



# PUKEKOHE HIGH SCHOOL

## Board of Trustees Agenda 18 November 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 21 October 2024 have been circulated to all Trustees.*
4. Principal's Report
5. Financial Management
6. Draft 2025 Budget
7. Property Management
8. Health & Safety



# PUKEKOHE HIGH SCHOOL

## Report to Board of Trustees November 2024

**Area of Responsibility:** Principal

**Report by:** Murray Saunders

Teena koutou katoa,

Our November Board meeting falls at a time where much planning and preparation for the 2025 school year is underway. This is at department, Senior Leadership Team as well as Board level. Focus areas include design of new courses, changes to NCEA Level 1 programmes, literacy and numeracy initiatives, student leadership structures and work on our school values. This planning, of course, is taking place while NCEA examinations are in progress and junior programmes continue to be delivered.

The beginning of term four saw the hosting of four important awards ceremonies. Student achievement, service and the demonstration of our school values was celebrated at Poo Whakanuia, Senior Prize Giving, Sport Awards and Foundation Certificate Awards evenings. These events were extremely well attended and proved to be a great showcase of the talents of our students.

I would like to acknowledge staff, the community and the Board for their input into the strategic plan that is nearing its final draft form. The content and shape of this document will, I hope, capture the feedback received and continue to move us in a positive direction for the years ahead. The proposed vision and key strategic areas and initiatives are included later in this Board report.

Being the last meeting for the year, I would like to mihi to our staff representative, Catherine Tamihere, for her service and contribution to the school and the Board and wish her all of the best for her future endeavours.

To everyone, thank you for your ongoing support of our kura and myself as a new tumuaki. Enjoy the holiday period when it arrives, and I look forward to our continued work in 2025.

Nāku noa

Murray Saunders

# School Statistics:

Enrolment totals 1 January – 30 September 2024.

Zoning Status	Year 9	Year 10	Year 11	Year 12	Year 13	Total	% of roll
In Zone	336	393	400	290	219	1638	91.71
Out of Zone	27	23	25	21	14	110	6.16
Not Applicable	5	14	10	5	4	38	2.13
<b>Current Roll</b>	<b>368</b>	<b>430</b>	<b>435</b>	<b>316</b>	<b>237</b>	<b>1786</b>	<b>100</b>

## TERM 4 WEEK 1 - 2

### AREA – Running Totals

1 January - 31 October 2024

ATTENDANCE AVERAGE %	9	10	11	12	13	14	Ave %
Asian	90.5	89.7	87	84.9	79.2		<b>86.6</b>
European	86.7	84.3	83.8	84.5	79.7		<b>84.0</b>
Māori	79.1	74.9	76.4	76.4	70.1		<b>76.2</b>
MELAA	87.1	91.4	90.5	84.3	88.3		<b>87.9</b>
Pasifika	80.9	77.5	76.5	73.5	65.7		<b>75.4</b>
Other		86.5	82	76.8	85		<b>82.5</b>
<b>Ave %</b>	<b>84.3</b>	<b>82.2</b>	<b>82</b>	<b>82.1</b>	<b>76.5</b>		<b>81.8</b>

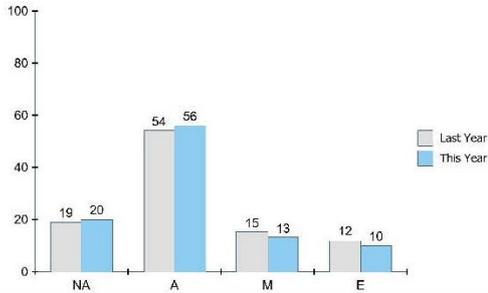
### AREA - Monthly Totals

1 October - 31 October 2024

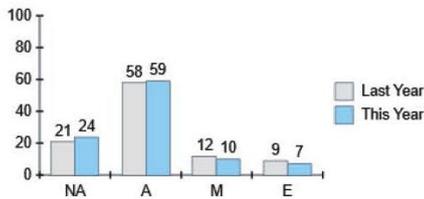
9	10	11	12	13	14	Ave %
89.6	89.1	81.8	70.3	61.6		<b>79.6</b>
84.3	83.5	77.1	67.8	61.0		<b>75.8</b>
72.3	67.7	65.0	61.0	50.9		<b>65.8</b>
80.0	91.6	84.0	73.9	69.8		<b>79.9</b>
81.3	71.5	67.3	58.7	45.9		<b>66.6</b>
	86.8	77.8	58.5	55.5		<b>70.1</b>
<b>80.9</b>	<b>79.4</b>	<b>74.2</b>	<b>66.2</b>	<b>57.7</b>		<b>73.2</b>

