



MINUTES

A meeting of the Pukekohe High School Board was held at 6.24pm, 20 October 2025

OPEN MEETING

Present: Simon Williams, Murray Saunders (Principal), Eleanor Reynolds (Staff Representative), Denis Murphy (Business Manager), Frans van Dorsser, Laiha Holliday, Lincoln Sharp, Shawna Coleman, Meagan McAuley (Board Secretary), Lachlan Hadley (Student Representative)

Murray Saunders Principal chaired the meeting.

1. Apologies

Nil

Carried

2. Declaration of Conflicts of Interest

Lincoln Sharp noted his conflict of interest regarding international students.

Carried

3. Confirmation of Previous Minutes

Eleanor Reynolds moved:

"That the minutes of the Pukekohe High School Board dated 18 August 2025, circulated to all Trustees are a true and correct record of the previous meeting".

Seconded: Shawna Coleman
Carried

4. Call for nominations.

4.1 Presiding Member:

Lincoln Sharp nominated Simon Williams
Eleanor Reynolds seconded it.
Simon accepted the nomination.
No other nominations were received.

Murray Saunders moved:

'That Simon Williams is declared the Presiding Member of the Pukekohe High School Board.'

Seconded: Eleanor Reynolds
Carried

Simon Williams resumed the Presiding Member Position.

4.2 Deputy Presiding Member

Eleanor Reynolds nominated Shawna Coleman
Lincoln Sharp seconded it.
No other nominations were received.

Presiding Member moved:

'That Shawna Coleman is declared the Deputy Presiding Member of the Pukekohe High School Board.'

Seconded: Eleanor Reynolds
Carried

4.3 Financial Committee

Presiding member moved:

'That the Financial Committee for Pukekohe High School Board consists of Lincoln Sharp (Board member), Franz van Dorsser (Board member), Murray Saunders (Principal), Hester Myburgh (Deputy Principal) and Denis Murphy (Business Manager).'

Seconded: Eleanor Reynolds
Carried

4.4 HR Committee

Lincoln Sharp moved:

'That the HR Committee for Pukekohe High School Board remains as Simon Williams, Shawna Coleman, Laiha Holliday and the Principal.'

Seconded: Simon Williams
Carried

4.5 Student Behaviour Management Committee

Presiding Member moved:

'That the Student Behaviour Management Committee for Pukekohe High School Board remains as every board member and the Principal with three board members attending the meeting unless in extreme circumstances it will be two board members.'

Carried

4.6 Principal Delegations

Presiding Member moved:

'That the Principal Delegations for Pukekohe High School Board remains the current one.'

Carried

5. Co-opt Board Members

Presiding Member moved:

'That the Pukekohe High School Board agrees to approach Nga hau e wha to co-opt a member from the local marae for Māori Community until the election in September 2028.'

Seconded: Eleanor Reynolds
Carried

6. Principal's Report

Murray Saunders moved:

"That the Pukekohe High School Board accepts the Principal's report."

Seconded: Simon Williams
Carried

Murray Saunders moved:

"That the Pukekohe High School Board is prepared to scope the Alternative Education Proposal."

Seconded: Simon Williams
Carried

7. Financial Report

Lincoln Sharp moved:

"That the Pukekohe High School Board accepts the September financial reports."

Seconded: Shawna Coleman
Carried

8. Property Management Report

Presiding member moved:

"That the Pukekohe High School Board accepts the Property Management report."

Seconded: Eleanor Reynolds
Carried

9. Health and Safety Report

Presiding member moved:

"That the Pukekohe High School Board accepts the Health and Safety report."

Seconded: Eleanor Reynolds
Carried

10. School Docs Policy Review – Bullying and Harassment

Presiding member moved

'That the Pukekohe High School Board approves the Bullying and Harassment Policy with no amendments.'

Seconded: Lincoln Sharp
Carried

11. School Docs Policy Review – Behaviour Management

Presiding member moved

'That the Pukekohe High School Board approves the Behaviour Management Policy with no amendments.'

Seconded: Laiha Holliday
Carried

12. Electronic Votes

Grassroots Trust Grant

Passed by electronic vote 15 September 2025.

On 15 September the board electronically voted in favour to apply for a grant to Grassroots Trust for funding for \$30,012.61 (excluding GST) for our Year 10 Camp. This will support approximately 395 students to take part in the adventure activities and camp site hire at Hunua.

New Horizon Community Trust Grant

Passed by electronic vote 15 September 2025.

On 15 September the board electronically voted in favour to apply for a grant to New Horizon Community Trust for funding for \$12,244.53 excluding GST to enable approximately 395 students to attend our Year 10 school camp to help with the costs of bus transport, marquee hire and portable toilets.

HR Committee

Passed by electronic vote 07 October 2025.

On 7 October the board electronically voted in favour that Lincoln Sharp and Simon Williams be delegated HR responsibility in order to resolve any current HR matters.

Denis Murphy left the meeting at 7.39pm

Moved from the Chair that the Board moves into in committee at 7.40pm

Carried

Moved from the Chair that the Board moves out of in committee at 7.45pm

Carried

Moved from the Chair that the board closes 7.46pm

Carried

Meeting closed with a karakia 7.45pm