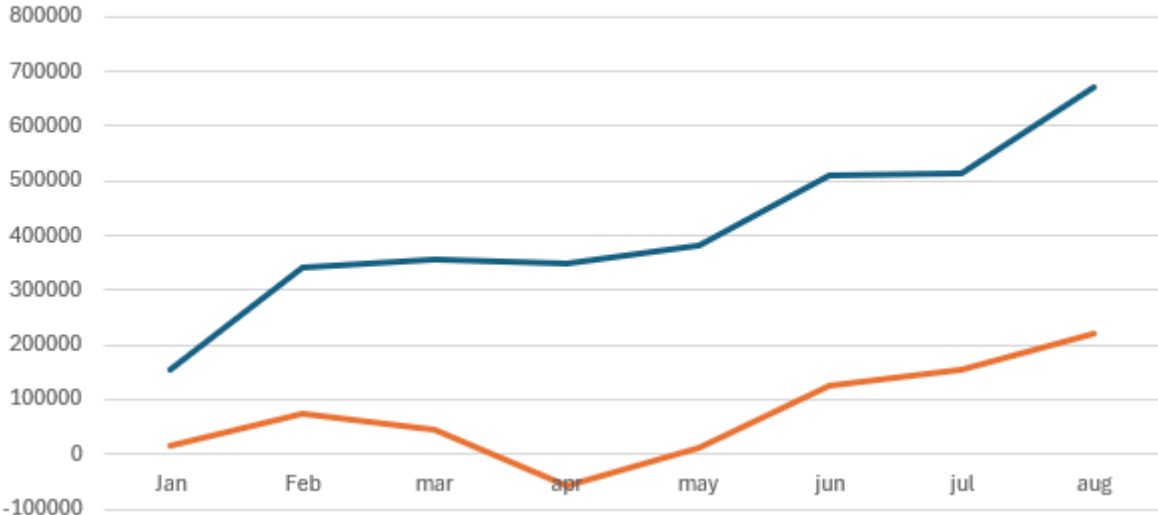
#### For the eight months ended 31 August 2024

	Actual Aug	Actual YTD	YTD Budget	Variance Actual	Variance %	Full year budget	Act YTD as % of full year
	\$	\$	\$	\$			
<b>Income</b>							
<b>Government Grants</b>							
Operations Grant	606,448	4,126,913	3,622,984	503,929	14	5,434,488	76
Teachers Salary Grant	872,657	7,555,104	7,555,140	(36)	(0)	11,680,987	65
Use of land & buildings	192,000	1,344,000	1,344,483	(483)	(0)	2,304,000	58
	<b>1,671,105</b>	<b>13,026,017</b>	<b>12,522,607</b>	<b>503,410</b>	<b>4</b>	<b>19,419,475</b>	<b>67</b>
<b>Locally Raised funds</b>							
Donations/Fundraising/Activiti	(3,165)	33,823	32,680	1,143	3	49,020	69
Sport Income/exp	(6,957)	(25,017)	(41,436)	16,419	40	(152)	16459
Other activities inc/exp	5,714	92,825	131,304	(38,479)	(29)	205,783	45
	<b>(4,408)</b>	<b>101,631</b>	<b>122,548</b>	<b>(20,917)</b>	<b>(17)</b>	<b>254,651</b>	<b>40</b>
<b>International Students</b>							
<b>Income</b>	151,277	471,844	357,960	<b>113,884</b>	<b>32</b>	<b>536,936</b>	<b>88</b>
<b>Expenditure</b>	38,846	211,915	165,835	<b>(46,080)</b>	<b>(28)</b>	<b>223,647</b>	<b>95</b>
	<b>112,431</b>	<b>259,929</b>	<b>192,125</b>	<b>67,804</b>	<b>35</b>	<b>313,289</b>	<b>83</b>
<b>Investment income</b>	<b>5,134</b>	<b>38,789</b>	<b>32,000</b>	<b>6,789</b>	<b>21</b>	<b>48,000</b>	<b>81</b>
<b>Total Income</b>	<b>1,784,262</b>	<b>13,426,366</b>	<b>12,869,180</b>	<b>557,086</b>	<b>4</b>	<b>20,035,415</b>	<b>67</b>
<b>Less expenses</b>							
<b>Learning Resources</b>							
Staff Expenses	198,093	1,456,308	1,454,557	1,751	0	2,250,032	65
Teachers Salary-MOE funded	872,657	7,555,104	7,555,140	(36)	(0)	11,680,987	65
Curricula	90,935	449,822	400,312	49,510	12	599,270	75
Curricular Other	4,569	38,184	69,008	(30,824)	(45)	103,512	37
	<b>1,166,254</b>	<b>9,499,418</b>	<b>9,479,017</b>	<b>20,401</b>	<b>0</b>	<b>14,633,801</b>	<b>65</b>
<b>Administration</b>							
Audit/Accounting	5,497	15,632	27,688	(12,056)	(44)	41,530	38
BOT Expenses	455	7,813	9,560	(1,747)	(18)	14,214	55
Communication	3,358	18,392	25,520	(7,128)	(28)	38,290	48
General/Consumables/Legal	7,126	75,262	52,288	22,974	44	78,432	96
ICT	21,809	184,527	147,096	37,431	25	202,562	91
Risk Management	1,794	14,267	22,888	(8,621)	(38)	31,362	45
Staff expenses	82,232	624,973	629,986	(5,013)	(1)	963,500	65
	<b>122,271</b>	<b>940,866</b>	<b>915,026</b>	<b>25,840</b>	<b>3</b>	<b>1,369,890</b>	<b>69</b>
<b>Property</b>							
Caretaking/cleaning	3772	21,420	25,040	(3,620)	(14)	37,558	57
Grounds	12,062	48,434	30,648	17,786	58	45,979	105
Heat, Light and Water	34,132	131,428	91,528	39,900	44	137,287	96
Repairs and Maintenance	19,542	138,657	115,584	23,073	20	173,375	80
Security	10,009	49,525	50,000	(475)	(1)	75,000	66
Staff expenses	35,060	260,439	260,882	(443)	(0)	399,000	65
Use of land & buildings	192,000	1,344,000	1,344,469	(469)	(0)	2,304,000	58
	<b>306,577</b>	<b>1,993,903</b>	<b>1,918,151</b>	<b>75,752</b>	<b>4</b>	<b>3,172,199</b>	<b>63</b>
<b>Finance Costs</b>							
<b>Depreciation</b>	<b>2,721</b>	<b>6,024</b>	<b>5,584</b>	<b>440</b>	<b>8</b>	<b>8,372</b>	<b>72</b>
	<b>38,096</b>	<b>314,106</b>	<b>329,560</b>	<b>(15,454)</b>	<b>(5)</b>	<b>505,405</b>	<b>62</b>
<b>Total Expenditure</b>	<b>1,635,919</b>	<b>12,754,317</b>	<b>12,647,338</b>	<b>106,979</b>	<b>1</b>	<b>19,689,667</b>	<b>65</b>
<b>Surplus/(Deficit)</b>	<b>148,342</b>	<b>672,049</b>	<b>221,842</b>	<b>450,107</b>	<b>(203)</b>	<b>345,748</b>	<b>194</b>

