



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6.19 p.m. on
Thursday 2 May 2019
in the Seminar Room, Level 1

PRESENT Tony Deavoll (Chairperson), John Laursen, Andrew Hood, Steve Garland, Melissa McGraw, Teresa Wooding, Neil Falconer, Sarmad Qamar

IN ATTENDANCE Tim Grocott (Associate Headmaster), Cheryl Jenkins (Business Manager)
Jane Forster (Minute Secretary)

APOLOGIES Sarah Clark

NON-ATTENDANCE Nil

WELCOME

Tony welcomed all in attendance and handed out thank you cards for the Board to read, one from Anthea McCully and another from Murray Wright.

1. APOLOGIES

Tony acknowledged Sarah Clark had given her apology for this meeting back on 28 March 2019.

Motion: Moved: Chairperson

That the apologies be accepted.

Carried

2. MINUTES OF PREVIOUS MEETING

Motion: Moved: Chairperson

That the Minutes of the Board of Trustees' meeting held on 28 March 2019, having been circulated, be approved as a true and correct record of that meeting.

Carried

3. MATTERS ARISING FROM THE MINUTES

Action Points:

- Item 1, following the previous meeting Roger met with John Laursen to discuss the Waste Management Policy and will be rolling this out, he will speak to the students at the first assembly.
- Item 2, Steve met with Merryn regarding the proposed trip to Nepal following 28 March meeting where it was decided the trip would need to be reduced or taken over the summer break. Reducing the timeframe of the trip would not work and they did not wish to go in the summer break so have decided to cancel, this can now be removed from the list of proposed trips.
- Item 3, Sarmad had approached the Uniform Shop and got printed samples for the academic tie, which were circulated to the Board, along with the current ties. Sarmad discussed options with his peers and all were in favour of option B. Discussion took place around pricing, current ties are around \$26.00 each and students purchase from the Uniform Shop, the Board members all agreed on the design option B. Next step is for Sarmad to meet with the students and establish the criteria and cost and report back to the Board.

Sarmad Qamar

4. NOTIFICATION OF ITEMS OF GENERAL BUSINESS – none

5. CORRESPONDENCE

Inwards

- NZ Education Gazette
- Thank you cards from Murray Wright/Anthea McCully
- BOT Elections Newsletter
- Policy Review - Alcohol/Drugs and Other Harmful Substances – email update
- Letter – Proposed Japan Trip, Term 3 holidays 2020

6. HEADMASTER'S REPORT

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

- Staff currently have large workloads and are working long hours, acknowledged this is a demanding time due to the unique circumstances.
- We currently have one staff vacancy in the Art Department, we have interviewed 1 on 28 March and another on 29 March, 2 part-timers.
- Cultural Audit Report, this has been distributed and a whānau meeting is due to take place on the 16th May followed by a Hui on the 22nd May, John to report back.
- John thanked those who attended the Pōwhiri on Monday, the Board acknowledged the work done by Maria and Hone for this. Tim explained a gift was given to Ngāi Tūāhuriri at the end of the Pōwhiri, this was a picture of the old site from 1957 in a box frame.

A discussion around the official opening of the school took place, Cheryl advised Sue Hume had approached the Prime Minister, Jacinda Ardern but had not heard back so was now looking at approaching the Governor General, Dame Patsy Reddy, which the Board felt was an appropriate person, Cheryl Jenkins to follow up with Sue Hume and report back.

Cheryl Jenkins

7. STAFF TRUSTEE'S REPORT

• **Japan Trip – Term 3 2020 (previously circulated)**

Steve read to the letter that Yuki Miura, HOD Languages wrote to the Board. This outlined that permission was given from the Board for the trip to go ahead this year but due to numbers dropping they decided to cancel the tour this year, they are now seeking permission to go during the Term 3 holidays 2020 with Marian College. Steve asked for the trip to be approved in principle.

A discussion took place, that although we have a long-standing relationship with Marian College we are now co-located with our sister school and going forward the invitation for such trips could be offered to Avonside Girls' High School. It was explained that Marian College has a relationship with the same schools as we do, Avonside Girls' does not. John and Tim to discuss with Sue Hume, John to bring to the Board a recommendation that he travels to look at new era for Shirley Boys', relationships are key but cannot be done swiftly. Action point for two months' time.

John Laursen

Motion: Moved: Chairperson/Seconded: S Garland

That in principle the proposed trip, be approved with more details to come back to the Board closer to the time.

