



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6.17 p.m. on Thursday 28 March 2019 in H11

PRESENT	Tony Deavoll (Chairperson), John Laurenson, Andrew Hood, Steve Garland, Sarah Clark, Melissa McGraw, Teresa Wooding, Neil Falconer, Sarmad Qamar
IN ATTENDANCE	Anthea McCully, Tim Grocott, Roger Miller, Manaia Wilson-Moses Jane Forster (Minute Secretary)
APOLOGIES	Nil
NON-ATTENDANCE	Nil

WELCOME

Tony welcomed all in attendance, special mention to Manaia Wilson-Moses and Roger Miller who joined the meeting. Around the table introduction took place. Tony asked everyone for a minutes silence in light of the tragic events on Friday 15th March.

Tony handed over to Roger Miller, who as a staff member had asked for and was given approval to speak to the Board on the following matter.

WASTE MANAGEMENT POLICY - PRESENTATION

Roger circulated and read to the proposed policy. Following the presentation there was a robust discussion around how this might be implemented. Roger is to meet with the SMT to discuss further.

Roger Miller/SMT

Roger left the meeting at 6.36pm.

BOARD ELECTIONS

Board agreed last year to use CES as returning officer for the upcoming election. Jane to put an advert in the paper. Parents will be contacted. It was noted that there would be two more Board meetings on 2 May and 30 May before the elections close. Discussion took place around who would be standing again.

MANAIA WILSON-MOSES

Manaia joined the meeting to discuss the option of students being able to have dreads as a hairstyle option. He voiced many students, including himself think it is outdated that they cannot have dreads. A discussion took place around the table about this, it concluded with Manaia being asked to present this to the Student Council and for it to come back to the Board via Sarmad, BOT Student Representative.

Manaia left the meeting at 6.52pm.

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the Minutes of the Board of Trustees' meeting held on 21 February 2018, having been circulated, be approved as a true and correct record of that meeting.

Carried

Matters Arising from the Minutes

Nil

2. HEADMASTER'S REPORT

As per the previously circulated report which was spoken to by John Laurenson. See key points below:

- John addressed the tragic events of 15 March as being a demanding and extremely emotional time but with the great support from the Board, staff and community, we are getting through. John has met with members of the community and with the Ministry.
- Cultural Audit Report – a meeting has now been held and went well, now in a process of setting up times to sort issues addressed.
- We look to exit 77 North Parade in good shape and with a positive eye for the future.
- Tony raised the question of the school roll and the meeting with Shaun from the Ministry. John confirmed he had met with Shaun and the meeting was positive, he is happy with where we are.
- Memorial due to take place in town, Friday 29 March was addressed. John confirmed SBHS have senior representatives attending in school uniform, a formal assembly will be held at school for all students and staff to attend. A letter was sent home to parents explaining why we were not closing the school, but if parents wished to take their sons along it would be classed as a justified absence.

New School Update – March 2019

Tony thanked Tim for circulating his report, Tim read to this report. Some key dates are below:

- Powhiri, Monday 29th April. We will assemble at 9.00am for a 9.15am start, our role is as visitors at this event.
- Old Boys' Function – Friday 5th April.
- Staff Farewell Function – Friday 12th April.

Co-location Documents

As per the previously circulated document which was summarised by Tony Deavoll & Tim Grocott. Before signing was approved, an open discussion took place. See key points below:

- MOE paid for Gabrielle Wall to put the material together, along with Tony, John and Tim.
- It is a well thought through document. There was no example to go by.
- Latest procurement in regards to TV's etc. have shown the weight of the agreement in terms of financial savings.
- To date we are working together well.

Sarah, on behalf of the Board thanked John, Tony and Tim for their hard work in putting this together; Tony Deavoll acknowledged Gabrielle's hard work.

Motion: Moved Chairperson

That the Co-location Document be signed by the Board of Trustees.

Carried

3. STAFF TRUSTEE'S REPORT

- **Antipodeans – Nepal Trip July 2020**

As per the previously circulated proposal, Steve spoke to this on behalf of Merryn Herlihy.