## NCEA Data Analysis 2024 Internals

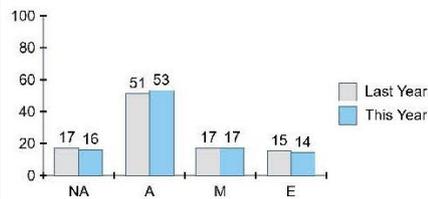
### All Students 90% of standards completed



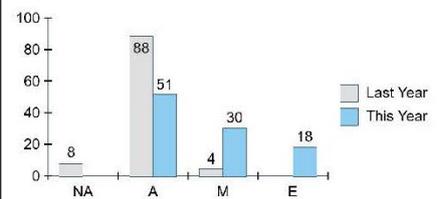
### Males 90% of standards completed



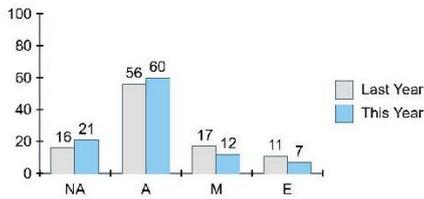
### Females 89% of standards completed



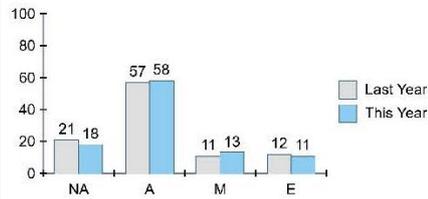
### Year 10 95% of standards completed



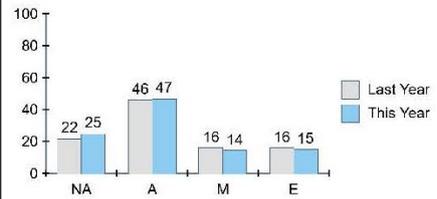
### Year 11 90% of standards completed



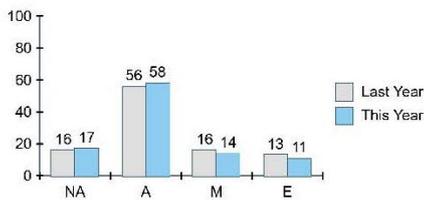
### Year 12 91% of standards completed



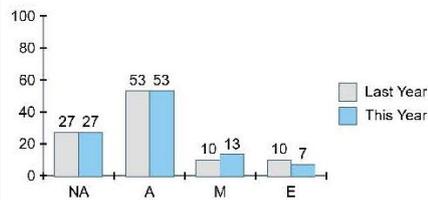
### Year 13 86% of standards completed



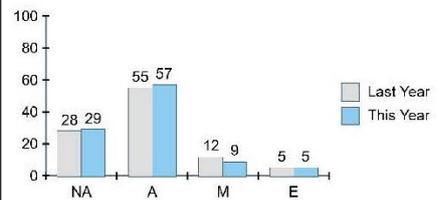
### European 90% of standards completed



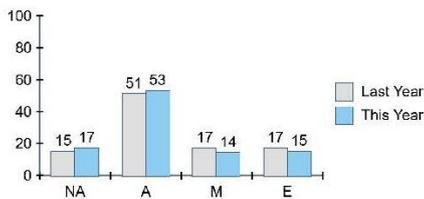
### Maori 88% of standards completed



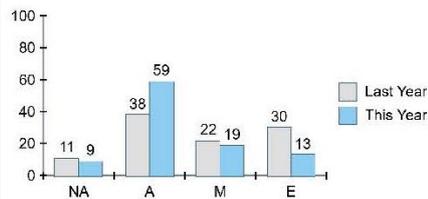
### Pasifika 88% of standards completed



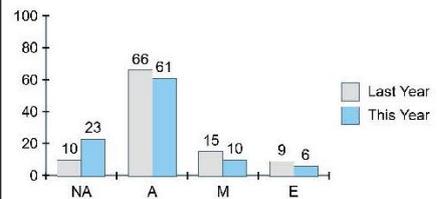
### Asian 91% of standards completed



### MELAA 93% of standards completed

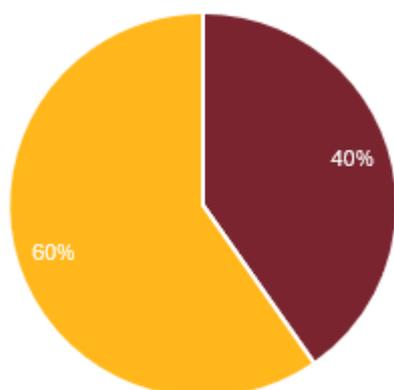


### Other 91% of standards completed



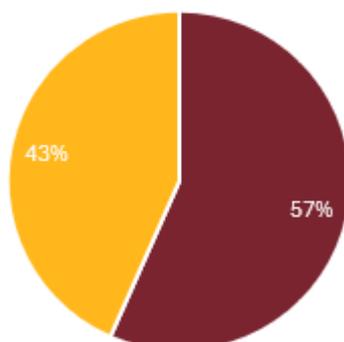
## Year 11 Literacy and Numeracy Co-requisite Data

Numeracy Pre T2 CAA Data



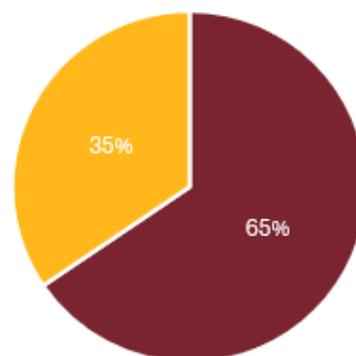
■ Achieved ■ Not Achieved

Numeracy After T2 CAA data with tagged standards



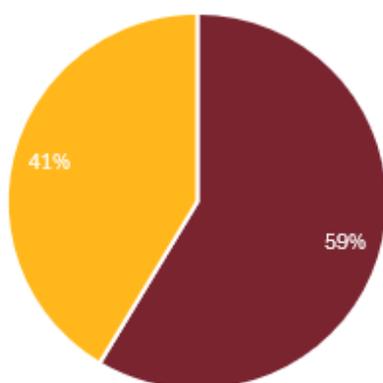
■ Achieved ■ Not Achieved

Numeracy T4 CAA data with tagged standards



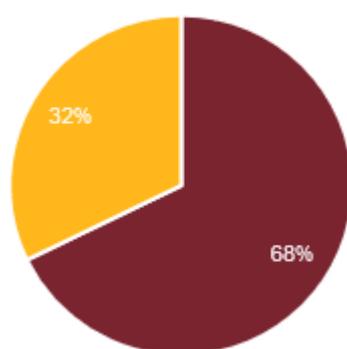
