



# Shirley Boys' High School

## MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:00 p.m. on  
Thursday 23 February 2017  
in the Board Room

**PRESENT** Tony Deavoll (Chairperson), Steve Garland, Sarah Clark,  
Andrew Hood, Karaitiana Taiuru, John Laurenson, Miguel Clayton-Jones,  
Caine Tauwhare, Neil Falconer

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

**APOLOGIES** Rob Wilson-Pyne

### 1. MINUTES OF THE PREVIOUS MEETING

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees' meeting held on 15 December 2016, having been circulated, be approved as a true and correct record of that meeting with the correction of the spelling of Ellie Gray's name.*

**Carried**

**Matters Arising from the Minutes**

Nil.

### 2. PRESENTATION

A presentation on the proposed new school was given by Tim Grocott.

### 3. CORRESPONDENCE

**Inwards**

- MOE regarding directed enrolment (PE)
- Joseph Houghton regarding Rarotongan trip
- Suzi Lallemand regarding the proposed French trip
- MOE regarding Interim Response funding
- STA Guideline for employers' day-to-day care and contact with children of separated parents

**Outwards**

- Nil

**Matters Arising from the Correspondence**

Dealt with later in the meeting.

**Motion: Moved Chairperson**

*That the inwards correspondence be received.*

**Carried**

### 3. HEADMASTER'S REPORT

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

### **School Goals**

The school goals for 2017 are being laminated and will be put up around the school.

### **Charter**

The Charter is ongoing and requires information from the Community of Learning to be included. The Headmaster is currently working on this.

### **Self-Review**

A presentation will be given by Matt Sharr on Co-curricular at the next meeting.

### **Preliminary Examination Results**

Overall the school has done very well. There are still areas at Year 13/University Entrance requiring enhancement and ideas are developing to address this. This will be raised with Heads of Department and outcomes will be advised to the Board.

### **Roll**

The roll is higher than GMFS and work is being undertaken to finalise staffing.

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

Steve Garland spoke to the written request from Suzy Lallemand regarding the proposed French Trip to France in September/October 2017.

### **Motion: Moved Steve Garland/Seconded Karaitiana Taiuru**

*That the Board accept the proposal for the French trip to France in September/October 2017 on the basis of paths that have been opened for this trip.*

The Board discussed whether the travel policy is appropriate with all the exceptions the Board is having to make for proposed overseas trips.

The Executive Officer advised that there is also an issue with payment for the French trip with only 6 students having paid the compulsory contributions so far. Whilst there are sufficient funds to cover the deposit on airfares, the remainder of the money in this budget is fundraised funds and cannot be used to cover the required deposit.

The Executive Officer and the Bursar have met with parents of this group who are of opinion that the entire trip could be fundraised. The school's policy was explained clearly to this group.

The Principal requested that the travel policy be reviewed and that when a tour is planned, parents be advised it is their responsibility to meet the costs involved.

**Action: Tony Ambrose**

It was recommended that the teacher in charge of the French tour contact the travel agent to see if they will allow a week's grace for the deposit on the tour and advise parents that they must pay the first contribution towards the tour. The viability of the tour must also be established, i.e., what is the economic viability based on the number of pupils going.

**Action: John Laursen**

Following this discussion, the original motion was not passed and was replaced as follows:

### **Motion: Moved Chairperson**

- *That the Board retrospectively approve the trip to France in September/October 2017.*

- That the trip organiser is advised the Board will approve the trip subject to the minimum number of students undertaking the trip to render it viable, and that their first deposit is received by 1 March. If this is not achieved, the trip must be cancelled or rescheduled for some other time.

**Carried**

Sarah Clark advised that she is not happy with having to move away from the policy. The Executive Officer also expressed her concern that the financial requirements contained in the policy are not being met and that it be noted that documentation containing names of participants of the French trip was presented to the Student Office on the day before payment was due.

## 5. STUDENT TRUSTEE'S REPORT

Miguel Clayton-Jones reported that:

- Some students would like the school's policy on hair to be re-evaluated. The policy was outlined for the benefit of the Board.
- Students would like taps added to drinking fountains. This was noted by the Headmaster.
- Students would like a say in what Work Day funds go towards. The Student Trustee was advised to take this to the Student Council.
- The Student Council is looking into a shade for the quad.

