



Shirley Boys' High School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Held at 6:15 p.m. on
Thursday 25 October 2018
in H11

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

The Chairperson welcomed all to the meeting and asked everyone present to stand in silence in memory of the late John Robert Fox.

1. APOLOGIES

Motion: Moved: Chairperson

That the apologies be received and accepted.

Carried

The Chairperson also spoke to an email received from Caine Tauwhare who has resigned from the Board effective immediately.

PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting moves into Public Excluded Session at 6:15 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: resignation of whānau representative

Carried

Motion: Moved Chairperson

That the meeting moves out of Public Excluded Session at 6:40 pm and confirm that the business discussed in the public excluded session remains confidential to the Board.

Carried

PUBLIC SESSION

2. MINUTES OF THE PREVIOUS MEETING 27 September 2018

Previously circulated. Typo error of R Wilson-Pyne's name and the powhiri for Richard McLaren was held in Northland College and not at SBHS.

Motion: Moved: Chairperson

That the Minutes of the Board of Trustees' meeting held on 27 September 2018, having been circulated, be approved as a true and correct record of that meeting subject to the amendments as discussed.

Carried

3. MATTERS ARISING FROM THE MINUTES/ACTION POINTS

Action point(s) were discussed.

• **Code of Responsibility/Payments to Trustees**

A copy of the document was previously circulated. The Chairperson spoke to this and explained the rationale for the document. It is pertinent to this Board only and can be reviewed at any time the Board deems appropriate.

Motion: Moved: N Falconer

Seconded: S Clark

That the Board of Trustees adopt the Board of Trustee Code of Responsibilities and Guidelines for Review of Payments Made to Trustees as tabled.

Carried

- Report from R McLaren re: trip to Japan – action point for J Laurenson carried over to next meeting (as R McLaren only returned to NZ yesterday)
- Board information on the website has been updated. T Grocott will take photos of each Board member (at the end of the meeting) to upload on the website.

4. NOTIFICATION OF ITEMS OF GENERAL BUSINESS – None

5. CORRESPONDENCE

Inwards

- NZSTA Magazines – copies distributed at the meeting
- Shirley Boys' HS Enrolment Scheme Home Zone 2019 (this is also available on the website) document circulated at the meeting
- Email enquiry to the Chairperson re: appointment of 2 new Trustees
- Letter from PPTA re: Paid Union Meeting (PUM) on 9 November 2018 from 1:00pm
- Letter from the heart Foundation
- CES – Returning Officer for Board elections 2019 – *the Board agreed to engage CES*

Outwards

- Reply to enquiry re: trustee selection/appointment

Motion: Moved Chairperson

That the inwards correspondence be received, and the outwards correspondence be approved.

Carried

6. HEADMASTER'S REPORT

Report previously circulated and taken as read. J Laurenson spoke to some highlights.

Self-Review

- ERO – meeting with Greg Tucker on 6 November with Tony Ambrose also in attendance. Will report to the Board next meeting.

Employer Responsibility

- Staffing – still the most important issue at present. Interviews tomorrow for the Guidance Counsellor position
- Teacher of Te Reo appointed last Tuesday
- Advertising vacancies for English/Social Science and Mathematics
- Will be advertising for a Dean's Secretary and First Aid person

Finance and Property

- As per the report

Other Matters

- The Board to write a letter of congratulations to Nick James

Update on the School Build

T Grocott spoke to this and showed the Board photos of the building site development and provided details as to the location of the classrooms, offices and other spaces (some shared with Avonside Girls HS). Attention given to the proposed 'cultural space' which would be a shared space with Avonside.

- Project steering group meeting last Tuesday
- Provided details on the work that has been completed since the last meeting explained
- A site visit with Staff and HOD being organised for late November/early December. The Board has also expressed interest in being able to conduct a site visit if possible.

