



Shirley Boys' High School
MINUTES OF THE BOARD OF TRUSTEES
Meeting held at 6:15 p.m. on
Thursday 5 May 2016
in the Board Room

PRESENT Tony Deavoll (Chairperson), John Laurenson, Gray Crawford,
Steve Garland, Sarah Clark, Karaitiana Taiuru, Judah Watkinson,
Neil Falconer

IN ATTENDANCE Tim Grocott, Anthea McCully, Tony Ambrose
Loren Treacy (Minute Secretary)

APOLOGIES Rob Wilson-Pyne, Stu McLauchlan

Motion: Moved Chairperson

That the apologies be accepted.

Carried

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Board of Trustees' meeting held on 24 March 2016, having been circulated, be approved as a true and correct record of that meeting.

Carried

Matters Arising

Nil.

2. CORRESPONDENCE

Inwards

- NZSTA – election resources
- Yuki Miura – Japan tour proposal
- STA News
- NZSTA regarding Conference
- Whanau Committee regarding representative

Outwards

- CERT – application for funding
- Email to Karaitiana Taiuru in response to his email
- David Hobern concerning requirement for a structural engineer to inspect the school following a significant earthquake
- Gareth Millar (student) regarding jewellery policy
- Darroch Ltd confirm they are the disposal agent for the MOE re 41 Averill Street

Matters Arising from the Correspondence

Board of Trustee Election Timeline

Parents of the school should have received information on the election process by now.

Whanau Committee

Correspondence has been received from the Chairperson of the Whanau Committee formalising their recommendation that a Whanau Committee member be co-opted onto the Board of Trustees. This communication was addressed to the next Board and the Headmaster but was tabled at the meeting for the Board's information. The name of the person nominated will be submitted by the next meeting.

A recommendation is to be made by the outgoing Board to the incoming Board that a member of the Whanau Committee be co-opted onto the Board of Trustees.

Action: Board

Motion: Moved Chairperson

That the inwards correspondence be received and the outwards approved.

Carried

3. HEADMASTER'S REPORT

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

Employer Responsibility

The appointment of HOD Mathematics will require Board representation. The sub-committee for the employment of the HOD will consist of the Headmaster, Associate Headmaster and a Board member. Interviews are scheduled for Monday, 16 May.

Health and Safety

The Associate Headmaster has addressed staff on health and safety issues and staff responsibilities.

It is the Headmaster's belief that it will be necessary to employ a dedicated staff member to meet health and safety requirements. He has confidence that a lot of progress has been made but there is still a lot of work to go through.

The 2017 enrolment form is currently being finalised and will include key bullet points around abiding by school rules and that students must be aware of the need to take care of themselves. It is important that parents and students are aware of the responsibility they have within the Health and Safety Act.

A suggestion was put forward regarding a waiver around awareness of the Act.

It was noted that the school has made a commitment to health and safety practice. There is a need to ensure procedures and practices are in place which establish that there is an awareness of what the risks are and the ways being considered to minimise this risk. The intention of the Act is not to limit but to be aware of what the risks are.

It will also be necessary to raise awareness with parents that in sport there may be a teacher in charge, a volunteer, or an older student coaching or managing their son's sporting team.

Privacy Policy and Procedures

Thanks were extended to Karaitiana Taiuru for his assistance in updating this policy. Any further amendments were requested to be sent to the Headmaster by 19 May and the policy will be presented for approval at the next meeting of the Board.

Action: Board

QEII Site

The Associate Headmaster reported that submissions around sale of the land have now gone through the consultation process. There was a little concern around this process by some groups in the community. The hearing will take place on 26 April.

Travis Medical Centre has a car park on part of the land proposed to be purchased by the Ministry. They have the option of working with the Council to look at purchase of the land or establish a Memorandum of Understanding with the Ministry of Education allowing them to have use of the land for the car park. If this is achievable, the Medical Centre is happy for the land to be sold.

Expressions of interest have been sought from groups wanting to build and manage the 25 year period PPP. These closed a few weeks ago and four consortia have shown an interest. The consortia now have until August/September to put together a proposal based on specifications provided of what is desired within school building spaces, how spaces are to be used, etc. Diagrams were presented at the meeting.

Once these proposals have been put together, the Ministry will then narrow their decision down to two and consider which is the best of these two options by early 2017. The timeline for building commencement is April 2017.

At this stage the Ministry has indicated that they may be able to meet requirements within the existing budget. If not, the Board would need to consider how much of their funds they wish to put in.

Motion: Moved Chairperson

That the Board will be represented on the Appointment sub-committee for the appointment of the HOD Mathematics by Neil Falconer.

Carried

Motion: Moved Chairperson

That the Headmaster and Associate Headmaster's report be accepted.

Carried

4. STAFF TRUSTEE'S REPORT

Japan Tour Proposal

As per the previously sent email regarding a proposed trip to Japan in conjunction with Marian College during the Term 3 holiday in 2017.

Motion: Moved Steve Garland/Seconded Neil Falconer

That Board supports in principle the proposed tour to Japan in the Term 3 holiday in 2017. This is subject to all requirements of the Board being met and the Headmaster or his delegate signing off all necessary documentation.