■ Achieved ■ Not Achieved

Literacy Pre T2 CAA Data



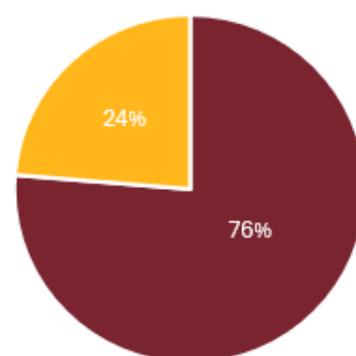
■ Achieved ■ Not Achieved

Literacy After T2 CAA data with tagged standards



■ Achieved ■ Not Achieved

Literacy T4 CAA data with tagged standards



■ Achieved ■ Not Achieved

\* The term four figures will change with the NCEA Common Assessment Activity (NCEA) results that will be published in early December.

## NCEA Achievement to date (by year level)

ATTAINED NCEA LEVEL	11			Total %	12			Total %	Total %	13			Total %	Total %	Total %
	L1	L2	L3	L1	L1	L2	L3	L1	L2	L1	L2	L3	L1	L2	L3
Asian	18			28.57	41	33		87.23	70	30	30	12	66.67	66.67	26.7
European	79			36.24	169	138		96.57	79	113	110	40	98.26	95.65	34.8
Māori	22			20.37	55	31		91.67	52	40	39	11	100	97.5	27.5
MELAA	3			50.00	7	3		100	43	4	4	1	100	100	25.0
Pasifika	7			20.00	21	14		91.3	61	25	25	8	86.21	86.21	27.6
Other	1			20.00	4	2		100	50	3	3	1	75	75	25.0
<b>Total</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>29.89</b>	<b>297</b>	<b>221</b>	<b>0</b>	<b>94.0</b>	<b>70</b>	<b>215</b>	<b>211</b>	<b>73</b>	<b>90.7</b>	<b>89.0</b>	<b>30.8</b>

## Strategic Plan

A draft version of the strategic plan is included at the end of the Principal's report ([Appendix 1](#)). I believe that it captures the themes that emerged from extensive feedback and consultation with our school community. These are evident in the vision statement and strategic goals that are in the document.