**Pukekohe High School**  
**Statement of Financial Position**  
**As at 31 August 2024**

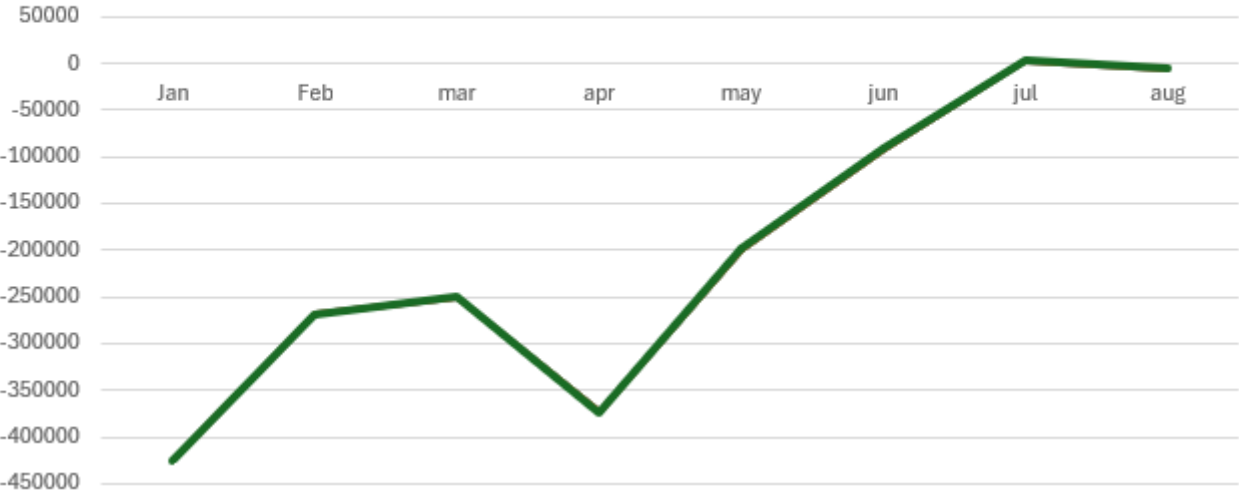
	<b>Aug Actual \$</b>	<b>Jul Actual \$</b>
<b>Current Assets</b>		
Cash and Cash Equivalents	226,164	353,574
Accounts Receivable	301,753	127,525
Prepayments	39,694	44,617
Investments	1,566,000	2,166,000
Inventories	3,797	3,797
	<b><u>2,137,408</u></b>	<b><u>2,695,513</u></b>
<b>Current Liabilities</b>		
Govt Grants in Advance	516,462	971,095
Accounts Payable	184,057	224,155
GST payable	250,082	239,740
International Student Funds	270,393	405,028
Student Funds received in Advance	10,671	10,134
Provision for Cyclical Maintenance-Current	163,459	157,699
Finance Lease Liability - Current	257,807	256,948
MOE Property Projects	116,602	55,564
MOE Salary accrual	27,995	27,995
Overstaffing liability	345,354	345,354
	<b><u>2,142,882</u></b>	<b><u>2,693,712</u></b>
<b>Working Capital Surplus/(Deficit)</b>	<b><u>(5,474)</u></b>	<b><u>1,801</u></b>
<b>Non-current Assets</b>		
Property, Plant and Equipment	2,881,948	2,852,397
	<b><u>2,881,948</u></b>	<b><u>2,852,397</u></b>
<b>Non-current Liabilities</b>		
Provision for Cyclical Maintenance	52,569	52,569
Finance Lease Liability	363,206	380,750
	<b><u>415,775</u></b>	<b><u>433,319</u></b>
<b>Net Assets</b>	<b><u><u>2,460,699</u></u></b>	<b><u><u>2,420,879</u></u></b>
<b>Equity</b>		
Accumulated Funds	1,788,650	1,788,650
Furniture Grant	0	108,521
Net surplus/(deficit)	672,049	523,708
	<b><u><u>2,460,699</u></u></b>	<b><u><u>2,420,879</u></u></b>

### Surplus-actual vs budget



Blue = Actual and Orange = Budget

### Working Capital



### Staff banking

