



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:15 p.m. on
Thursday 25 February 2016
in the Board Room

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

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

APOLOGIES Neil Falconer

Motion: Moved Chairperson

That the apology be accepted.

Carried

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Board of Trustees' meeting held on 15 December 2015, having been circulated, be approved as a true and correct record of that meeting and the Strategic Planning meeting held on 30 January 2016 be approved as a true and correct record of that meeting with the correction of Gray Crawford being an apology and was not present at the meeting.

Carried

Matters Arising

Co-option of Whanau Committee Representative

As a result of the Whanau Group's desire to have permanent representation on the Board of Trustees, it was agreed that the Whanau Group's Chairperson present their case to the Board. NZSTA is also to be contacted to gather information on what occurs when there is a dispute of process.

Action: Tony Deavoll

2. CORRESPONDENCE

Inwards

- CES to school liaison officer regarding BOT elections
- NZSTA – Secondary Teacher' collective agreement
- NZSTA – The Pathway to a Community of Learning
- Toby Hunia – card of thanks
- NZSTA regarding AGM 16 July 2016
- Communication proposal for AGHS and SBHS

Outwards

- Nil

Matters Arising from the Correspondence

NZSTA AGM

Further information will be received in due course. The AGM is to be held in Wellington this year.

Novopay

The letter from Novopay regarding payment to Richard Chandler's estate was received by the Board and referred back to the management group to undertake the requirements of the letter.

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 the Headmaster.

School Roll

The roll is slightly above GMFS and the Headmaster reported a positive start to the year.

NCEA Results

Levels 1 and 2 were over the national average and Level 3 was just under. Work is in progress to lift results.

4. STUDENT TRUSTEE'S REPORT

- Judah Watkinson reported a positive start to the year with senior boys reaching out to younger students who appear a little lost.
- Students appear to like the new uniform and it looks really good.
- Work Day is to be a student led initiative, the objective being to obtain funding for a portable item that will be able to be taken to the new school.
- There has been an issue with the bells not being able to be heard in certain parts of the fields and students being penalised for lateness. The Executive Officer reported that the bells have been fixed this week and will check to see if the issue has been resolved.
- A request was made for seating in the grounds for student use during interval and lunchtime. It was agreed that this issue should go the Student Council and look at options for Work Day money.
- The provision of shade sails was also discussed. The Ministry is to be contacted to see if any are available from schools that have closed recently.

Action: John Laursen

5. STAFF TRUSTEE'S REPORT

Steve Garland reported on an email from the HOD Science raising concerns around the modelling of the new school with regard to safely storing Science department equipment. This issue has already been presented to the Senior Management Team.

Motion: Moved Chairperson

That the reports be accepted.

Carried

6. COMMITTEE REPORTS

Resources Committee

As per the financial reports previously circulated and spoken to by Stu McLauchlan.

- The draft annual accounts have been tabled and show a net profit of \$249,944 as opposed to the budgeted \$161,240. This result was aided by Red Cross funding.

- Financial statements have gone to the auditor.
- Motions as listed below were recommended to be approved by the Board.
- Health and safety – there have been some minor injuries but nothing of any consequence.
- The Ngai Tahu building will be ready for occupancy on day 1 of Term 2. Currently waiting for watertight cladding which will then allow interior work to be undertaken.
- Ongoing meetings with the Ministry and advisors regarding the new school.
- The proposal for siting the two schools at QEII has gone out for public consultation. Hearings will be held in April. Sale of the land should go through at the Council's May meeting dependent on submissions.
- The Averill Street property is now over cap but will not move out of EQC control. It will not now be sold this summer. There has been an issue with the roof leaking and second-hand tiles have been purchased to rectify the leak. There have been no further issues at this stage.
- A proposal has is being written up for Ngai Tahu and a market appraisal has been undertaken on the Caretaker's house.
- Further air testing is to be undertaken on H and F Blocks.
- New creditors' accounts were tabled and signed off.
- The Resources Committee was in agreement for the Fixed Asset threshold to be increased from the current \$750 to \$1,500.

Valentine's Day Earthquake

A number of staff were on site during the Valentine's Day earthquake and the school was thoroughly inspected. Following instruction from the Ministry, a decision was made to open the following day which has since been ratified by an engineer's inspection. The Headmaster stated he had been advised by David Hobern that engineering checks were required after earthquakes over 5.1 magnitude during the earthquake cycle but this ruling is no longer in effect.

Following discussion by the Board, it was agreed that a letter be sent to David Hobern of the Ministry of Education clarifying the guidelines in respect of buildings being checked following a substantial earthquake. The Headmaster will also seek advice from the Ministry and other relevant bodies.

Action: John Laurenson and Loren Treacy

In the meantime should a significant 5.1+ earthquake occur, the Board requires the Headmaster to exercise his judgment based on visual knowledge of the school and that contact be made with Board members if he is in any way in doubt.

Motion: Moved Stu McLauchlan/Seconded Sarah Clark

The Board authorises the Board Chairperson and Headmaster to sign the Statement of Responsibility for the 2015 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

That the Board approves the inclusion of a budget for the 2015 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2015 operating and capital purchases budgets.

That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2015 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2015 year and will include an income amount and an equivalent expenditure budget.

That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2015. The 2015 figure will include an income amount and an equivalent expenditure budget.

That the Resources Committee Report be received.

Carried

PTA

The PTA has come up with a good initiative offering \$500 scholarships for those in need. Thirteen applications have been received at this stage.

7. FUNDING APPLICATIONS

Nil.

8. GENERAL BUSINESS

Marketing Option

As per the previously circulated communication from Sue Hume, Principal of Avonside Girls' High School. This process is to be pursued by the Headmaster.

Uniform

The issue of the wearing of the shirt with the new uniform was raised by Sarah Clark who tabled the recommendation from the Board at the meeting. The shirt was designed to be worn out but boys are being directed to tuck the shirt in. The Headmaster advised that this situation arose as a result of some boys having shirts that were too large and were in danger of ridicule by others if worn out. The matter was referred back to management to resolve.

Action: John Laursen and Rob Wilson-Pyne

Meeting Date Changes

The April meeting is to be held on Thursday 5 May and the May meeting is to be held on Tuesday 24 May.

8. NEXT MEETING

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

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

APPROVED 24 March 2016
Chairperson

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 25.2.16 Item 1, page 1	Contact NZSTA regarding what happens when there is a dispute over process	Tony Deavoll	March
Meeting 25.2.16 Item 4, page 2	Contact Ministry regarding shade sails disposed of by schools that have closed	John Laurenson	March
Meeting 25.2.16 Item 6, page 3	Clarification of guidelines regarding building checks following a 5.1+ magnitude earthquake	John Laurenson Loren Treacy	March
Meeting 25.2.16 Item 8, page 4	Resolution of shirt issue for new uniform	John Laurenson Rob Wilson-Pyne	March