The draft is currently with a school branding company who we are employing to design a one-page visual overview of the plan.

## Student Leadership Structure

To promote further opportunities for our students to aspire to positions of leadership within our kura, the current student leadership model centred around councils is being extended to incorporate Year 9 and 10 students from the start of 2025. Junior students who are selected for the councils will benefit from mentoring from their senior peers and will also add their voices to the planning and design of initiatives within the school. We hope that this will provide a sense of aspiration, particularly for our Year 9s as they transition into high school.

## Kāhui Ako in-school positions

We have increased our suite of Kāhui Ako within-school positions to meet areas of need in our kura. The Literacy and Numeracy leads have been provided with an extra layer of support with a within-school Common Assessment Activity (CAA) Lead. We have also appointed staff to Māori Achievement and Pasifika Achievement Lead positions. These positions are designed to work with staff and students and to promote initiatives to improved engagement and achievement for these groups of students .

## Ministry of Education Attendance focus

Pukekohe High School is continuing to review and refine its school-wide approach to encourage and monitor student attendance. This is in light of the work being undertaken by the Ministry of Education to support schools to increase their levels of attendance to meet government targets by 2030. An attendance pilot has been underway for three weeks, utilising a mentoring and monitoring model with a group of students with attendance challenges.

The school will be looking at further developing our attendance strategy for 2025-2026 by aligning it with the Ministry STAR framework that has been established recently.

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

### Financial Statements and Creditors:

[Appendix 2](#) shows the October 2024 income & expenditure statements and balance sheet as of 31 October 2024.

Our YTD surplus dropped this month due to October being a 3 pay month. We did budget to incur a deficit in October, but it was bigger than expected. Having said that our YTD surplus is now \$551k (Sep \$715k) and we are \$334k better than budget.

### Variations

Variations to budget worth noting are:

## **Income Operations Grant**

We are ahead of budget by \$518k.

## **Locally Raised Funds**

We are up with our donations, grants and sponsorship but sport and other activities are behind budget. Sport is behind by \$38k, \$20k of which is underpaid fees and another \$20k being over payment of sports uniforms. The supplier SAS has charged us but we believe the uniforms should have been purchased free under their sponsorship scheme. We are meeting with them shortly to sort this out. We are working on the unpaid fees issues as well.

Other activities are behind due to reasons mentioned in previous reports e.g. less facility hire and kapa haka cost overrun.

## **International Students.**

International net income is still up on budget even though we incurred a slight deficit in October. Fees for next year are coming in an almost daily basis now which is pleasing.

## **Expenditure**

- While total income is up on budget by \$478k, overall expenditure is over by \$144k.
- Curricula is over by \$29k but that should reduce now that the senior students have finished for the year.
- Admin is over by \$44k mainly due to ICT costs and catering costs being over. Reasons have also been explained in previous reports.
- Property remains over too by \$83k with electricity, gas and water costs counting for most of that. Again this should slow down with the seniors being absent and we are seeking a funding review by MOE who do contribute to those costs in our Operations Grant. As yet we have had no reply.

## **Working capital**

Working capital has dropped significantly. The three factors causing this were

- the loss for the month of \$164k
- quarterly lease payment to Quadrent of \$40k
- \$132k in capital expenditure listed below

## **Capital Expenditure**

October was an unusual month with this much capex occurring-some items planned for and some unplanned but necessary. The items were:

- The new Harris St/John St fence \$42k
- School wide emergency lighting upgrade \$18k (unplanned but required for Building WOF purposes)
- Rugby and soccer goalposts purchase of \$10k but funded by a grant accounted for in our income
- New projector in the hall \$25k. This is sorely needed and originally planned for next year but the current one is deteriorating fast and needs relacing now.
- New cameras for the Art Faculty \$7k, music equipment \$2k both grant funded
- Two heavy duty marquees mainly for use on the up coming end of year camps but also other events as well such as athletics day \$17k.

## **Staffing banking**

This has gone up to \$68k but will be reversed in the next four pays.

