



# Shirley Boys' High School

## MINUTES OF THE BOARD OF TRUSTEES

### Meeting held at 6:10 p.m. on Thursday 4 May 2017 in the Board Room

**PRESENT** Tony Deavoll (Chairperson), Steve Garland, Sarah Clark,  
Miguel Clayton-Jones, Neil Falconer, Andrew Hood, Tim Grocott

**IN ATTENDANCE** Anthea McCully, Tony Ambrose, Rob Wilson-Pyne  
Loren Treacy (Minute Secretary)

**APOLOGIES** John Laurenson, Caine Tauwhare

**NON-ATTENDANCE** Karaitiana Taiuru

**Motion: Moved Chairperson**

*That the apologies be accepted.*

**Carried**

**PRESENTATION ON CO-CURRICULAR ACTIVITY**

A presentation on Co-Curricular activity was given by Matt Sharr. This encompasses Spartan Sport and Creative Shirley and involves Student Sports Council and Student Cultural Council students.

- A timetable change 3 days per week allows time for practises to take place.
- Believe getting better at getting students to complete their classwork out of class time.
- Grounds are being utilised.
- A lot of effort was put in last year with regard to payment of student fees and trips. This is more easily achievable this year with a full time Spartans Sport Co-ordinator.
- Sponsorship money and applications to the PTA are being utilised for students who are experiencing financial difficulty.
- There is a need to look at the structure of the Arts Co-ordinator position as this is combined with a number of other duties that this staff member must undertake.
- Time allowance is being investigated for staff who take major codes.
- Big increase in health and safety response with operating procedures to be followed.
- Working through procedures for student coaches.
- A new school group has been set up to look at issues that have been experienced with new schools, Haeata and Rolleston, to avoid the same issues occurring in the new school.
- There are issues that must be worked through with the Uniform Shop with regard to sport uniforms. There is a local supplier currently providing these items. It has been agreed to start this process with Rugby, being the biggest code, but there is still a large amount of stock on hand that requires to be used.

The Board acknowledged the work undertaken with Spartans Sport and Creative Shirley. The Acting Headmaster also acknowledged Matt Sharr's contribution to the Senior Management Team over the last few years.

Matt Sharr was thanked for his presentation and left the meeting at 6:40 p.m.

**1. MINUTES OF THE PREVIOUS MEETING**

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees' meeting held on 23 March 2017, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

**Matters Arising from the Minutes**

- It was agreed that non-attendance be added to the apologies.
- A Board funded morning tea is to be held for staff on Friday 5 May.
- Policy for Managing Recruitment.

**2. CORRESPONDENCE**

**Inwards**

- Education Gazette
- STA News
- CES nomination form for Board of Directors
- John Laurenson – Latest developments
- Juliet Duder – invitation to Open Evening
- SBHS Pasifika students - Ie Faitaga proposal

**Outwards**

- Deloitte – Statutory annual audits – terms of engagement (signed copy)

**Matters Arising from the Correspondence**

**IE Faitaga Proposal**

The Acting Headmaster noted that there were a number of Pasifika students who wore lavalava at the last mufti day. The wearing of lavalava has been adopted by a number of schools in Auckland and 2 schools in Christchurch. The Board was in agreement for a committee to be set up to discuss this request and any implications it may cause. The Deputy Headmaster will also liaise with Pasifika students.

**Action: Rob Wilson-Pyne and Sarah Clark**

**Motion: Moved Chairperson**

*That the Ie Faitaga proposal be received and that a sub-group be set up to consider this request.*

**Carried**

**Motion: Moved Chairperson**

*That the inwards correspondence be received and the outward approved.*

**Carried**

**3. HEADMASTER'S REPORT**

As per the previously circulated report which was spoken to by Tim Grocott.

**New School**

- Financial close off for the new school went smoothly on 7 April.
- A request has been made to the Minister that the sod turning occurs at the beginning of June.
- Continuing to investigate financing of the all-weather turf.
- Looking at options around set-up and design for two areas of Food Technology – one as domestic set up for junior students and a more commercial area for the seniors. Tim Grocott is a member of the group set up to look at this.
- Following concerns around the design of the theatre at Haeata, issues are being collated to discuss with the Ministry.
- Following concerns with the cultural space, a combined hui took place with Avonside Girls' High School. The key aspect is that this is a cultural space and does not have te kanga associated with it.

- A meeting was held in the last week of Term 1 to look at the possible restructure of corporate services (support staff). Companies have been identified to provide a tender to lead this process. It is now proposed to approach the Ministry of Education for funding for this process.

### **Community of Learning**

The Headmaster has indicated that he is interested in being the Lead Principal for the Community of Learning. It is hoped that an appointment will be made within Term 2. Once established, it will be possible to look at staff positions within the Community of Learning. Across the school there will be 5 lead teachers and within the school there will be 24 lead teachers. These teachers have a time allocation of .4 (2 days per week). This process will be undertaken in Term 3, ready for commencement in 2018. Funding will be provided by the Ministry to cover the costs of staffing these positions. There will be a need for some Board representation on the Stewardship Group.

### **Employer Responsibility**

Caretaker, Simon Morice, has resigned. Current personnel will fill his roll until further notice.

### **Student Matters**

It was a successful tournament week and a Sports Assembly is to be held on Friday 5 May acknowledging success in sport.

