



# Shirley Boys' High School

## MINUTES OF THE BOARD OF TRUSTEES

### Meeting held at 6:15 p.m. on Thursday 26 October 2017 in H11

<b>PRESENT</b>	Tony Deavoll (Chairperson), Steve Garland, Miguel Clayton-Jones, Andrew Hood, John Laursen, Karaitiana Taiuru, Neil Falconer, Sarah Clark, Valentin Punivai
<b>IN ATTENDANCE</b>	Anthea McCully, Tony Ambrose, Tim Grocott, Rob Wilson-Pyne Loren Treacy (Minute Secretary)
<b>APOLOGIES</b>	Caine Tauwhare Sarah Clark (for lateness)
<b>NON-ATTENDANCE</b>	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 28 September 2017, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

#### Matters Arising from the Minutes

##### Alarm System for New School

Contact has been made with Shape Ed and Spotless but there has been no response as yet.

##### New Alarm System

A lot of work has been put into the new system over the last few weeks but this remains ongoing owing to an issue interfacing with the fire system. It is hoped that this will be resolved in the next few days.

Thanks were extended to Andrew Hood for all the work he has put into this necessary upgrade.

Sarah Clark arrived at the meeting at 6:22 p.m.

#### 2. CORRESPONDENCE

##### Inwards

- Sue Nesbit report on Commerce USA trip
- Sarah Clark – copy of Stuff article on talks underway to pilot appeals panel for school BoT decisions
- STA News
- Reece Falck – email of thanks
- Anthea McCully – International Programme Results 2017 (October)
- Steve Garland regarding proposed Drama Trip to London

- Staff member leave application

#### **Outwards**

- Glen Beardsley – email of congratulations
- Reece Falck – email of congratulations
- Elijah Coulston, Alex Cartwright, Max Ngataki, McGregor Best, and Joel Coleman – emails of congratulation
- Chairperson – letter of congratulations to Valenitino Punivai
- Chairperson regarding meeting dates and Board dinner
- Te Rau Winterburn proposing annual Rarotonga trip for Maori students

#### **Matters Arising**

Discussed later in the meeting.

#### **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.

#### **General**

- The report on the review of Support Staff has not been received from Mitchell-Notley. This is overdue as a result of an injury sustained by one of the review team. It was recommended that the contractual terms be reviewed regarding the deadline not being met. Concern was also expressed by the Board at the impact this delay will be having on the staff concerned.

#### **Action: John Laurenson**

- Still pursuing the option of shifting the roof of the Ngatahi building to the new site as there is a potential site available for it to be located. This will require a cost benefit analysis to be undertaken. The Staff Trustee advised that the Spartans Sport Committee has discussed the possibility of involving Old Boys in the construction of an Old Boys' pavilion.
- It is hopeful that the Averill Street property will be put on the market at the start of the New Year.
- Work continues on the zones. The KPMG meeting is to take place on Monday 30 October and there may be more information available then.
- The design sign-off letter and second PPP3 are to be signed off by the Board Chair.
- The Chairperson elaborated on the recent zone meeting attended by himself, Headmaster, and Sarah Clark. The meeting looked at relationships between schools in the area. Although there was no resolution, more understanding was achieved on the perspective of other schools. Sarah Clark added that it may be necessary to adjust the school's position on its proposed zone significantly or be prepared to staunchly defend its decision. There may be a need for the Board to rethink what success looks like.
- The Headmaster proposes to make contact with the new Minister of Education in the New Year.

#### **Employer Responsibility**

- Interviews commence Friday 27 October for the 17 positions to be filled.
- Kirsten Dell-Hartgers is resigning at the end of the year to take up a position at Cashmere High School.

#### **Motion: Moved Chairperson**

*That the Principal's report be accepted.*

**Carried**

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

### **Leave Request**

As per the request from a staff member for Refreshment Leave.

### **Motion: Moved Chairperson**

*The Board declines this application for leave.*

**Carried**

### **Overseas Trip Proposal**

As per the proposal from Ken Hudson for a Drama trip to London in October 2018.

### **Motion: Moved Steve Garland/Seconded Neil Falconer**

*The Board approve in principle the proposed Drama trip to London in October 2018 and request further information to be provided in February 2018.*

**Carried**

The Board stated it would be necessary for Mrs Hudson to be Police vetted to undertake this trip and felt that costings provided were under-estimated and should be revisited.

