



# Shirley Boys' High School

## MINUTES OF THE BOARD OF TRUSTEES

### Meeting held at 6:30 p.m. on Thursday 23 March 2017 in the Board Room

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

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

**APOLOGIES** Karaitiana Taiuru, Andrew Hood

**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 23 February 2017, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

#### Matters Arising from the Minutes

##### IT

- Complex passwords are to be introduced in a few weeks' time which will require to be changed on a regular basis.
- Recommendation given to IT staff to look into a password cracking system.
- Remote access is still complicated. A 2-step authentication process is being looked into.
- Housing of data in a Cloud is being investigated. This comes at a cost of \$2,000 per annum.
- Looking into a reciprocal back-up system with another school.
- It would take 1 ½ - 2 days to retrieve information from a Cloud or another school.
- The Associate Headmaster has obtained information from Burnside High School regarding their IT system.

##### Review of Travel Policy

It was noted that Tony Ambrose was to look at travel procedure guidelines, not the Policy.

##### Proposed Trip to Rarotonga

Information provided by Joe Houghton regarding the proposed trip to Rarotonga was tabled at the meeting and received by the Board. The Board requested that it be ensured all deposits are received.

##### Whanau Committee Hui

Following questions raised by the Whanau Committee, the Associate Headmaster advised that a combined whanau hui is to be held with Avonside Girls' High School and Shirley Boys' High School. Lynne Tiaka, who is working with the contractors and has been involved in the cultural initiative has been invited to attend the hui.

## 2. CORRESPONDENCE

### Inwards

- STA News
- Tony Ambrose regarding Munchang Tour
- Education Gazette
- Deloitte regarding statutory annual audits – terms of engagement
- Sue Nesbit International Department report
- Joe Houghton regarding Rarotonga trip

### Outwards

- Nil

### Matters Arising from the Correspondence

Nil.

### 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.

### Self-Review

The updated Charter has now gone to the Ministry of Education along with the Statement of Variance.

### Student Matters

- Credit accumulation for NCEA will continue to be provided as they arrive from the Principal's Nominee.
- A Gay Pride Week assembly was held which was well received by students.
- Success has been achieved by the senior Volleyball team and Rowing teams at the South Island Champs.
- A large number of teams will be competing in the Nationals and the Headmaster proposes to visit various sports whilst in the North Island.
- Following a request from the Board regarding keeping track of students from Years 9-13 to allow the Board to assess if there are any areas they can assist with, the Headmaster provided information contained within the Statement of Variation.

### Health and Safety

- A survey on harassment was recently undertaken and 80% of recipients reported they had no issues to report. There were one or two non-specific issues raised which will be worked on.
- The Harassment Policy is to be reviewed by Tim Grocott, Maria Lemalie and Juliet Duder.

### Community of Learning

A Community of Learning meeting is to be held on 3 May where a leader will be chosen. Information on CoLs is available on the Ministry of Education website. There will be a need for Boards to have a significant input into CoLs.

## 4. STAFF TRUSTEE'S REPORT

### Archives

The issue of what is to happen to the archives is required to be considered by the Board. Colin Amodeo made an approach to the Chairperson earlier in the year requesting consideration be

given to how much of the archives is to be kept and where they are to be placed. It was noted that there is to be a gallery in the new school where some items may be placed.

### **Sabbatical Report**

The Staff Trustee gave a brief outline of his Sabbatical Leave which looked at classrooms in the modern environment. It was worthy of note that some schools in Australia who progressed down this track have backed off. However, good teachers in the single cell environment will be good teachers in the new environment and Steve Garland does not believe that any problem will be insurmountable. His biggest concern is that the strong rapport with boys within the school will not be so achievable in the bigger environment. This is a strength of this school and must be maintained.

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

Miguel Clayton-Jones reported that:

- It has been a busy week with Block Week and students sitting assessments.
- The Student Trustee has spent time with the Executive Officer to help his understanding of the financial papers.
- The Student Council is working mostly on sub-council matters.

### **Motion: Moved Chairperson**

*That the reports be accepted.*

**Carried**

## **6. COMMITTEE REPORTS**

### **Resources**

- The budget is a provisional report with the official budget for 2017 scheduled to come to the Board next month.
- Changes to the anticipated revenue are expected by way of the bulk grant.
- Income from the Munchang group has been incorporated into the 2016 accounts. This is to be transferred as income for 2017.
- Operating deficit of \$132,000 compared to the budgeted \$748,000. The deficit has been ongoing for 3-4 years and discussion was held by the Resources Committee on what is required to be done by the Board to cut this deficit. There is a need for a clear answer at this point. The Headmaster advised there are a number of issues requiring to be clarified and currently remain as unknown. Processes are being undertaken to obtain clarification of these issues and it is his belief that this should be achieved by the end of the year.
- Working capital is \$1.5 million compared with \$1.9 million last year.
- Solutions and Services state the school continues to retain good reserves and the Resources Committee is very clear that they do not wish to see this disappear.
- Locally raised funds are significantly below budget, 3% compared to 17.4% last year. This can be partially attributed to charges to accounts being added a bit later this year. A better indication will be available next month with recoveries compared to contributions billed.
- Total income is 14.9% of annual budget.
- The annual Canvas subscription has been paid.
- The Uniform Shop rebate should come through in March. A total of \$7,000 will be available in stock (uniform only). Distribution is to be managed by the Headmaster or his nominee.
- Spartans Sport wish to make it clear that the stock of items provided to coaches is going down. These were previously supplied by XCM as a rebate. A further meeting between Matt Sharr and the Uniform Group may be required.
- Contact has been made with families who still owe money for the Argentina Rugby trip by Assistant Headmaster, Matt Sharr. Any owing over \$300 will be informed that their son will not play this year if payment is not made. Matt Sharr is also working on the sponsorship owed.