A robust discussion took place, key points are:

- Timeframe of the trip, 28 days is outside the school policy.
- Insurance would need to be through BOT.
- The trip needs to be planned either outside of teaching time, a shorter timeframe or in the summer break.
- The trip would need to be completely self-funding.
- Steve to report back to Merryn.

Steve Garland

Motion: Moved Steve Garland

That the proposed trip, be approved in principle under the conditions that they have to use the SBHS insurance policy and needs to fall outside teaching time, (e.g. summer break) and be completely self-funding.

Carried

- **Flu Injections for staff 2019**

- Provider this year will be Unichem, who will come to Ōrua Paeroa on Tuesday, 30th April between 11.00am-2.00pm.

Motion: Moved Tony Deavoll

That the Board of Trustees support and will fund the flu injections for 2019 to be provided by Unichem.

Carried

4. STUDENT TRUSTEE'S REPORT

Sarmad gave a verbal report:

- A Mufti Day was held last Friday, raised \$3000 to give to the SBHS Community, the students would like to do more fundraising.
- Backyard Cricket took place last week; Snell House won!
- Academic Tie – Sarmad gave a verbal proposal around introducing an academic tie. This would be for the elite academics. Sarmad proposed the tie would not go to all 90s Club boys, but the boys with say three excellences or more. All agreed it is a worthy idea. Sarmad to meet with John Laurenson. A discussion took place around the consistency of how boys are awarded their ties and payment of them.

Sarmad Qamar/John Laurenson

5. COMMITTEE REPORTS

- **Resources**

- Champion Estate – now been expensed in the Draft Budget 2019. It is a work in progress with the Board.
- Sale of Board owned buildings – still a work in progress.
- Sale of Equipment – Tony Ambrose and Juliet Duder are working through market value of items and will put this out to the community to purchase.
- Staff to be advised of approval to spend up to 25% of their budget.
- School continues to be in a strong financial position.

Motion: Moved Neil Falconer

It was agreed to adopt the Draft Budget 2019, but the budget will need to be re-examined when the unresolved issues that lie with the MOE have been dealt with. Matter to be reviewed at the next Resources Meeting, 2 May 2019.

Carried

Motion: Moved Neil Falconer

To adopt the Draft Annual Accounts for the Year Ended 31 December 2018.

Tabled

- **PTA**
Nil
- **Whanau Group**
John covered in his report

6. FUNDING APPLICATION REPORT
Nil

7. GENERAL BUSINESS

- Confirmed Gillian Kent-McConigley and Kerry Keats have joined the SBHS team; they are employed in the shared services area.

8. HEALTH AND SAFETY

Tim Grocott read to his report:

- 269 minor injuries with treatment onsite.
- Additional 3 injuries resulted in a visit to a GP or medical centre.
- There were no notifiable accidents.
- Email sent out regarding the Measles.

9. CORRESPONDENCE

Inwards

- STA News – March 2019
- NZSTA Conference Pack 2019
- Email from TMG – Procurement Phase for photocopying & printing contract
- Co-location documents – email from TD

Outwards

- Cultural Audit 2018 emails
- Letter to MOE for operation funding information

Tony Deavoll thanked Anthea McCully for her contribution and support to SBHS over the years.

10. NEXT MEETING

Resources Committee	4:30 p.m. Thursday 2 May 2019
Board of Trustees	6:15 p.m. Thursday 2 May 2019

There being no further business the meeting closed at 8.12p.m.

APPROVED 2 May 2019
Chairperson

BOARD OF TRUSTEES ACTION POINTS

Meeting	Action	By Whom	Date
Meeting 28.03.19 Page 1	Waste Management Policy – Roger Miller to meet with SMT.	Roger Miller	Ongoing
Meeting 28.03.19 Item 3, page 3	Steve to report back to Merryn on outcome of discussion for the proposed Nepal trip.	Steve Garland	March
Meeting 22.02.19 Item 4, page 3	Sarmad to meet with John Laurenson to discuss the implementation of an academic tie.	John Laurenson/Sarmad Qamar	Ongoing