## 6. COMMITTEE REPORTS

### Resources

Key indicators for the end of December were:

- Total funds \$2 million.
- Operating deficit \$431,970 compared to the budgeted \$734,342. A very good result.
- Working capital has decreased.
- The school is in very fine heart.
- Two outstanding overseas trips totalling \$9,000.
- Summary budgets for 2016, the budget was amended from \$709,248 deficit to \$694,342 deficit.
- Cybercrime insurance is an ongoing issue with the Government now providing cover up to \$250,000. Research is to be undertaken on what the school's level of risk is with relation to what may occur and at what cost. An audit of systems is being considered with the process being quoted at \$10,000, which may require further consideration by the Board. It was noted that advice can be sought from the Ministry of Education. Contacts will be provided.

**Action: Andrew Hood**

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

*That the finance report for the end of December 2016 be accepted.*

**Carried**

### Funding Report

As per the report tabled at the meeting outlining grants received from 2014-2016.

### Motion: Moved Chairperson

*That the reports be accepted.*

**Carried**

## 7. GENERAL BUSINESS

### Munchang High School Proposal

As per the previously circulated proposal for a group of senior students to Maunchang High School in Korea in October 2017.

**Motion: Moved Chairperson**

*That the proposed trip to Munchang High School be approved in principle and that steps be followed according to the school's travel policy.*

**Carried**

**Rarotongan Trip**

Information regarding the proposed trip to Rarotonga had previously been circulated to the Board. A detailed financial plan is to be requested and provided to the Board by the March meeting. The viability of this trip must not be jeopardised by falling numbers.

**Action: Loren Treacy**

**Motion: Moved Chairperson**

*That the updated information regarding the proposed trip to Rarotonga is received but a request is to be made for a more detailed financial plan.*

**Carried**

**Uniform**

Resolution is required for the design of a tie for first teams.

**Action: Management Team**

**Board Meeting Dates**

The April Board meeting is to be held on Thursday 4 May and the May meeting is to be held on Tuesday 23 May.

Anthea McCully, Tim Grocott and Tony Ambrose left the meeting at at 8:26 p.m.

**8. PUBLIC EXCLUDED SESSION**

**Motion: Moved Chairperson**

*That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons.*

**Carried**

**Motion: Moved Chairperson**

*That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.*

**Carried**

Whilst in Public Excluded Session, the Board discussed the Headmaster's appraisal.

**9. NEXT MEETING**

Resources Committee	4:30 p.m. Thursday 23 March 2017
Board of Trustees	5:30 p.m. Thursday 23 March 2017

There being no further business the meeting closed at 8:34 p.m.

APPROVED ..... 23 March 2017  
Chairperson

**BOARD OF TRUSTEES  
ACTION POINTS**

Meeting	Action	By Whom	Date
Meeting 23.6.16 Item 7, page 3	Review of lunchbreaks	John Laurenson	Ongoing
Meeting 23.6.16 Item 8, page 4	Investigate criteria for those attending overseas trips	John Laurenson	Ongoing
Meeting 28.7.16 Item 1, page 2	Request IT staff to action recommendations from the MOE and progress reported back to the Board	Tim Grocott	Ongoing
Meeting 22.9.16 Item 7, page 4	Further investigation into financial payments via the Parent Portal	Anthea McCully	Ongoing
Meeting 26.10.16 Item 2, page 2	Speak with staff regarding timing of leave applications	John Laurenson	November
Meeting 26.10.16 Item 7, page 3	Contact other schools to ascertain what security systems they have in place	Tim Grocott	Ongoing
Meeting 15.12.16 Item 3, page 2	Look for copy of the Disaster Management Plan	Tony Ambrose	February
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 Policy	Tony Ambrose	March
Meeting 23.3.17 Item 4, page 2	Meet with Suzy Lallemand regarding extension of payment time with travel agent and ensure viability of tour is established	John Laurenson	March
Meeting 23.3.17 Item 6, page 3	Ministry contacts regarding Cybercrime	Andrew Hood	March
Meeting 23.3.17 Item 7, page 4	Budget information requested for trip to Rarotonga	Loren Treacy	March
Meeting 23.3.17 Item 7, page 3	Resolution for tie for the first teams	Management team	March