Carried

- Flu injections were carried out last Tuesday, process went well and was well received.

- With the move to the new site feedback from teachers has been positive so far and all are in good spirit.
- Steve suggested a morning tea would be nice for the staff, Tony advised he had discussed this with John and decided on 10 May at 11.05am in the staffroom.

8. STUDENT TRUSTEE'S REPORT

Sarmad gave a verbal report:

- Regarding Manaia Wilson-Moses and allowing dreads at school, no council meeting has been held since the last meeting, once this occurs an update can be given.

Sarmad Qamar

9. COMMITTEE REPORTS

- **Resources**
 - Meeting was held earlier today to discuss the previous minutes and the Financial Statements to 31 March 2019.

Motion: Moved: N Falconer/Seconded: T Deavoll

That the Board adopt the Resources Committee Minutes from 28 March 2019 as a true and correct record.

Carried

Key Points:

- VI and V3 – currently listed on Trademe, not a lot of interest, most likely have them taken off our hands by either Laings or another competitor, we will receive between \$2000-\$5000.
- Everything needs to be completed by the 25th May, Anthea finishes and Colliers International come in. Banks Ave School would like to retain the four-bay garage.
- Staff have been advised of approval to spend up to 25% of their budget only.
- The school continues in a good financial position.

Motion: Move: N Falconer/Seconded: J Laurenson

That the Board adopt the Solution and Services Financial Report to 31 March 2019.

Carried

A discussion took place around when we would be likely to see the positive financial gain of the shared services. It was explained there has already been significant savings, especially around ICT, staffing, reprographics and in addition the little things will add up over time such as sharing a P O Box, visitor tab and more.

- **Whanau Group**

Tim advised that although we don't have a whanau representative at the meeting he would highlight the following to the Board:

- The Steering Group that has been established has got a meeting on the 16th May for the group to come together and plan for the full whānau hui on the 22nd May.
- On the first day of the holidays we had a number of support staff and teachers attend a workshop at Tuahiwi Marae to raise understanding around all things te reo and the process of a Pōwhiri.
- An opportunity has arisen recently through our Kāhui Ako for the teaching of te reo, where a number of people will be able to get some professional learning around the language. This is run through Ara and the funding is provided for teacher release time.

10. FUNDING APPLICATION REPORT

Nil

11. HEALTH & SAFETY

Tim Grocott read to his report:

- 106 people visited the Sickbay.
- Additional 4 injuries resulted in a visit to a GP or medical centre.
- There were no notifiable accidents.
- At the old site there was a defibrillator, AGHS also had one which means on the new campus there will be two, these are yet to be installed. It is likely there will be one at either end of the school.

Motion: Move: Chairman

That the Board accepts and receives Reports from items 6 down to 10.

Carried

Discussion took place whether the Tuahiwi workshop would be available for Board members, confirmed this would be open for them to attend if they wished. Confirmed Board members most welcome to the whānua hui on the 22nd May 2019.

- **PTA**
The PTA have met and carried out their AGM, Rebecca Power was voted as Chairperson again, John will circulate the minutes once he has received them.

11. GENERAL BUSINESS

- Newsletter went out to parents this week – it had an article regarding the Board of Trustee Elections, CES will be managing that side of things, Tim Grocott will be handling the staff election. Nomination forms for the staff trustee will be available from week ending 17th May.
- Board supplied morning tea here for staff on Friday 10th May at 11.05am.

PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for the purpose of hearing the report on the meetings of the Discipline Committee.

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

10. NEXT MEETING

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

There being no further business the meeting closed at 7.37p.m.

APPROVED 30 May 2019
Chairperson

BOARD OF TRUSTEES ACTION POINTS

Meeting	Action	By Whom	Date
Meeting 28.03.19 Page 1	Waste Management Policy – Motion for Board to accept the Waste Management Policy.	Chairperson	30 May
Meeting 02.05.19 Item 3, page 1	Sarmad to report back to Board criteria and cost for academic tie.	Sarmad Qamar	May/June
Meeting 02.05.19 Item 6, page 2	Cheryl to report back on outcome of approaching the Governor General, Dame Patsy Reddy for the official opening.	Cheryl Jenkins	30 May
Meeting 02.05.19 Item 7, page 2	John to report back regarding international relationships and travel.	John Laurenson	July
Meeting 02.05.19 Item 8, page 3	Sarmad, student council and Manaia Wilson-Moses to meet to discuss dreads.	Sarmad Qamar	Ongoing