



Shirley Boys' High School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Held at 6:15 p.m. on
Thursday 22 November 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 Andrew Hood
IN ATTENDANCE	Tim Grocott (Associate Headmaster), Anthea McCully (Executive Officer), Rob Wilson-Pyne (Deputy Headmaster), Tony Ambrose (Head of Guidance) and Marilou Crequer (Minute Secretary)
APOLOGIES	Sarmad Qamar (Student Trustee) and Teresa Wooding
NON-ATTENDANCE	Nil

The Chairperson welcomed all to the meeting.

1. APOLOGIES

Motion: Moved: Chairperson

That the apologies be received and accepted.

Carried

2. MINUTES OF THE PREVIOUS MEETING 25 October 2018

Previously circulated. Amendment to the Headmaster's Report re: ERO – should read Tony Deavoll and not Tony Ambrose. Also, the funding application amount should read \$955.00 and not \$9,550.00.

Motion: Moved: Chairperson

That the Minutes of the Board of Trustees' meeting held on 25 October 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 – none

4. NOTIFICATION OF ITEMS OF GENERAL BUSINESS – none

5. CORRESPONDENCE

Inwards

- Response from the Office of Auditor General agreeing to the recommendation as being sound and favouring Deloitte as the Auditor for both schools from next year. This is work in progress and is noted for the minutes

Outwards

- Letter to the Auditor General on behalf of the BOT for both Shirley and Avonside requesting that beginning next year both schools will have a common Auditor. Deloitte is currently our Auditor and Avonside have BDO.

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 – it has been confirmed that our next review will be in 2022

Employer Responsibility

- Staffing – various appointments spoken to both in school and within the cluster
- Dean's Secretary will be confirmed (after interview) next week
- Cultural Audit Report – he and T DeOavoll will make with Reverend Maurice Gray and receive the report from him
- 2018 Variance Report – work in progress
- Credit Accumulation data also included in the report

Finance and Property

- As per the report

There was a quick discussion on the roll-growth. The pressure is coming from parents to increase the numbers. It needs to be at a level that is manageable. With respect to the ongoing NCEA exams, initial reports indicate all seem to be going well. While there have been a few 'minor' issues (e.g. paper not having the correct resource, booklet attached or no booklet at all) staff are comfortable with the overall process thus far.

Health and Safety

T Grocott spoke to this. There were 152 minor injuries on site reported this month – 5 were of staff and the rest were students. One issue related to a staff member who had an accident in the weights room but did not report the same to school as per policy. The accident required a visit to the hospital where the staff member received 6 stitches to the finger injured in the accident. This was a 'notifiable' accident and a report should have gone to WorkSafe. The staff member has been asked for documentation retrospectively to be recorded for our own records. All staff will be reminded of the procedure to notify school of any accident or injury on site to ensure we follow good process e.g. notify WorkSafe if necessary.

NCEA Data Comparison

S Clark commented on the report and stated it was pleasing to see positive results and the boys working hard this year. J Laurenson will await results in February 2019 but cautiously optimistic for the final report. The breakdown in the results can also be seen in the Variance Report at the end of the year. T Grocott also suggested that it can be further differentiated between achievement and unit standards.

Enrolments for 2019

J Laurenson stated there are 'less' students declining the offer to attend SBHS and more people coming in from our 'bigger' zone – in terms of population and geographical size. The transitional zone is also included in this.

Action: J Laurenson/T Grocott to drill down NCEA results between Achieved, Merit and Excellence
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T Deavoll also spoke to the possibility of another 'single sex' school in the west side of the City, according to the Ministry, sometime in the future. This was information received from a recent MoE meeting attended by himself and J Laurenson.

7. STAFF TRUSTEE'S REPORT

S Garland spoke to the letter to the Board from the TIC Cricket Dave Grocott about a planned trip to Australia in September/October 2019. They are seeking provisional Board approval to start the planning. The trip will be in the holiday break and no 'demand' on school time and will comply with all the necessary school policies on overseas school trips.

Motion: Moved: S Garland

Seconded: N Falconer

That the Board approve, in principle, the proposed Cricket Trip to Australia in September/October 2019 subject to compliance with all necessary school policies

Carried

8. STUDENT TRUSTEE'S REPORT

V Punivai gave a verbal report.

- Exams ongoing and the year almost at an end
- Graduation and senior prizegiving – he is proud to be an 'Old Boy'

V Punivai then thanked the Board for all their support to him during his time as student trustee. The Chairperson responded and likewise thanked V Punivai for what he has brought to the Board, on behalf of the student body. He also congratulated him on winning the scholarship to attend the University of Otago next year. The Board extremely proud and wish him all the best for his future.