Spartans Sport are concerned that funding to meet the shortfall is coming from a designated grant.

- The Executive Officer advised that she believes the Argentina trip has the possibility of ending up with a zero balance but the \$6,500 for the Australian trip stems from the unpaid sponsorship.
- The Deloitte audit of accounts was tabled at the meeting.

**Motion: Moved Chairperson**

*That the report from Deloitte be received and that the terms of engagement be adopted.* **Carried**

**Motion: Moved Neil Falconer/Seconded John Laurenson**

*That the financial report be accepted.* **Carried**

**7. PTA**

The Annual General Meeting has been held and the Chairperson remains unchanged. Discussion was held at the AGM on revitalising the PTA and the school is assisting in this process. Information on the PTA has been updated on the school's website.

**8. FUNDING APPLICATIONS**

None to report.

**9. GENERAL BUSINESS**

**Proposed School Zones**

A report on the proposed school zones was given by Sarah Clark. She noted that it would be useful for the boards to obtain population data (Year 0-8) from all schools within the proposed zone to project future rolls. The Ministry may need to obtain this formerly. It is also important that both schools have the same zone.

A meeting is to be held on 10 April for all secondary school Chairs to receive a report commissioned by the Ministry of Education last year.

Sarah Clark was thanked for her report.

**Motion: Moved Chairperson**

*That the report be received and it be used as a key tool for indications in the future.* **Carried**

The Associate Headmaster undertook to look at historical information on where students come from which will be provided to the Headmaster and Chairperson.

Sarah Clark will advise Monica Davies that the Shirley Boys' High Board have agreed to the two proposed options for zone change.

**Action: Tim Grocott and Sarah Clark**

**Munchang Trip**

A report on the proposed trip to Munchang was given by Tony Ambrose. A deposit is due by Monday 27 March but there are sufficient funds in the budget to cover costs so far. The tour will consist of 11 students, 1 teacher, plus a translator and tour guide.

**Policy for Managing Recruitment Agencies**

The Policy for Managing Recruitment Agencies was tabled at the meeting for discussion at the next meeting of the Board.

**Rock On**

The purpose of Rock On was outlined to the Board by the Deputy Headmaster. Students who have gone through the truancy service and are failing are shifted to the Rock On programme. If the situation does not improve with this service, parents can be prosecuted under the Education Act.

The Deputy Headmaster was requested to seek clarification from Rock On on whether it is a requirement to have Board approval to prosecute parents under the Education Act.

**Action: Rob Wilson-Pyne**

**International Department Report**

As per the previously circulated International Department report from Sue Nesbit.

**Motion: Moved Steve Garland/Seconded Sarah Clark**

*That the International report be received and permission be granted for Leanne Russ to undertake a marketing trip to Thailand and Vietnam in May 2017; tuition fees for 2018 be set at \$NZ14,000; and that approval be given for two credit cards for the International Department in the names of Leanne Russ and Sue Nesbit with a limit of \$5,000.*

**Carried**

**French Trip**

Sufficient funds were received to allow the French trip to go ahead. Tony Ambrose undertook to go through the travel procedures

The Executive Officer reported that the major problem is groups fundraising rather than meeting contributions. This was discussed at the Executive Officers' Professional Development Day, who were in agreement that there must be a 60/40 or 70/30 split. There is a need to look at procedures and how payments are set out.

Anthea McCully, Tim Grocott, Rob Wilson-Pyne and Tony Ambrose left the meeting at 8:05 p.m.

**10. PUBLIC EXCLUDED MINUTES**

**Motion: Moved Chairperson**

*That the public excluded minutes of the Shirley Boys' High School Board of Trustees held on 23 February 2017 be accepted as a true and correct record of that meeting.*

**Carried**

**11. NEXT MEETING**

|                     |                               |
|---------------------|-------------------------------|
| Resources Committee | 4:30 p.m. Thursday 4 May 2017 |
| Board of Trustees   | 5:30 p.m. Thursday 4 May 2017 |

There being no further business the meeting closed at 8:05 p.m.

APPROVED ..... 4 May 2017  
Chairperson

## BOARD OF TRUSTEES ACTION POINTS

| Meeting                            | Action   | By Whom                          | Date     |
|------------------------------------|--|----------------------------------|----------|
| Meeting 23.6.16<br>Item 7, page 3  | Review of lunchbreaks  | John Laurenson                   | Ongoing  |
| Meeting 23.6.16<br>Item 8, page 4  | Investigate criteria for those attending overseas trips  | John Laurenson                   | Ongoing  |
| Meeting 22.9.16<br>Item 7, page 4  | Further investigation into financial payments via the Parent Portal  | Anthea McCully                   | Ongoing  |
| Meeting 26.10.16<br>Item 7, page 3 | Contact other schools to ascertain what security systems they have in place  | Tim Grocott                      | Ongoing  |
| Meeting 15.12.16<br>Item 3, page 2 | Look for copy of the Disaster Management Plan  | Tony Ambrose                     | February |
| Meeting 15.12.16<br>Item 6, page 3 | Discussion on financial limit for placement of orders by staff members   | John Laurenson<br>Anthea McCully | February |
| Meeting 23.2.17<br>Item 4, page 2  | Review of Travel Procedure   | Tony Ambrose                     | March    |
| Meeting 23.2.17<br>Item 7, page 3  | Resolution for tie for the first teams   | Management team                  | March    |
| Meeting 23.3.17<br>Item 9, page 4  | Provide historical information on contributing schools for Headmaster and Chairperson. This information will be analysed by Sarah Clark prior to being sent to Monica. | Tim Grocott<br>Sarah Clark       | April    |
| Meeting 23.3.17<br>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                  | April    |