



# Shirley Boys' High School

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Held at 6:15 p.m. on  
Thursday 27 September 2018  
in H11

<b>PRESENT</b>	Tony Deavoll (Chairperson), John Laurenson (Headmaster), Sarah Clark (Deputy Chairperson), Andrew Hood, Valenitino Punivai (Student Trustee), Steve Garland (Staff Trustee), Melissa McGraw, Teresa Wooding and Sarmand Qamar (Student Trustee)
<b>IN ATTENDANCE</b>	Tim Grocott (Associate Headmaster), Rob Wilson-Pyne (Deputy Headmaster) Tony Ambrose (Head of Guidance), Anthea McCully (Executive Officer) and Marilou Crequer (Minute Secretary)
<b>APOLOGIES</b>	Neil Falconer and Caine Tauwhare
<b>NON-ATTENDANCE</b>	Nil

The Chairperson welcomed all to the meeting particularly Melissa McGraw and Teresa Wooding and congratulated them for joining the Board. Congratulations likewise extended to Sarmand Qamar, the newly elected Student Trustee.

**Motion: Moved: Chairperson**

*That the Board of Trustees co-opt Valenitino Punivai to be a member of the Board for the balance of the 2018 year.*

**Carried**

**Motion: Moved: Chairperson**

*That the apologies be received and accepted.*

**Carried**

**1. MINUTES OF THE PREVIOUS MEETING 23 August 2018**

Previously circulated.

**Motion: Moved: Chairperson**

*That the Minutes of the Board of Trustees' meeting held on 23 August 2018, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

**2. MATTERS ARISING FROM THE MINUTES/ACTION POINTS**

Action points were discussed.

• **Trip to France**

T Grocott spoke to this. A reduced programme (for 2 weeks) has been put forward by the French teacher. This is a work in progress. He will update the Board in due course of any further development. Our policy clearly states when and how trips should occur

**3. NOTIFICATION OF ITEMS OF GENERAL BUSINESS**

- R Wilson-Pyne raised a proposal from 3 students (as part of their English Social Action Research Project) to have a Shirley Boys' branded hoodie to become part of the everyday uniform for school. He has consulted with Senior Management regarding this proposal and

they don't recommend that it be approved by the Board. The rationale is that the wearing of hoodies does not fit within the image we want to portray around school and the community.

V Punivai spoke to this. He stated that many of the students would like to have the hoodies as part of the uniform, but he also acknowledges the reasoning of the Senior Management.

**Motion: Moved: S Clark**

**Seconded: A Hood**

*That the Board of Trustees support the recommendation of Senior Management not to have hoodies as part of the Shirley Boys' uniform.*

**Carried**

- **le Faitaga** – R Wilson-Pyne recommends that the Board approve the wearing of the black roman sandals with ankle with the le faitaga (with no socks) unless there is a health and safety issue (e.g. in science laboratory)

**Motion: Moved: S Clark**

**Seconded: A Hood**

*That the Board of Trustees support the recommendation of Senior Management that black roman sandals with ankle straps (with no socks) to be worn with the le faitaga unless there is a health and safety issue in which case school shoes and socks are to be worn.*

**Carried**

- **Traffic Management at new school site** – to be reported on by T Grocott

#### **IN COMMITTEE**

**Motion: Moved Chairperson\***

*That the meeting moves into Public Excluded Session at 6:25 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: staffing issue and update on suspension meetings.*

**Carried**

*\*Senior Management, who were not Board members but in attendance at the meeting, allowed to stay by the Chairperson*

**Motion: Moved Chairperson**

*That the meeting moves out of Public Excluded Session at 6:35 pm and confirm that the business discussed in the public excluded session remains confidential to the Board.*

**Carried**

#### **PUBLIC SESSION**

#### **4. CORRESPONDENCE**

##### **Inwards**

- Board Elections 7 June 2019

The Chairperson spoke to this and the dates to note for the elections. He recommends that SBHS go with Canterbury Education Services (CES) to run the Board elections next year and ask them for a quote.

##### **Outwards – none**

**Motion: Moved Chairperson**

*That the inwards correspondence be received.*

**Carried**

#### **5. HEADMASTER'S REPORT**

Report previously circulated and J Laursen spoke to this.