## **Areas of over expenditure.**

While we are currently showing a YTD surplus of \$551k, the following areas that still need monitoring and some require (and are getting) action.

<b>Category</b>	<b>Actual</b>	<b>Budget</b>	<b>Comments</b>
Sport income/exp	(\$56k)	(\$18k)	\$20k fees not yet collected-we are working on this. Uniform costs up by \$20k approx. Discussion with SAS to come
Kapa haka group	\$17k	\$1k	Greater costs incurred than budgeted for but approved by Principal due to the educational/cultural benefits derived
International Expenditure	\$286k	\$212k	Agents commission up \$23k Overseas marketing up by \$25k Placement costs up by \$26k
Curricula costs	\$532k	\$504k	Art \$4k over, Hard Materials \$8k, Science \$8k and Star \$11k. All resulting from rising costs of consumables and course costs
Admin costs	\$1,197k	\$1,153k	ICT costs up \$51k mainly software and copyright costs
Property	\$2,540k	\$2,457k	Grounds \$11k, electricity/gas/water costs up \$73k on budget. Reply to our request for a funding review is still pending.

**(Financials)**

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

**Action: I move that the Board preapproves the November and December creditors.**

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

### **Fencing project**

Planting has started and it will be a few months before the hedge really takes shape.

### **Gym changing room and International Office foyer**

The crests are yet to arrive.

### **A Block cladding**

This project is now finished.

### **New kitchen in H4**

We have met with the contractors several times and also a kitchen designer. The plans have been worked and reworked and the final plan is now vastly different from our original. This is due to the size of the room which is a lot smaller than our current kitchens and nature of the building itself. However we are pleased with the current concept and apparently it will be cheaper than the initial estimate.

### **New walls in new block**

No progress to report with this initiative. The architect believes the price will be around \$20k but we may have to defer it for a while depending on our finances.

### **Glasgow Rd**

Negotiations are ongoing and Logan will report on this.

### **Manukau Rd (McDonalds)**

Logan will report on this as well.

### **Tech block replacement floor project**

Contractors are commencing work on replacing half the floor in T2 on Monday 18<sup>th</sup>. The floor is rotting and joists underneath it have to be replaced as well. Machinery is to be disconnected and moved but due to the timing the whole job wont impact on classes.

### **Cyclical Maintenance**

We are planning the end of year building wash and the painting of a number of rooms/blocks. Work is due to commence on Monday 16 December.

**Action: I move that the Property Report be approved.**

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

### **H&S Committee**

The next meeting is Thursday 21 November.

### **Incidents/accidents**

There were no major incidents/accidents since our last meeting.

### **Injury Report**

The stats below are for two weeks only-the first two weeks of term.

### **Incident Reports:**

	<b>Workers</b>	<b>Students</b>	<b>Others (e.g. visitors)</b>	<b>Total</b>
Number of minor injuries needing on-site treatment only	Nil	32	Nil	32
Number of injuries or incidents resulting in doctor or other medical visits	Nil	Nil	Nil	Nil
Number of notifiable events (reported to WorkSafe NZ)	Nil	Nil	Nil	Nil

### **Discipline Summary:**

Stand downs and suspensions since the last board meeting:

<b>Action</b>	<b>Total</b>	<b>Female</b>	<b>Male</b>	<b>Year Level</b>	<b>Ethnicity</b>
<b>Suspension</b>					
<b>Stand-down</b>	8	1	9	10 (6)	NZ European (4)
					Australian (1)
				11 (2)	Cambodian (1)
					Dutch (1)
					Māori (1)

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

## **Report Accepted:**

**I move that this report be accepted**

## **Pukekohe High School draft strategic plan: 2025-2027**

### **Vision Statement:**

**Whiria te tāngata, whiria te angituu / Weave/connect the people, create success  
(wording to be confirmed)**

Explanation: Clear themes emerged from community feedback around the need for the school to be an inclusive place that connects and brings people together. A secondary theme of promoting and enabling success, in all of its forms, was apparent. This phrase captures and links these two concepts using the imagery of raranga (weaving).