## **4. SCHOOL ZONE**

As presented, and spoken to, by Sarah Clark.

It was noted that additional options have been requested to be included in the correspondence to the Ministry of Education by Avonside Girls' High School. Following discussion by the Board, it was felt that there is a need to reconvene with Avonside to reach an agreement as a collective.

The Acting Headmaster stated that the Board needs to consider what philosophy they want for Shirley Boys' High School. Do the Board want the school to be the school of choice for boys in the east or for a wider community?

Suggestions for alteration to the response to the Ministry of Education were discussed by the Board.

Monica Davies is to be contacted regarding Avonside Girls' High School options as there is a need for the two schools to have common ground. Feedback will be provided to the Board.

**Action: Tony Deavoll**

## **5. STAFF TRUSTEE'S REPORT**

- The Staff Trustee reported that staff have raised concerns regarding the location of the Sick Bay on the first floor of the new school. The Acting Headmaster advised that there is a lift in the vicinity which would be available for injured students to use.
- Community Night is to be held on 25 May. An invitation has been extended to members of the Board.
- A request has been received from a staff member for the Board to consider offering free flu shots as a result of the quality of buildings and the working environment. The Board was in agreement for information to be obtained from the Public Health Nurse and the Shirley Medical Centre.

**Action: Tony Ambrose**

**Motion: Moved Chairperson**

*The Board supports the process of enabling staff who wish to have a flu vaccination. Initial arrangements are to be made with Shirley Medical Centre and there is an option for staff to go to their own medical centre if they wish.* **Carried**

## 6. STUDENT TRUSTEE'S REPORT

Miguel Clayton-Jones reported that students had a good holiday break and have returned fresh and vitalised.

### **Motion: Moved Chairperson**

*That the reports be accepted.*

**Carried**

## 7. COMMITTEE REPORTS

### **Resources**

The Solutions and Services financial report was spoken to by Neil Falconer.

- Interest rates remain low and short term investments are being utilised.
- There is a large deficit but the school has capital to cover this.

### **Motion: Moved Neil Falconer/Seconded Sarah Clark**

*That the financial report for the month of March be accepted.*

**Carried**

## 8. FUNDING APPLICATIONS

None to report although consideration is being given to applying for funding for an all-weather turf, along with outside organisation involvement. An option could be to undertake this without Shape Ed involvement.

## 9. HEALTH AND SAFETY

No issues to report.

## 10. PTA

The PTA consists of a small, enthusiastic, group of people but many of these members have sons who will be leaving this year. Endeavours are being made to help revitalise the group and meetings of interest are being organised to encourage parents of Year 9 and 10 students to be part of this group.

## 11. GENERAL BUSINESS

### **Timetable Policy**

The review date for this policy has been changed to Term 4 2018 to be in line with the new collective. There was a change to one of the clauses and this is to be emailed to the Board for ratification at the next meeting.

**Action: Tony Ambrose**

### **Motion: Moved Chairperson**

*That the Timetable Policy is received.*

**Carried**

### **Sexual Harassment Policy**

This Sexual Harassment Policy has been reviewed and will be presented at the next meeting.

**Action: Tim Grocott**

**Uniform**

Sarah Clark raised concern at the length of time being allowed for the new uniform to be introduced given there had been an adequate amount of lead in time for its introduction. It was noted that the Board wish to have the uniform high on the priority list for school management.

**12. NEXT MEETINGS**

The Board were in agreement to change the date of the next meeting.

Resources Committee      4:30 p.m. Thursday 1 June 2017

Board of Trustees          5:30 p.m. Thursday 1 June 2017

There being no further business the meeting closed at 8:10 p.m.

**APPROVED** ..... **1 June 2017**  
**Chairperson**

**BOARD OF TRUSTEES  
ACTION POINTS**

Meeting	Action	By Whom	Date
Meeting 23.6.16 Item 8, page 4	Investigate criteria for those attending overseas trips	John Laurenson	Ongoing
Meeting 22.9.16 Item 7, page 4	Further investigation into financial payments via the Parent Portal	Anthea McCully	Ongoing
Meeting 15.12.16 Item 6, page 3	Discussion on financial limit for placement of orders by staff members	John Laurenson Anthea McCully	February
Meeting 23.2.17 Item 4, page 2	Review of Travel Procedure	Tony Ambrose	June
Meeting 23.2.17 Item 7, page 3	Resolution for tie for the first teams	Management team	May
Meeting 23.3.17 Item 9, page 5	Seek clarification from Rock On on whether it is a requirement to have Board approval to prosecute parents under the Education Act.	Rob Wilson-Pyne	May
Meeting 4.5.17 Item 2, page 2	Discussion on introduction of lavalava as part of the school uniform.	Rob Wilson-Pyne Sarah Clark	May
Meeting 4.5.17 Item 4, page 3	Contact Monica Davies regarding AGHS options in relation to the proposed zone and feedback to the Board.	Tony Deavoll	May
Meeting 4.5.17 Item 5, page 3	Obtain information on provision of flu vaccinations from Public Health Nurse and Shirley Medical Centre.	Tony Ambrose	May
Meeting 4.5.17 Item 11, page 4	Email Board with change of clause in the Timetable Policy for ratification at the next meeting.	Tony Ambrose	May
Meeting 4.5.17 Item 11, page 4	Present Sexual Harassment Policy at next Board meeting	Tim Grocott	May