



# Shirley Boys' High School

## MINUTES OF THE COMBINED MEETING OF THE BOARD OF TRUSTEES AND RESOURCES COMMITTEE

Held at 5:00 p.m. on  
Tuesday 18 December 2018  
in H11

- PRESENT** Tony Deavoll (Chairperson), John Laurenson (Headmaster), Sarah Clark (Deputy Chairperson), Neil Falconer, Melissa McGraw, Andrew Hood, Teresa Wooding and Valentin Punivai (joined meeting at 5:25pm)
- IN ATTENDANCE** Tim Grocott (Associate Headmaster), Anthea McCully (Executive Officer) and Marilou Crequer (Minute Secretary)
- APOLOGIES** Tony Ambrose, Steve Garland (Staff Trustee), Rob Wilson-Pyne (Deputy Headmaster) and Sarmad Qamar (Student Trustee)
- NON-ATTENDANCE** Nil

The Chairperson welcomed all to the combined Resources and Board meeting.

### 1. APOLOGIES

**Motion: Moved: Chairperson**

*That the apologies be received and accepted.*

**Carried**

### 2. MINUTES OF THE PREVIOUS MEETINGS (RESOURCES and BOARD OF TRUSTEES) 22 November 2018

**Motion: Moved: Chairperson**

*That the Minutes of both the Resources Committee and Board of Trustees' meetings held on 22 November 2018, having been circulated, be adopted as a true and correct record of those meetings.*

**Carried**

### 3. MATTERS ARISING FROM THE MINUTES – none

### 4. NOTIFICATION OF ITEMS OF GENERAL BUSINESS

- A. Cultural Audit Report – to be discussed In Committee
- B. Principal's Appraisal – to be discussed In Committee

### 5. CORRESPONDENCE

#### Inwards

- Card/Letter of Thanks from Laurie Dann
- Thanks from Tony Ambrose for the gift

**Motion: Moved Chairperson**

*That the inwards correspondence be received.*

**Carried**

## 6. HEADMASTER'S REPORT

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

- Ticking off compliance matters
- Notes on Tomorrow Schools attached with his report
- Staffing updates – resignations and new appointments
- Discussion on location of carving (by Caine Tauwhare) for the new school site in progress
- Acknowledged work put in by Tim Grocott to prepare us for the move to new site as well as liaising with the building project group
- Proposed Run Sheet for 2019 final days at current site – still a work in progress
- Health and Safety – will be reported on by T Grocott

### Update on new school site

T Grocott spoke to this.

- Things progressing to plan prior to Christmas break
- Carpets/flooring being laid; painting on interior walls underway
- Gym – making huge progress
- Commissioning various parts of the building – contractors confident of meeting 19 March 2019 target/deadline
- Staff who have been on a 'walk-about' feeling positive about the new site – gave them a feel of how things will work in 2019
- Removal company will have a look tomorrow to identify what will need to be removed/relocated to new site
- Our current caretaker and grounds person have been offered positions with Spotless
- Traffic update – changes at Travis Road/Frost Road roundabout – there will be signalised crossing at the north end of Frost Road – this is an area of concern which has been addressed by NZTA/City Council. No progress on traffic safety measures immediately outside the school gate (Travis Road and Bower Ave entrances). We are continuing to develop a transport plan and in regular communication with NZTA and the City Council – *work in progress*

**Action:** T Grocott to contact Headmaster at St Andrew's and Principal of Haeata Community College about developing a transport plan for student safety

**Action:** T Deavoll to contact Monica Davis (Chairperson BOT Avonside Girls HS) about a joint letter to Councillor Glenn Livingstone regarding our concerns about the traffic situation at the new school site

### Health and Safety

T Grocott spoke to this.

- 89 people needed treatment on site since 22 November – majority were kids being unwell (67 students)
- There were 4 incidents at the Year 10 camps which required medical treatments. The incident report showed that we have good processes following on from a medical event. We are compliant with legislation and adhering to our Health & Safety obligations/responsibilities
- He advised the Board that Lime scooters are not allowed on school premises

T Grocott would like it noted for the record that Ollie Clark's (son of Deputy Chairperson S Clark) assistance and expertise during the incident at camp was greatly appreciated. His knowledge of first aid ensured that the student injured was attended to promptly and efficiently.

