



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:15 p.m. on Thursday 23 November 2017 in H11

PRESENT	Tony Deavoll (Chairperson), Steve Garland, Caine Tauwhare, John Laurenson, Neil Falconer
IN ATTENDANCE	Tim Grocott, Rob Wilson-Pyne Loren Treacy (Minute Secretary)
APOLOGIES	Miguel Clayton-Jones, Andrew Hood, Karaitiana Taiuru, Anthea McCully, Tony Ambrose, Sarah Clark, Valentinino Punivai
NON-ATTENDANCE	Nil

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 26 October 2017, having been circulated, be approved as a true and correct record of that meeting.

Carried

Matters Arising from the Minutes

Emergency Procedures

The Associate Headmaster has contacted Spotless but they are still drafting procedures which will be reviewed in consultation with both schools. A Chief Warden will be appointed to co-ordinate with emergency services and the schools.

In the case of a lock down, there is an emergency button and PA system at reception for both schools. Doors can also be manually locked.

Spotless will have a Facilities Manager on site, along with other personnel.

Spotless has been approached regarding the impact on Shirley Boys' High School if an issue arises at Avonside Girls' High School. There has been no response as yet.

Support Staff Review

Support staff have been informed of the delay in receiving this review. The recommendations will take effect from the end of Term 1 2019.

Rarotonga Trip

An action plan was received by the Staff Trustee today. It includes a list of the 10 students attending and payments have commenced. A copy was emailed to the Board by the Staff Trustee at the meeting.

Alarm System

As a result of issues with the sound file, the new system has been turned off. The existing system is still functioning and a recent evacuation was successful.

2. CORRESPONDENCE

Inwards

- NZSTA Support staff in schools' Collective Agreement
- MoE New Appointments National Panel regarding appointment of Across the School teachers
- Chairperson regarding KPMG Greater Christchurch Secondary School Enrolment review
- Chairperson regarding NZSTA's Canterbury regional executive's Networking Event
- STA News
- Brad Banks reflection on Project Based Learning
- NZSTA Regional Newsletter
- Murray Robinson update on Classics tour
- Te Rau Winterburn – Rarotonga 2018 trip financial plan (emailed by SPG at meeting)

Outwards

- Lion Foundation application for funding
- Pub Charity application for funding
- Air Rescue application for funding
- Ken Hudson regarding proposed Drama trip to London

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 John Laurenson.

Employer Responsibility

Internal appointment processes have been completed. Anna Hubbard has been appointed to English. Other appointments are pending.

Administration and Compliance

The Headmaster has commenced work on the Statement of Variance. The Charter has been updated and will be presented to the Board along with the Statement of Variance.

Community of Learning Update

The Memorandum of Agreement has been signed off and will be presented to the Steering Committee on Tuesday 28 November.

The school has funded the cost of attending the Melbourne conference but costs are to be reimbursed by the Ministry of Education.

The Headmaster extended his gratitude for all the work that has been undertaken by staff, in particular senior staff.

An Across the CoL meeting was held this week and development of an action plan is in process. The focus areas are NCEA Level 3 and successful work in Maori and Pasifika for Years 9 and 10. Action plans and resources will be brought through to meet these needs in the New Year. Different pathways are being investigated in recognition that not all students choose to go to University.

New School Update

The Associate Headmaster reported that ground works are coming to an end and work is being undertaken on the foundations, which are on target. It is hoped to have some steel structure up by Christmas.

Design of the interior continues and the main work being undertaken at the moment is around furniture. Spotless met with Heads of Department last week to discuss furniture requirements. ICT work is ongoing with infrastructure being considered at the moment. There is a lot of pressure to continue the decision making process.

Farewell to Staff Members

Board members, partners, and family were invited to the Headmaster's home following the next Board meeting on Tuesday 12 December. Long serving departing staff members and their partners will also be invited so that the Board can farewell them.

4. STAFF TRUSTEE'S REPORT

Proposed Trip to Samoa

This trip has been cancelled.

Classical Studies Tour

As per the information from Murray Robinson previously emailed to the Board. This trip is being undertaken in conjunction with Villa Maria.

Year 10 Camps

An invitation was extended to the Board to visit the Year 10 camps at Purau.

5. STUDENT TRUSTEE'S REPORT

No report.

Motion: Moved Chairperson

That the reports be received.

Carried

6. COMMITTEE REPORTS

Resources

- The school continues to be in a strong financial position.
- The 2018 draft budget was presented at the meeting.

Motion: Moved Neil Falconer/Seconded Tony Deavoll

That the financial report for the month of October and the draft budget for 2018 be accepted.

Carried

Funding Report

- Received \$6,094 plus GST from Air Rescue for Rugby.
- Received \$2,824 from Youth Town for Ice Hockey.
- The application to the Lion Foundation for Rowing was unsuccessful.
- An application is proposed to be made to the Rata Foundation for a total of \$25,911. This is for \$5,347 for camera equipment, \$1,899 for musical instruments, \$8,000 for Pasifika clothing and cultural apparel, and \$10,665.32 for Building and Construction clothing.

Motion: Moved Chairperson

That an application be made to the Rata Foundation for \$25,911 for camera equipment, musical instruments, clothing and cultural apparel, and clothing for Building and Construction. **Carried**

Policies for Review Term 4

- Privacy – Board and Staff
- Salary Units/Management Allowances – Board and Staff
- Classroom Release Time/Timetable – Board and Staff

PTA

A guest speaker for parents of adolescent boys resulted in the attendance of 75+ parents. The PTA obtained a number of names of people interested in joining this group.

Whanau Group

Caine Tauwhare outlined his conceptual design for the carving of the wood from the Sa tree. This is to be a mixture of Maori and Pasifika design. It is proposed to make a plinth out of Oamaru stone which has links to this area and have a pounamu on top.

Caine was thanked for the work he has undertaken and the Board looks forward to the reality.

Motion: Moved Chairperson

That the reports be accepted.

Carried

7. GENERAL BUSINESS

School Zone

Shirley Boys' High School and Avonside Girls' High School are meeting with the Ministry of Education Thursday 30 November.

8. NEXT MEETINGS

Resources Committee	4:30 p.m. Tuesday 12 December 2017
Board of Trustees	5:15 p.m. Tuesday 12 December 2017

There being no further business the meeting closed at 7:25 p.m.

APPROVED

Chairperson

12 December 2017

**BOARD OF TRUSTEES
ACTION POINTS**

Meeting	Action	By Whom	Date
Meeting 26.10.17 Item 5, page 3	Discussion on process for change of uniform (wearing of hoodies)	John Laurenson Valenitino Punivai	November
Meeting 26.10.17 Item 5, page 3	Discussion on process for requesting a sporting uniform	Steve Garland Valenitino Punivai	November