##### **Employer Responsibility**

- Cheryl Jenkins (currently employed at AGHS) is our new Business Manager. Start date is sometime in November. Looking to make final decisions on an Executive Assistant and Receptionist for the new school in Term 4. New ERA IT, all going well, will take over the IT in SBHS in December. There will be a handover to ensure smooth transition.
- Recruitment for staffing in 2019 to begin mid-September

#### **Self-Review**

- ERO – Still awaiting confirmation of dates

#### **Finance and Property**

- Work in progress – A McCully working with staff to identify assets to be taken with us, sold or discarded. T Grocott working with Senior Management re: timetable structure and policy and outfitting of new school
- We now have more clarity on our funds. We have \$740k reserve which needs to be conserved as much as possible. Ministry not inclined to give us further funding (they have provided extra funding of around \$1M in the last year and said that was enough). A visit to Wellington to present our case may be necessary but we will wait and see what happens in the meantime.

#### **Other Matters**

- Travelled to the North Island (with Joe Houghton) to farewell Richard McLaren as he goes to his new school Northland College. A Powhiri held at SBHS and that went well.

The Chairperson also spoke to the request for extra funding from the Ministry. The Chairs of both SBHS and AGHS Boards have been in talks (together and separately) with the Ministry over the years. He believes the Ministry willing to listen but agree that we wait and see where the discussions are taken (if taken further). This is also the position for AGHS at present.

#### **Update on the School Build**

T Grocott shared progress on the build which he has shared with staff recently.

- There are currently 400 workers onsite each day
- Roof is on all through the building (downpipes etc still to be put on)
- Brickwork commenced on exterior walls – only a facade and not structural (2x colours on bricks)
- Interior framing coming up – huge progress – building taking shape
- Designs around the grounds being laid out (landscaping etc)
- Asbestos was found onsite – very minimal amounts and will not affect the delivery or progress on site (discussions between Ministry, Christchurch City Council and others as to who will pay for the clearing of the asbestos – we are not involved)
- Currently conducting an inventory list of all items, we have at school – what is going and what will stay as requested by Contractors (deadline end of tomorrow)

#### **Traffic management**

- Ongoing discussions with the Ministry and contractors regarding a signalised crossing Travis Road – very little progress. Council not overly keen to progress the matter. Our instructions are that any matters relating to traffic should go via the Ministry of Education (and not making submissions as a school)
  - Speed zone outside Travis Road – 40 kph – has been confirmed by the Council – we just now need to state clearly when the speed limit will apply. We have been asked to also request that the same speed zones apply to Bower Avenue (as well as Travis Road)
  - Travis Road roundabout – a major concern due to its size and extra volume of traffic passing through – on either side of the roundabout both North and South end is a 70 kph speed zone
- We have been trying to get the Ministry to look at this and we are doing everything possible to ensure we try and ask for safety measures for our students. The roundabout comes under the NZ Transport Agency and they are not inclined to consider reducing the speed zones at present. We will continue to lobby and have dialogues with the appropriate agencies/council regarding this issue. All agreed that we have a duty to ensure that we must try and exhaust all available options

to us to ensure the safety of our students and those of AGHS who will be on the same site. It is a matter of concern for everyone particularly the Board.

The Deputy Chairperson raised a point of clarification regarding New Era IT and the involvement of Andrew Hood (and the potential conflict). J Laurenson assured the Board that the reference to A Hood earlier in his report was only with respect to passing on a request for the New ERA IT people to contact him about implementation of the handover. A Hood precluded himself from any discussions relating to New ERA IT (accounts etc). The Chairperson thanked S Clark for raising the matter and to ensure that we are clear about responsibilities and conflicts of interest.

## 6. STAFF TRUSTEE'S REPORT

Nothing to report

## 7. STUDENT TRUSTEE'S REPORT

V Punivai gave a verbal report.

- Sportsman of the Year dinner held last night and named the winners of the different categories
- Football and rugby prizegiving held earlier in the week
- Met with School Council regarding implementation of anti-bullying practices - work in progress
- Māori Language Week – several events held to commemorate the event including a leadership day and hangi for everyone
- Community Council Head Shave raised just under \$1000 (with more coming in from pledges)
- Environmental Council – have emailed our parent community about using alternatives to plastic packaging with the hopes of reducing use of plastic and waste/litter around school
- Mock exams have just finished and everyone in preparation for the end of year exams
- Welcomed Sarmand Qamar to the Board

### Motion: Moved Chairperson

*That the Headmaster's, Staff and Student Trustee reports be received and adopted.*

**Carried**

## 8. COMMITTEE REPORTS

### RESOURCES

Accounts previously circulated. The Chairperson stated that we have been prudent with our accounts but there will be things appearing soon that we will have to spend money on. A McCully spoke to the finances.