### Motion: Moved Chairperson

*That the Headmaster's report be received and adopted.*

**Carried**

## 7. STAFF TRUSTEE'S REPORT

No report. S Garland an apology for this meeting.

## 8. STUDENT TRUSTEE'S REPORT

V Punivai gave a verbal report.

- Senior Polyfest students performed at the Waitakari HS prizegiving – drum festival. Busy preparing for next year's competition
- Year 10 camps/Junior prizegiving guitar solo was well received
- A great year overall for the boys

V Punivai thanked the Board for all their support to him during his time as student trustee. The Chairperson responded and likewise congratulated Tino for his success and wished him well for his studies at the University of Otago

### Motion: Moved Chairperson

*That the Student Trustee report be received and adopted.*

**Carried**

## 9. COMMITTEE REPORTS – RESOURCES

Financial reports previously circulated. N Falconer spoke to this.

- School in a strong financial position
- Working capital - \$2570 per student (higher than MoE indicator)
- Fixed assets – actual YTD surplus highlighted
- International student programme income healthy
- Increased in student hardship cases – confirmed by the Headmaster

N Falconer thanked A McCully for her support to the Resources Committee. Overall, SBHS in a good financial position and we would like to keep it that way in the years to come.

### Motion: Moved: N Falconer

### Seconded: S Clark

*That the Board adopt the Resources Committee Minutes from 22 November 2018 including the Financial Statements of November 2018 as a true and correct record of the position of the school at this point.*

**Carried**

### Campion Estate

The Chairperson gave the Board an update on the Campion Estate legacy. There are proceedings currently in the High Court to disburse the monies. SBHS is a beneficiary under the will. Once resolved, we will receive a substantial sum from the bequest.

### Reduction of Baseline Funding for each Student

A McCully reported that there has been no response from the Ministry regarding the query seeking an explanation on why there will be a reduction (and how much) of the baseline funding for every student. This will take effect from Term 2 next year. J Laursen stated that this will have an impact on our finances but there are also costs which the school will not have to pay for e.g. maintenance of school/grounds once we move to the new site.

### PTA

No report

### Whānau Group

No report

## 10. FUNDING APPLICATION REPORT – None

**11. GENERAL BUSINESS**

- N Falconer an apology for the February 2019 meeting
- Music at the Junior Prizegiving was outstanding – there is so much talent at school
- Update on uniform group – J Laurenson advised the Board that an agreement has been reached with the Uniform Group. They will continue to supply the uniforms and provide prizes to the school (around \$1k). The agreement was amicably reached by both parties.

**12. PUBLIC EXCLUDED SESSION**

**Motion: Moved Chairperson**

*That the meeting moves into Public Excluded Session at 6:20 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: Cultural Audit report, minutes of PE meeting and Discipline Hearings and Principal appraisal.*

**Carried**

*A McCully left the meeting at 6:20 pm*

**Motion: Moved Chairperson**

*That the meeting moves out of Public Excluded Session at 7:45 pm and confirm that the business discussed in the public excluded session remains confidential to the Board.*

**Carried**

**PUBLIC SESSION**

**13. NEXT MEETING**

**Thursday 21 February 2019 – Resources at 4:30 pm and Board of Trustees at 6:15pm**

***Apology received from Neil Falconer***

The Chairperson thanked CES for the efficient Board secretarial services provided, wished everyone a Merry Christmas and a Happy New Year and closed the meeting at 7:45pm.

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 – work in progress</i>
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
Meeting 18.12.18 Item 6	Contact Headmaster at St Andrew's and Principal of Haeata Community College about developing a transport plan for student safety	T Grocott	
Meeting 18.12.18 Item 6	Contact Monica Davis (Chairperson BOT Avonside Girls HS) about a joint letter to Councillor Glenn Livingstone regarding our concerns about the traffic situation at the new school site	T Deavoll	