### **Strategic Goals:**

1. **Ako / Quality teaching and learning:** An engaging curriculum and effective teaching based on high expectations for students and teachers
2. **Te Pae Oorite / Equitable opportunities and outcomes:** All students have access to a wide range of curricular and co-curricular programmes through which they can thrive
3. **Uara / Living the Pukekohe High School values:** Our school values are visible and are exemplified by students and teachers across the whole school environment
4. **Haapori / Connection to our community:** Supportive and engaging partnerships between whaanau, school and community

**Manaakitanga**

### **Pukekohe High School Values:**

**Puumautanga**

**Kotahitanga**

**Aarahitanga**

### **Strategic Initiatives (linked to Strategic Goals):**

#### **1. Ako / Quality teaching and learning:**

- Junior curriculum review and implementation
- Staff professional learning and development based on effective teaching
- Pathways Programmes

#### **2. Te Pae Oorite / Equitable opportunities and outcomes:**

- Broad and quality curriculum pathways
- Robust extra-curricular programmes
- Attendance initiatives and support

#### **3. Uara / Living the Pukekohe High School values:**

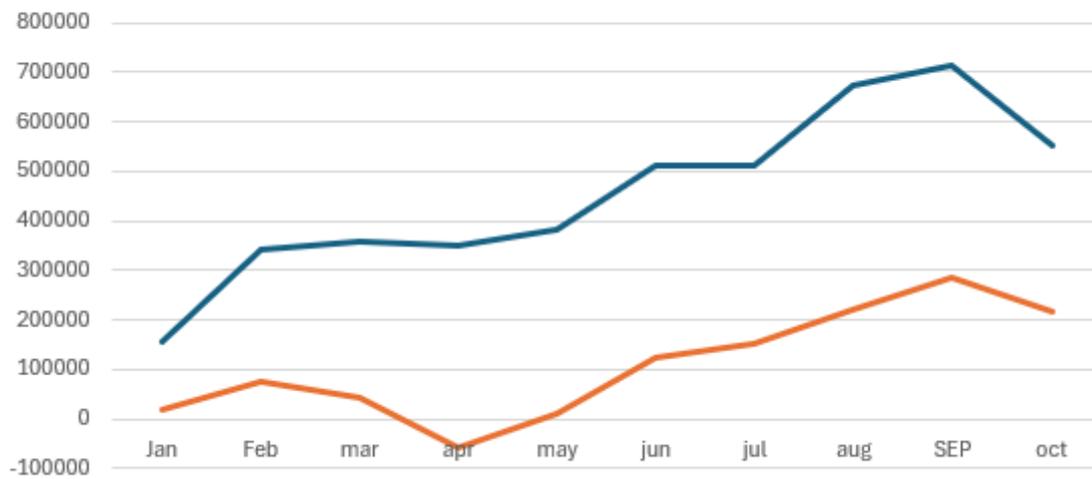
- Student values recognition system
- PHS graduate profile
- Visible values throughout the campus

#### **4. Haapori / Connection to our community:**

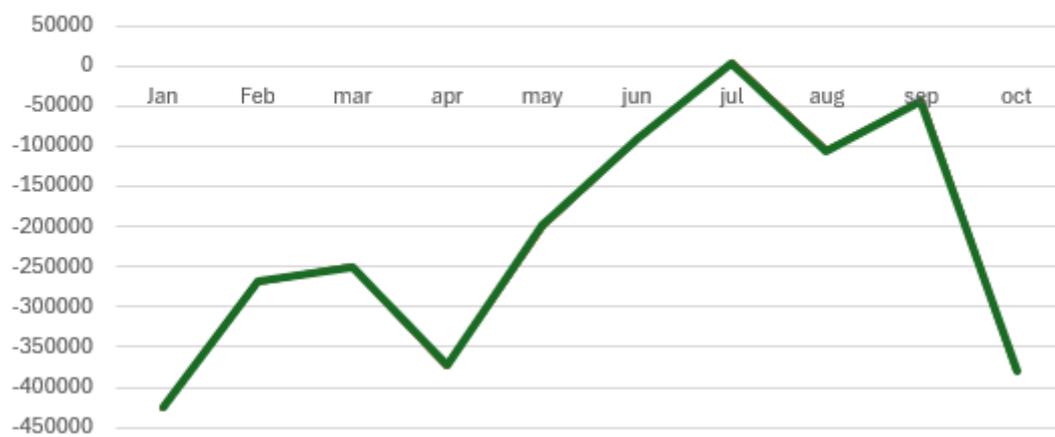
- Positive and reciprocal relationship with mana whanua and marae
- Pathways partnerships for education and training
- Active Alumni association
- Whaanau forum