- There is nothing significant to note – we have been reimbursed by the MoE for the Rochford expense we incurred
- Insurance matter – ongoing
- 2 grant applications: one to Air Rescue for Darts Equipment valued at \$2098.25 GST inclusive and the other to the Lion Foundation for Cricket equipment (cricket cover, boundary rope, boundary flags and scoreboard) valued at \$5950.16 GST inclusive which the Resources Committee recommend to the Board for approval
- Shirley Boys' HS are the fund holders for our Community of Learning (CoL) – J Laurenson will consider providing a financial report to all members of the group moving forward as part of his Report on Variance to ensure transparency

J Laurenson spoke to the difference between the 2 funding: Joint Schools Initiative Funding (JSIF) and the Community of Learning (CoL) – which has 2 sources of funding one of which is specifically for individuals and the other for the whole CoL; where it is held, who is in charge and how it is applied. He gave the example of Richard McLaren – money was specifically tagged to him and this was approved before he left SBHS. He was going to use the money to go to Japan for his PD in the holidays.

**Action:** J Laurenson to contact R McLaren to request a report on his PD to Japan for the Board's information.

- Freezing of curriculum budgets – 16 October – this will be fixed, and all staff have been informed. Only nominal capital purchased will be allowed at this time

### **Health and Safety**

T Grocott spoke to this. 137 boys went to sick bay and there was no major accident/injury reported.

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

*That the Board adopt the Resources Committee report including the Financial Statements for August and approve the two (2) funding applications being made to Air Rescue and Lion Foundation.*

**Carried**

### **PTA**

No meeting this month. Next meeting \_\_\_\_\_.

### **Whānau Group**

J Laurenson stated a newsletter has gone out regarding the cultural audit. An advert for the Māori teacher position has been circulated. T Grocott stated that the Whānau Committee has met with the cultural auditors. Another meeting is being organised as part of the audit. The Chairperson stated that the goal is to have a report back to the Board by 30<sup>th</sup> November.

- **Trip to Munchang, South Korea** – awaiting on further information regarding the trip before the Board can decide

### **9. FUNDING APPLICATION REPORT**

No income received.

### **10. GENERAL BUSINESS**

- Request from Christchurch City Council – T Grocott spoke to this. A request has been received from the City Council – there are about to go into consultation regarding the speed zones on Travis Road and Bower Avenue. The Board will need to write a letter to the Council specifically stating the time we want the school speed zones to be implemented. Frost Road is under consideration at present, but no decision made.

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

*That the Board send the appropriate letter to the Christchurch City Council regarding the speed zones in the streets adjacent to the new school site particularly Travis Road and Bower Avenue.*

**Carried**

- Deputy Chairperson asked that the Board information on the school website be updated asap. J Laurenson stated that he had asked Jane Forster to do this and will follow-up.
- Senior school roll – in the September accounts – query raised if this is consistent with experience from previous years? J Laurenson replied that this is the greatest reduction in students for quite some time. R Wilson-Pyne also stated that we had more Y13 leaving in Terms 2 and 3 – going to trades/ARA.
- **Christmas/End of Year celebration** – S Clark will circulate some dates for the Board to consider and a date can be set down

**11. NEXT MEETING**

**Resources Committee** 4:30 p.m. Thursday 25 October 2018  
**Board of Trustees** 6:15 p.m. Thursday 25 October 2018  
*Apology received from Tony Ambrose*

There being no further business the meeting closed at 7:30 p.m.

APPROVED \_\_\_\_\_  
Chairperson

DATE: 27 SEPTEMBER 2018

**BOARD OF TRUSTEES  
ACTION POINTS**

<b>Meeting</b>	<b>Action</b>	<b>By Whom</b>	<b>Date</b>
Meeting 31.5.18 Item 1, page 1	Summary of Board member responsibilities	Tony Deavoll	Ongoing
Meeting 27.09.18 Item 8, page 5	Contact R McLaren to request a report on his PD to Japan for the Board's information.	John Laurenson	
Meeting 23.08.18 Item 8	Article for the school newsletter to inform our staff and parent community about our finances (and how we have protected our insurance monies for use in the new school)	Sarah Clark	First newsletter in 2019