



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:10 p.m. on Thursday 28 September 2017 in H11

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

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 24 August 2017, having been circulated, be approved as a true and correct record of that meeting with the correction of Marcel Cummings-Toone's name.

Carried

Matters Arising from the Minutes

Alarm System

The lock down system has been installed but the volume of the system is an issue which is to be resolved in the school holidays by the school's IT department and Edwards. It is expected to be ready for use in Term 4. The school bells are now also set through this system but the current software is not user friendly and requires an update at a cost of \$530. The Board was in agreement that this update should occur.

The Associate Headmaster was requested to seek clarification on what is planned in this respect at the new site and whether it could be used on this site in the interim.

Action: Tim Grocott

Motion: Moved Chairperson

That the report on the alarm system be received and the appropriate action taken.

Carried

2. CORRESPONDENCE

Inwards

- STA News
- Anthea McCully – copy of quotation for replacement of roof at 33 Averill Street
- Ministry of Education regarding Directed Enrolment
- Tony Deavoll regarding PD held by the Canterbury Regional Executive
- Sue Nesbit report on Commerce trip to USA
- Sue Nesbit Term 3 International Department report

Outwards

- Ministry of Education regarding school zone from combined Shirley Boys' High School and Avonside Girls' High School Chairs

Matters Arising

A letter has been written to the Ministry of Education in conjunction with Avonside Girls' High School. This issue has still not been finalised.

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 from the Human Resources firm on the review of Support Staff is expected on Friday 29 September.
- The report from KPMG on school zones is expected on 16 October.
- The Principal extended his appreciation to the Board members who attended the Marae.

Community of Learning

- Achievement challenges have been ratified.
- Now proceeding with the process of appointment of five Across the School positions. Interviews are scheduled from 18 October.

Student Activity

- Sportsman of the Year dinner was a memorable occasion. The work put into this event by Steve Garland was acknowledged.

Employer Responsibility

- Twelve staff will be losing 12 fixed term units.
- Seventeen positions will be available for them to apply for.

Health and Safety

- There have been 3 staff accidents but none of significant injury.

Administration and Compliance

- The Headmaster and Chairperson attended a conference on Law, as applied to the Education Sector. Policy material is included in SchoolDocs.

4. STAFF TRUSTEE'S REPORT

Sportsman of the Year Dinner

- Individual winner was Reece Falck
- All Rounder was Glen Beardsley
- Team of the Year was the Under 17 Coxed Rowing Squad.
- A letter of congratulations from the Board is to be sent to all winners.

5. STUDENT TRUSTEE'S REPORT

- A sausage sizzle for Syria is to be held at lunchtime on Friday 29 September.
- The head shave for Canteen is also to be held on Friday 29 September.
- NCEA examinations are looming.

- Valentino Punivai was elected as Student Trustee at the recent election.

Motion: Moved Chairperson

That Miguel Clayton-Jones be co-opted to the Board of Trustees for the remainder of the year.

Carried

Motion: Moved Chairperson

That the reports be received.

Carried

6. COMMITTEE REPORTS

Resources

- Finances are where expected for the time of year. The school is in a strong financial position.
- The roof has been replaced at the Averill Street property at EQC expense.
- Discussion was held on health and safety issues. It is believed that the school has a very robust process in place.

Property

- The roofing and exterior cladding have been completed on the Averill Street property and plastering on the inside is about to commence.
- Work to be undertaken over the holiday period is as follows and will be at the Ministry of Education's expense:
- Significant roof repair on the Sports Hall.
- West wall of the Sports Hall is to be re-clad and the inside treated.
- Major drainage repair between C and B Blocks.
- Liquefaction removal and treatment of rising damp in the Weights area.
- Liquefaction removal from the Hartley Gym.
- Investigation into possible liquefaction in B Block under the Head of Department's office.
- Area under the laboratory sinks in D5 is to be treated and timber replaced.
- Discussion was held on the move to the new site and the time this would involve.
- Once established on the new site, the Ministry of Education will go through a decanting process at the old site, gradually dismantling buildings.
- The Headmaster and Associate Headmaster have met with Rotary to discuss Blue Sky thinking on the possibility of moving V1, 2 and 3 to the new site for use as a pavilion.
- It has been identified that the current phone system will move to the new site.
- The Associate Headmaster is currently working on the detailed design for the new school.
- The design register requires to be closed on Saturday 30 September.
- The cultural initiative will be recognised on the site.
- The Chairperson recognised the amount of time and effort put in by the Headmaster, Associate Headmaster, and other staff into the preparation for the new site.
- Staff are to be acknowledged by the Board at morning tea on Friday 29 September.

Health and Safety

- The Sick Bay report was tabled at the meeting.
- The Headmaster noted that sickness amongst staff rose significantly last month. From 30 August to 12 September, a total of 24.5 days of sick leave was used. This is one of the highest on record.

Motion: Moved Neil Falconer/Seconded John Laurenson

That the financial report for the month of August be accepted.

Carried

Whanau Group

The NCEA information evening was very well attended.

PTA

There is some degree of concern regarding this group with the need to attract more parents. This remains a work in progress. There may be a need to relook at defining the role of this group.

Funding Report

Nil.

7. GENERAL BUSINESS

Discussion was held on the Board's end-of-year dinner. The Chairperson will send out possible dates for consideration to the Board.

8. PUBLIC EXCLUDED MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Public Excluded meeting held on 24 August 2017 be accepted as a true and correct record of that meeting. **Carried**

9. NEXT MEETINGS

Resources Committee	4:30 p.m. Wednesday 25 October 2017
Board of Trustees	5:30 p.m. Wednesday 25 October 2017

There being no further business the meeting closed at 7:20 p.m.

APPROVED 25 October 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	October