### **Antipodean Tour**

Following a comparison being received on the insurance policies of the school and the Antipodean tour, a request was received from Merryn Herlihy for the Board to relook at the necessity for both these insurance policies. Following discussion, the Board could see no justification for change.

### **RAROTONGAN TRIP**

A request was submitted to allow the trip to Rarotonga to be undertaken annually. It was noted that there were financial issues that arose with the trip undertaken this year with school policy and procedure not being followed. There is a need for a 60% contribution by parents for trips as issues are arising with parents wishing to fundraise and not following school procedure.

The trip organiser is to be informed of the expectations of the Board and the need for a very tight business plan.

**Action: John Laurenson and Steve Garland**

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

Miguel Clayton-Jones reported that examinations are coming up very soon and handed over the rest of the Student Trustee report to new Trustee, Valenitino Punivai, who expressed his gratitude at being able to attend this meeting. He reported that:

- Head students are working on the Year 13 lunch.
- The Senior Executive barbeque is to be held at the Headmaster's residence on Friday 27 October.
- Students have approached the new Student Trustee regarding being able to wear sports hoodies around the school. This must go through the Student Council and the process is to be discussed.

**Action: John Laurenson and Valenitino Punivai**

- A request has also been received for a Basketball sports uniform. This is a request that should be presented to the Spartans Sport Committee and the process is to be discussed.

**Action: Steve Garland and Valenitino Punivai**

### **Motion: Moved Chairperson**

*That the reports be received.*

**Carried**

## **6. COMMITTEE REPORTS**

### Resources

- The school continues to be in a strong financial position.
- International students are currently returning approximately \$43,000 to the school's operations.
- A request has been received from Avonside Girls' High School to extend Shirley Boys' High School contract with the Uniform Group to match their contract. The Committee was not in agreement with this request as there would be no benefit to the school.

### Motion: Moved Neil Falconer/Seconded Tony Deavoll

*That the financial report for the month of September be accepted.*

**Carried**

### Funding Report

- Application to Air Rescue for a scrum machine worth \$7,008.10.
- Application to Pub Charity for cricket balls and equipment worth \$5,424.40.
- Application to the Lion Foundation for coxswain box and speakers for the Shirley Boys' High School Rowing Club worth \$5,834.84.
- The Rata Foundation application is close to being finalised and will be processed prior to the next meeting. This will be circulated via email.

### Motion: Moved Chairperson

*That an application be made to Air Rescue and Community Services for \$7,008.10 for a scrum machine.*

**Carried**

### Motion: Moved Chairperson

*That an application be made to the Pub Charity for \$5,424.40 for cricket balls and equipment.*

**Carried**

### Motion: Moved Chairperson

*That an application be made to the Lion Foundation for \$5,834.84 for a coxswains box and speakers for the Shirley Boys' High School Rowing Club.*

**Carried**

### Whanau Group

No Report

### PTA

The monthly meeting was very poorly attended. The next meeting is to be held on 14 November.

## 7. GENERAL BUSINESS

### Munchang Trip

The Munchang trip was very successful and pressure has been put on for a return trip. This will be brought to the Board in due course.

### Board Policies

Policies for review are to be included in the Board minutes.

### STA

The Canterbury Branch of NZSTA is organising an Open Forum for Trustees of Boards that are members of NZSTA. It is to be held at Lyttelton School on Wednesday 22 November from 5:30 to 7:00 p.m. The Chairperson will send further information and how to register to all Board members.

### Board Dinner

The Board dinner is to be held at Clink, Wakefield Avenue, Sumner, on Saturday 25 November.

**8. NEXT MEETINGS**

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

There being no further business the meeting closed at 7:55 p.m.

**APPROVED** ..... **23 November 2017**  
**Chairperson**

## BOARD OF TRUSTEES ACTION POINTS

Meeting	Action	By Whom	Date
Meeting 23.6.16 Item 8, page 4	Investigate criteria for those attending overseas trips	John Laurenson	Ongoing
Meeting 22.9.16 Item 7, page 4	Further investigation into financial payments via the Parent Portal	Anthea McCully	Ongoing
Meeting 28.9.17 Item 1, page 1	Obtain information on bell and alarm system proposed for the new school and whether it could be used at the current site in the interim.	Tim Grocott	Ongoing
Meeting 26.10.17 Item 3, page 2	Review contractual terms regarding missed deadlines on Support Staff review	John Laurenson	November
Meeting 26.10.17 Item 4, page 3	Inform Rarotongan trip organiser of Board expectations and the need for a tight business plan	John Laurenson Steve Garland	November
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