## Appendix\_2

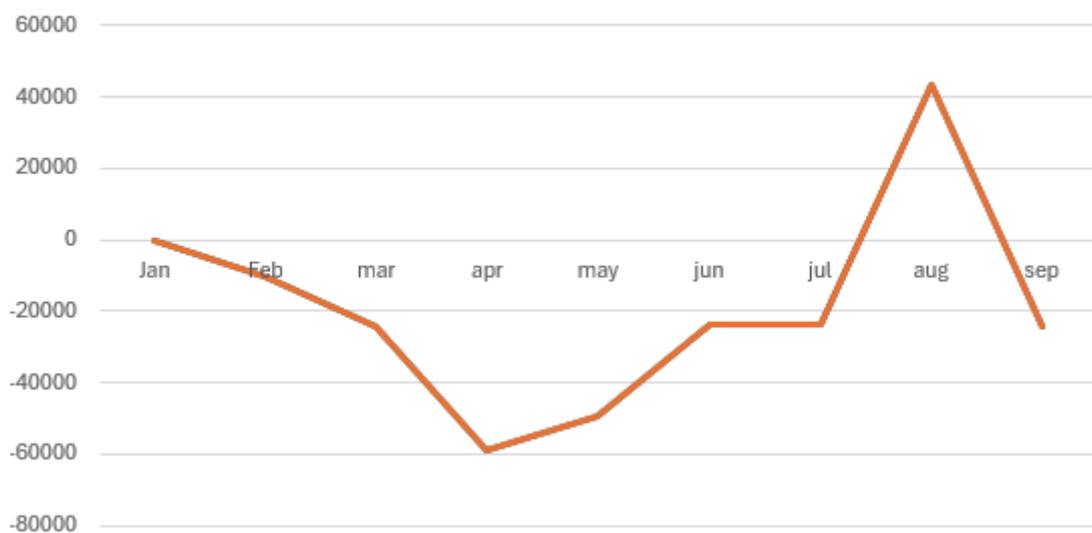
### Surplus-actual vs budget



### Working Capital



### Staff banking



**Pukekohe High School**  
**Income and Expenditure**  
**For the ten months ended 31 October 2024**

	Actual Oct	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	381,827	5,048,293	4,528,730	519,563	11	5,434,488	93
Teachers Salary Grant	1,406,440	9,862,294	9,862,394	(100)	(0)	11,680,987	84
Use of land & buildings	192,000	1,728,000	1,728,621	(621)	(0)	2,304,000	75
	<b>1,980,267</b>	<b>16,638,587</b>	<b>16,119,745</b>	<b>518,842</b>	<b>3</b>	<b>19,419,475</b>	<b>86</b>
<b>Locally Raised funds</b>							
Donations/Fundraising/Activities	235	58,552	40,850	17,702	43	49,020	119
Sport Income/exp	314	(56,540)	(18,304)	(38,236)	(209)	(152)	(37,197)
Other activities inc/exp	20,084	122,759	167,700	(44,941)	(27)	205,783	60
	<b>20,633</b>	<b>124,771</b>	<b>190,246</b>	<b>(65,475)</b>	<b>(34)</b>	<b>254,651</b>	<b>49</b>
<b>International Students</b>							
<b>Income</b>	48,007	539,365	447,450	91,915	21	536,936	100
<b>Expenditure</b>	57,300	286,719	212,552	(74,167)	(35)	223,647	128
	<b>(9,293)</b>	<b>252,646</b>	<b>234,898</b>	<b>17,748</b>	<b>8</b>	<b>313,289</b>	<b>81</b>
<b>Investment income</b>	<b>3,595</b>	<b>47,726</b>	<b>40,000</b>	<b>7,726</b>	<b>19</b>	<b>48,000</b>	<b>99</b>
<b>Total Income</b>	<b>1,995,202</b>	<b>17,063,730</b>	<b>16,584,789</b>	<b>478,841</b>	<b>3</b>	<b>20,035,415</b>	<b>85</b>
<b>Less expenses</b>							
<b>Learning Resources</b>							
Staff Expenses	212,051	1,890,030	1,886,393	3,637	0	2,250,032	84
Teachers Salary-MOE funded	1,406,440	9,862,294	9,862,394	(100)	(0)	11,680,987	84
Curricula	38,679	532,999	503,390	29,609	6	599,270	89
Curricular Other	32,110	81,070	86,260	(5,190)	(6)	103,512	78
	<b>1,689,280</b>	<b>12,366,393</b>	<b>12,338,437</b>	<b>27,956</b>	<b>0</b>	<b>14,633,801</b>	<b>85</b>
<b>Administration</b>							
Audit/Accounting	7,984	25,052	34,610	(9,558)	(28)	41,530	60
BOT Expenses	1,858	10,199	11,950	(1,751)	(15)	14,214	72
Communication	3,147	24,571	31,900	(7,329)	(23)	38,290	64
General/Consumables/Legal	9,071	88,582	65,360	23,222	36	78,432	113
ICT	28,431	226,611	174,870	51,741	30	202,562	112
Risk Management	2,746	19,962	19,790	172	1	31,362	64
Staff expenses	103,876	802,749	815,276	(12,527)	(2)	963,500	83
	<b>157,113</b>	<b>1,197,726</b>	<b>1,153,756</b>	<b>43,970</b>	<b>4</b>	<b>1,369,890</b>	<b>87</b>
