



Shirley Boys' High School
MINUTES OF THE BOARD OF TRUSTEES
Meeting held at 5:50 p.m. on
Thursday 22 February 2018
in H11

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

Motion: Moved Chairperson
That the apologies be accepted.

Carried

DELEGATION OF AUTHORITY

Motion: Moved Neil Falconer/Seconded John Laurenson
That the delegated authority remains in place until the next change of Board.

Carried

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson
That the Minutes of the Board of Trustees' meeting held on 12 December 2017, having been circulated, be approved as a true and correct record of that meeting.

Carried

Matters Arising from the Minutes

Uniform

There have been no complaints this year regarding the provision of uniform. There has also been a lot of donated uniform which is now being supplied through the Deans' office.

Caine Tauwhare arrived at the meeting at 6:00 p.m.

2. CORRESPONDENCE

Inwards

- Sean Wheeler, email acknowledgement of letter from SBHS/AGHS BoTs
- Tony Ambrose with mileage readings from Prestons to proposed SBHS site and Mairehau
- NZSTA regarding AGM
- John Laurenson Board member accountability measure and Headmaster's goals 2018

Outwards

- Anthea McCully re training and coaches gear quotations

- Email to Sean Wheeler and Simon Blatchford from combined SBHS/AGHS Boards re enrolment zone (Public Excluded)
- Loren Treacy email regarding proposed co-curricular uniform not being part of the day-to-day attire of students

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

- Staff concerned have been advised of the outcome of the proposed HR review. Support staff are currently meeting to prepare their response to the proposal.
- The Headmaster is currently working through a HR issue.
- Maria Lemalie was commended by the Headmaster for the work she is undertaking in her role as Assistant Principal.

Health and Safety

- The Health and Safety report was tabled at the Resources meeting.

Administration and Compliance

- The Charter and Statement of Variance will be emailed to the Board.
- Achievement data is to be updated and will be circulated to the Board.

Action: John Laurenson

Departmental Review

- Heads of Departments are undertaking a review on NCEA results and planning for the new school.

PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. Subjects to be discussed: Principal's appraisal, HR Review and staffing issue.

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

Student Matters

- Scholarship students have received letters of congratulations.
- Students who achieved scholarship in Year 12 will be presented at assembly.

Board Attendance and Payment Dues

Discussion was held on the payment of attendance dues. The Board was requested to give this consideration for further discussion at the next meeting.

Action: Board

4. STAFF TRUSTEE'S REPORT

A request has been received from staff for the Board to fund the flu injection again this year.

Motion: Moved Tony Deavoll/Seconded Andrew Hood

The Board supports continuing the practise of providing staff of this school who want to have the flu injection by arrangements made by the school.

Carried

Action: Tony Ambrose

5. STUDENT TRUSTEE'S REPORT

- Year 9 students very much enjoyed the tabloid sports.
- Athletics is to be held next week.

6. COMMITTEE REPORTS

Resources

- The school is running at a deficit but it is pleasing to note that it was possible to cut the budgeted deficit for 2017 by half of the budgeted figure. The Executive Officer gave an overview on how this was achieved.
- The following motions were passed at the Resources Meeting retrospectively for 2017 and also for 2018:

Motion: Moved Neil Falconer/Seconded Brendan Jackman

The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2017 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 2017 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2017 operating and capital purchase budgets.

That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2017 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2017 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 2017. The 2017 figure will include an income amount and an equivalent expenditure budget.

Carried

- Investigation is to be carried out as to why there is a large increase in costs to staffing.

Action: Anthea McCully

Motion: Moved Neil Falconer/Seconded Tony Deavoll

That the financial report for the month of December and report on the February meeting of the Resources Committee be accepted.

Carried

- There is potential for a private sale for the Averill Street property.

Motion: Moved Neil Falconer/Seconded John Laurenson

That Tony Deavoll and Neil Falconer be approved to negotiate the sale of the Averill Street property on behalf of the Board provided that due diligence is followed.

Carried

Policies for Review Term 1 2018

- Home learning
- Financial Control and Expenditure

The Board was requested to review these policies and provide feedback.

Action: Board

Funding Report

Nil.

PTA

- The first meeting of the year was held on Wednesday 21 February.
- A number of new people attended.
- Kirsten Bain has resigned after many years on the PTA.
- It is proposed to hold one major fundraiser this year and continue to offer PTA scholarships.
- The AGM is to be held on 27 March in the Staff Room.

Whanau Group

- Fundraising for the trip to Rarotonga has commenced.
- A hangi is to be undertaken at a cost of \$12 per person.
- The new whanau class is working well.
- The stone has arrived for the new school and consultation is being undertaken to see if it can be carved at the site.
- Max Ewers has been assisting with the design of the Sa tree.

Motion: Moved Chairperson

That the reports be accepted.

Carried

7. GENERAL BUSINESS

Morning Tea

A Board morning tea is to be arranged for staff. The date is to be advised.

Action: John Laurenson

8. PUBLIC EXCLUDED SESSION

Anthea McCully and Tony Ambrose left the meeting at 7:15 p.m.

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. Subjects to be discussed were confirmation of minutes and proposed enrolment zone.

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

9. NEXT MEETING

Resources Committee	4:30 p.m. Thursday 22 March 2018
Board of Trustees	6:15 p.m. Thursday 22 March 2018

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

APPROVED **22 March 2018**
Chairperson

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	Ongoing
Meeting 26.10.17 Item 5, page 3	Discussion on process for requesting a sporting uniform	Steve Garland Valenitino Punivai	Ongoing
Meeting 22.2.18 Item 3, page 2	Provide Board with emailed copy of Charter and Statement of Variance.	John Laurenson	March
Meeting 22.2.18 Item 3, page 2	Update achievement data and circulate to the Board	John Laurenson	March
Meeting 22.2.18 Item 3, pag 2	Further discussion on Board attendance and payment dues	Board	March
Meeting 22.2.18 Item 4, page 3	Arrange flu injections for staff	Tony Ambrose	March
Meeting 22.2.18 Item 6, page 3	Investigation into increased costs to staffing	Anthea McCully	March
Meeting 22.2.18 Item 6, page 4	Review Term 1 policies	Board	March
Meeting 22.2.18 Item 7, page 4	Date for Board morning tea for staff	John Laurenson	March