Motion: Moved Chairperson

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

Carried

9. COMMITTEE REPORTS RESOURCES

A. Variation to Supply Agreement dated 1 March 2015 between the Uniform Group and SBHS Document previously circulated. N Falconer spoke to this. Due to the lack of space in the new school site, the Uniform Group (UG) have decided to move offsite and lease commercial premises to house the uniform stocks for both SBHS and AGHS. This resulted in the UG seeking a variation of the original agreement. The contract with the UG will expire in 2020.

B. Financial Commentary October 2018

Previously circulated. N Falconer stated that the school currently has a strong net working capital position of net \$3.0m and good equity position of \$3.2m. It was also acknowledged that school is facing financial uncertainty leading up to, during and post the transition to PPP school model. Although we are in a good capital position – we should not be spending money unnecessarily. Budget preparations underway and a draft budget will be presented at the December meeting. Current assets/liabilities and uncommitted funds briefly spoken to.

The Board then had a robust discussion on the Uniform Shop, the variation of the contract and the school's obligation under the contract. There were several options put forward and each option was carefully considered. All agreed that losing the rebate (around \$8k+) would have a significant impact on the hardship funds. The motion, from the Resources Committee, for the Board not to sign the variation was further discussed and ultimately not agreed to. T Grocott gave a background on the space that was allocated for the UG in the new site, which they now do not want for being 'too' small for their requirements. Any re-purposing of this space, at this late stage of the build, would be at a huge cost to SBHS (amount still unknown at this stage). An offer was made to the UG to do 'pop-up' shops like in the theatre to allow for a large amount of stock to be available on site prior to the school opening in January (which will come out of our bank hours as it is not term time). Solutions were offered which the UG did not take this up.

All agreed that perhaps the best way forward is to have a round table discussion, in the first instance, to re-negotiate the terms of the contract which is more favourable to SBHS. J Laurenson proposed that a letter be written to the UG advising that the Board not prepared to sign the variation at this stage but is willing to meet with representatives of the UG and discuss a solution that would be mutually beneficial to both parties.

Motion: Moved Chairperson

*That a copy of the contract with the Uniform Group be circulated to the Board by A McCully. The Board delegate authority to T Grocott, J Laurenson and R Wilson-Pyne to initiate discussions with the Uniform Group or their representatives with a view of achieving a mutually beneficial outcome for both parties. **

Carried

**T Grocott, J Laurenson and R Wilson-Pyne will report back to the Board in December*

Motion: Moved: N Falconer

Seconded: S Clark

That the Board adopt the Resources Committee Minutes from 25 October 2018 including the Financial Statements of October 2018 as a true and correct record of the position of the school at this point.

Carried

PTA

No report. There has been no meeting since August.

Whānau Group

No report

10. FUNDING APPLICATION REPORT

A McCully spoke to this and put forward an application to the Rata Foundation which was approved at the Resources Committee meeting and was included in the report to the Board tonight.

Rata Foundation

To apply for \$26,783.00 gst inclusive for the purchase of 8 hockey goal posts

A McCully also advised the Board that the previous funding applications to Youth Town, Lion Foundation and the NZ racing Board were all unsuccessful. We are awaiting result of the applications to Aire Rescue and Mainland Foundation.

11. GENERAL BUSINESS

A. Update on New School Site

T Grocott spoke to this. There was project steering meeting last week. Building coming along. Internal fit-out of the building taking shape. Gym behind schedule – issues with the ceiling have been resolved. Landscaping etc currently underway. There is opportunity for a site visit on Tuesday 27th November at 12 to 1pm. Numbers limited to 5 people only – V Punivai, M McCarthy, R Wilson-Pyne, T Deavoll and A Hood.

B. Recent death of an Old Boy

S Garland spoke to this and asked that the Board note the death of Tuainekore Uri-ke (TK) due to a tragic workplace accident.

C. Board meeting dates 2019

A draft list will be circulated to all. It was provisionally decided that the Board meet on the 4th Thursday of each month except in January

12. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting moves into Public Excluded Session at 7:40 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: minutes of the previous PE meetings and student updates

Carried

A McCully and T Ambrose left the meeting at 7:45pm

Motion: Moved Chairperson

That the meeting moves out of Public Excluded Session at 7:50 pm and confirm that the business discussed in the public excluded session remains confidential to the Board.

Carried

PUBLIC SESSION

Continuation – General Business

D. Principal's Appraisal

S Clark raised the issue of the Principal's appraisal. The Chairperson stated this will be carried out next week with J Laurenson. A report will be made to the Board at the next meeting.

E. Board Dinner

Reminder about the Board dinner tomorrow 23 November at Bloody Mary's Restaurant at 6:30pm

13. NEXT MEETING

Combined Board of Trustees and Resources Committee Meeting

Tuesday 18th December at 5:00 pm ([please note day/time change](#))

Apology received from Tony Ambrose

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 – work in progress</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