<b>Property</b>							
Caretaking/cleaning	1,523	26,584	31,300	(4,716)	(15)	37,558	71
Grounds	(385)	49,278	38,310	10,968	29	45,979	107
Heat, Light and Water	19,649	187,631	114,410	73,221	64	137,287	137
Repairs and Maintenance	(7,468)	140,181	144,480	(4,299)	(3)	173,375	81
Security	7,364	63,861	62,500	1,361	2	75,000	85
Staff expenses	50,959	344,477	337,612	6,865	2	399,000	86
Use of land & buildings	192,000	1,728,000	1,728,803	(803)	(0)	2,304,000	75
	<b>263,642</b>	<b>2,540,012</b>	<b>2,457,415</b>	<b>82,597</b>	<b>3</b>	<b>3,172,199</b>	<b>80</b>
<b>Finance Costs</b>	<b>10,795</b>	<b>17,287</b>	<b>6,980</b>	<b>10,307</b>	<b>148</b>	<b>8,372</b>	<b>206</b>
<b>Depreciation</b>	<b>38,800</b>	<b>391,415</b>	<b>411,950</b>	<b>(20,535)</b>	<b>(5)</b>	<b>505,405</b>	<b>77</b>
<b>Total Expenditure</b>	<b>2,159,630</b>	<b>16,512,833</b>	<b>16,368,538</b>	<b>144,295</b>	<b>1</b>	<b>19,689,667</b>	<b>84</b>
<b>Surplus/(Deficit)</b>	<b>(164,429)</b>	<b>550,897</b>	<b>216,251</b>	<b>334,546</b>	<b>155</b>	<b>345,748</b>	<b>159</b>

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

	Oct Actual \$	Sep Actual \$
<b>Current Assets</b>		
Cash and Cash Equivalents	485,155	781,658
Accounts Receivable	132,735	144,715
Prepayments	64,616	34,769
Investments	1,267,629	466,000
Inventories	3,797	3,797
	<b>1,953,932</b>	<b>1,430,939</b>
<b>Current Laibilities</b>		
Govt Grants in Advance	790,559	74,176
Accounts Payable	224,329	90,161
GST payable	129,938	34,513
International Student Funds	299,664	275,755
Student Funds received in Advance	11,615	9,695
Provision for Cyclical Maintenance-Current	114,701	169,219
Finance Lease Liability - Current	262,539	255,780
MOE Property Projects	127,215	192,085
MOE Salary accrual	27,995	27,995
Overstaffing liability	345,354	345,354
	<b>2,333,909</b>	<b>1,474,733</b>
<b>Working Capital Surplus/(Deficit)</b>	<b>(379,977)</b>	<b>(43,794)</b>
<b>Non-current Assets</b>		
Property, Plant and Equipment	2,987,750	2,868,838
	<b>2,987,750</b>	<b>2,868,838</b>
<b>Non-current Liabilities</b>		
Provision for Cyclical Maintenance	52,569	52,569
Finance Lease Liability	306,984	359,826
	<b>359,553</b>	<b>412,395</b>
<b>Net Assets</b>	<b>2,248,220</b>	<b>2,412,649</b>
<b>Equity</b>		
Accumulated Funds	1,697,323	1,697,323
Net surplus/(deficit)	550,897	715,326
	<b>2,248,220</b>	<b>2,412,649</b>