Carried

Discussion was held on the need to readdress the Overseas Travel Policy given that the Board is still approving overseas trips in a period that the policy says travel is not to be undertaken in, although a waiver is included that this be at the discretion of the Board.

Action: John Laursen

Proposed French Trip to New Caledonia

A request has been received from Suzy Lallemand to take a group of 9 students to New Caledonia for 11 days. The group would depart on 23 September 2016. This is a one-off trip which has been arranged in conjunction with the French Government and French Embassy. This will come at a cost of \$2,500.

The French Government views this as a highlight on their calendar and Shirley Boys' High School would receive considerable publicity being the first school to use this scholarship.

Information on this trip is to be emailed to the Executive Officer. It must be ensured that the school's travel insurance cover is used for this trip.

Action: Steve Garland

Motion: Moved Steve Garland/Seconded Neil Falconer

That the Board supports in principle the proposed tour to New Caledonia in the Term 3 holiday in 2017. This is subject to all requirements of the Board being met and the Headmaster or his delegate signing off all necessary documentation.

Carried

A list of proposed overseas trips is to be included with the agenda each month.

Health and safety aspects will be addressed with the teachers accompanying these tours. Currently any trip going out of the school goes through the Associate Headmaster and Merry Herlihy. Each staff member taking a trip must produce their own original documentation. This is engaging staff in the health and safety process.

5. STUDENT TRUSTEE'S REPORT

Work Day

Students would like a portion of the money raised by Work Day to go towards outdoor furniture. A group of students are currently looking into the most practical and affordable furniture. Inclusion of shade sails is being considered. The idea is for this furniture to be portable and able to be taken to the new school.

The Headmaster advised that the provision of concrete outdoor furniture is imminent. He also advised that there are no shade sails available from the Ministry from schools that have closed but should any come to hand the school will be notified.

6. COMMITTEE REPORTS

Resources Committee

As per the financial reports previously circulated. The financial situation is sound for this time of year.

Motion: Moved Chairperson

That all reports presented by accepted.

Carried

7. PTA

Ten boys will be presented with PTA scholarships in assembly on Friday 6 May. The PTA is donating \$4,000 per term for this purpose.

8. FUNDING APPLICATIONS

The funding application to CERT for a 6000 ball machine for Basketball has been declined. An application to the New Zealand Racing Board is now to be made for this equipment.

Motion: Moved Chairperson

That an application be made to the NZ Racing Board for \$5,830 to purchase a Gun 6000 ball machine for Basketball.

Carried

9. GENERAL BUSINESS

Personal Liability for Trustees

NZSTA is to be contacted to see if there is any advice for trustees regarding personal liability. The Executive Officer will also seek advice from IC Frith. The possibility of using uncommitted funds for this purpose was also queried.

Action: Tony Deavoll and Anthea McCully

A question for the Ministry should also be that if under the Local Authority Act counsellors can be exempt, why then does the Ministry not cover this?

Formal

Board members were invited to attend the Formal which is to be held on Saturday 11 June at Wigram. A new initiative has been for parents to be invited into the foyer for tea and coffee to view students and their partners as they arrive.

Timetable Policy

This policy is reviewed annually in consultation with staff. This was not undertaken last year as the Collective Agreement had not been agreed to at that point.

Two copies of the Timetable Policy were tabled at the meeting for consideration by the Board. One copy was prepared by senior management and the other by the PPTA Committee. The Board was requested to consider both policies and that the Timetable Policy be ratified at the next Board meeting.

Action: Board

Tim Grocott left the meeting at 8:10 p.m.

10. PUBLIC EXCLUDED MINUTES

Motion: Moved Chairperson

That the minutes of the Public Excluded Session of the Board of Trustees held on 24 March 2016 be accepted as a true and correct record of that meeting.

Carried

11. NEXT MEETING

Resources Committee	4:30 p.m. Tuesday, 24 May 2016
Board of Trustees	5:45 p.m. Tuesday, 24 May 2016

There being no further business the meeting closed at 8:15 p.m.

APPROVED

Chairperson

24 May 2016

BOARD OF TRUSTEES ACTION POINTS

Meeting	Action	By Whom	Date
Meeting 26.4.12 Item 3, page 2	Keep Board updated on Strategic Direction and any information received from Chris Bryant and Coralanne Child	John Laurenson	Ongoing
Meeting 20.12.12 Item 3, page 2	Set shape of Shirley and policy to allow management to work towards its implementation	Board	Ongoing
Meeting 5.5.16 Item 2, page 2	Outgoing Board recommend to incoming Board that a member of the Whanau Committee be co-opted onto the Board of Trustees.	Board	May
Meeting 5.5.16 Item 3, page 2	Any additions/alterations to the Privacy Policy to the Headmaster	Board	19 May
Meeting 5.5.16 Item 4, page 3	Readdress Overseas Travel Policy	John Laurenson	May
Meeting 5.5.16 Item 4, page 4	Email information on proposed French trip to New Caledonia to the Executive Officer	Steve Garland	May
Meeting 5.5.16 Item 9, page 5	Contact NZSTA and IC Frith for advice on personal liability for trustees	Tony Deavoll Anthea McCully	May
Meeting 5.5.16 Item 9, page 5	Consideration of Timetable Policy	Board	May