Discussion on the cafeteria – school will put together a contract and possibly go out to tender for a new operator for the canteen. Relocation will be staggered beginning March and in the Easter holidays. Staff have been busy identifying items that can be shifted in March and in the holidays. Still a work in progress.

There was also quick discussion on what is the appropriate way to celebrate the move to the new school as well as a 'farewell' to the old site.

7. STAFF TRUSTEE'S REPORT

Nothing to report

8. STUDENT TRUSTEE'S REPORT

V Punivai gave a verbal report.

- The boys performed an outstanding haka for the late John Fox's memorial service at SBHS hall
- Acknowledged Sarmad Qamar – who is unwell and unable to attend the meeting
- 3 students from SBHS were in the recent NZ South Island Rugby League tournament – Elijah Tuhura (U17), Ethan Faitaua (U16) and Urian Tuli (U16)

Motion: Moved Chairperson

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

Carried

8. COMMITTEE REPORTS

RESOURCES

Accounts previously circulated. N Falconer spoke to this.

- Minutes of the previous meeting 27 September 2018 were adopted
- No surprises from the September accounts – Solutions and Services provided a summary of the financial accounts
- Strength of the school – average working capital according to the MoE is \$900 per student and SBHS is \$2582 capital per student at present
- Decreasing surplus of \$76k
- 2018 Curriculum budgets have now closed off

Motion: Moved: N Falconer

Seconded: M McGraw

That the Board adopt the Resources Committee report including the Financial Statements of September 2018 as a true and correct record of the position of the school at this point.

Carried

10. FUNDING APPLICATION REPORT

A McCully spoke to this and put forward the following applications for approval.

A. New Zealand Racing Board

To apply for \$36,880.50 gst inclusive for the purchase of a mobile scoreboard

B. Mainland Foundation

To apply for \$9,550.00 gst for football match balls

Motion: Moved: N Falconer

Seconded: S Clark

That the Board approve the two (2) funding applications as tabled at the meeting.

Carried

PTA

No report

Whānau Group

No report

Health and Safety

T Grocott spoke to this. It has been a 'quiet' time as school has just returned from the recent term holiday. There were 76 students requiring treatment at school. None were notifiable, and none required further treatment from a medical centre or hospital.

11. GENERAL BUSINESS

A. Calculation of Board Hours – a document circulated at the meeting for the members to fill in the number of hours spent for Board related work

B. Sports Uniform

Jamyn Keats sports uniform proposal previously circulated. J Laurenson spoke to this and explained how the current provider is unable to supply the sports uniform in a timely manner. The recommendation is to move to an alternative local provider for the sports uniform only.

The Board had a good discussion on the proposal and any other alternatives e.g. ordering online from Alibaba perhaps and getting it printed ourselves? Other issues to consider are how easy would it be for staff to manage the sports uniforms? Stocking supplies would be a cost to the Board. All agreed that the Board should revisit the contract with the Uniform Group to advise them delays in supply is not acceptable. Any decision would have to apply to all sporting codes to ensure there is consistency in the supply etc.

Action: J Laurenson to work with Jamyn Keats to look at alternative options and costings for the sports uniform
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12. NEXT MEETING

Resources Committee 4:30 p.m. Thursday 22 November 2018

Board of Trustees 6:15 p.m. Thursday 22 November 2018

Apology received from Sarah Clark

Board Christmas Dinner Friday 23 November at 6:30 pm at Bloody Mary's, Latimer Square

Combined Resources and Board Meeting **Tuesday 18 December at 5:00 pm**

13. PE Session

The Secretary read the minutes of the PE session of 27 September 2018. The minutes will be approved next meeting.

There being no further business the meeting closed at 8:00 p.m.

APPROVED: _____
Chairperson

DATE: _____

BOARD OF TRUSTEES ACTION POINTS

Meeting	Action	By Whom	Date
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	<i>Carried over from September meeting</i>
Meeting 25.10.18 Item 11, B	Work with Jamyn Keats re: sports uniform	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