



# Shirley Boys' High School

## MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6.15 p.m. on  
Thursday 27 June 2019  
in the Seminar Room, Level 1

**PRESENT** John Laurenson, Tony Deavoll, Douglas Boniface, Iaeen Cranwell, Sam Henry, Teresa Wooding, Brendan Jackman, Sarmad Qamar

**IN ATTENDANCE** Tim Grocott (Associate Headmaster), Jane Forster (Minute Secretary)

**APOLOGIES** None

**NON-ATTENDANCE** None

### WELCOME

John welcomed all in attendance and thanked them for the role they have taken on the Board. John handed over to Iaeen Cranwell to open with a Karakia. The meaning of a karakia was explained and a sheet outlining this and several karakia's was handed out. It was noted Iaeen would like the Board meetings to open and close with a karakia. Tuku ate wairua was read by Iaeen.

### 1. APOLOGIES

John acknowledged Rob Wilson-Pyne's (Deputy Headmaster) apology and that Tim Grocott (Associate Headmaster) would exit the meeting early due to prior arrangements.

### 2. ELECTIONS OF OFFICERS

The Headmaster thanked the Board and spoke of the privilege of working with the Board. He then called for nominations for the position of Chairperson.

It was expressed it would be nice to know a little about each other prior to voting. A round the table introduction took place.

Nominations called for by the Headmaster.

### Motion: Moved: J Laurenson/Seconded: D Boniface

*That Tony Deavoll is nominated for the position of Chairperson of the Shirley Boys' High School Board of Trustees.*

**Carried**

Tony Deavoll took the Chair and thanked everyone for coming and their commitment to the school. He spoke in depth on the role of the Board and referred to the manual that was handed out.

### 3. DELEGATION OF AUTHORITY

### Motion: Moved: Chairperson

*That the Board delegate the day to day management of the school to the Headmaster, John Laurenson.*

**Carried**

*Tim Grocott gave his apology and left the meeting at 6.34pm*

Discussion took place regarding the time and date of the Board meetings, historically the Board has met on the fourth Thursday of every month. It was decided that the Board continue to meet on the fourth Thursday of every month at a later time of 7.15pm.

### **Discipline Committee**

The make-up and reason for the Committee was explained, along with the Stand-down and Suspension process. The previous practice for the make-up of the Discipline Committee has been that the five parent representatives have been the basis of the Committee. The Committee must have a minimum of two members present at disciplinary meetings but there is a preference for three.

### **Motion: Moved: Chairperson**

*That the current policy and procedure be continued, that the Committee is made up of a preferred minimum of three but a definite minimum of two and the people that can be invited to be on it be those representatives of the Board who have been elected by the parent body.*

**Carried**

### **Stewardship Committee – Kāhui Ako**

The Ōtākaro Kāhui Ako is made up of seven schools, Shirley Boys' High School, Avonside Girls' High School, Chisnallwood Intermediate, Shirley Intermediate, Shirley Primary, Waitakiri Primary, Banks Ave Primary and several ECE's. The Steering Committee is made up of the Principal from each school and the Stewardship Committee is the governing body, like the Board. The Stewardship Committee is made up of one Board member per school, most are the Board Chairs, Tony Deavoll is currently Shirley Boy's High School's representative.

John Laurenson is the Lead Principal of the Steering Committee, but is retiring from that position this month, with Justin Field and Andrew Barker taking a Joint Lead Principal Role.

## **4. MINUTES OF PREVIOUS MEETING**

### **Motion: Moved: Chairperson**

*That the Minutes of the Board of Trustees' meeting held on 30 May 2019, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

*(Iaeon Cranwell – abstained)*

## **5. MATTERS ARISING FROM THE MINUTES**

Action Points:

- Item 1, Waste Management Policy- John Laurenson to speak with Sue Hume.
- Item 2, Community Tie - ongoing.
- Item 3, Academic Tie – cost (covered under Student Trustee Report).
- Item 4, John to report regarding international relationships and travel – ongoing.

## **6. NOTIFICATION OF ITEMS OF GENERAL BUSINESS – none**

## 7. CORRESPONDENCE

### Inwards

- Email from Rob Allan regarding school zone review
- PPTA – Cancellation of Strike email – 20<sup>th</sup> June
- PPTA – Cancellation of Strike email – 25<sup>th</sup> June & 2<sup>nd</sup> July
- Management letter received from Deloitte
- Email reply from Fiona Scott regarding school zone review
- NZSTA Trusteeship - A guide for school trustees 2019
- NZSTA – STA news June 2019

### Outwards

- Email to MOE, Sean Wheeler & Fiona Scott regarding school zone review

## 8. HEADMASTER'S REPORT

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

- Projected Roll for 2020 is 1268.
- The school will be officially opened by the Prime Minister Jacinda Ardern on July 4<sup>th</sup>.
- Head Boy's Dinner is taking place that evening, this is for the Head Boys from the year of the earthquake to present.
- PPTA strike action appears to be over, with primary having settled.
- Finance and property tracking well.
- The Cultural Audit Report has been received, awaiting communication from The Whanau Committee.
- NCEA change package, staff will work through is in a SOD next term.

Discussion took place around staffing and roll numbers.

### Motion: Moved: Chairperson

*That the Board receive and adopt the Headmaster's June report.*

**Carried**

## 9. STAFF TRUSTEE'S REPORT

- **Policy Review Request on behalf of Merryn Herlihy**  
Request to have the policy reviewed on when school trips can be carried out. A discussion took place regarding the current policy for school trips to be taken in school holidays and why.

The above was acknowledged and to be part of the full review to take place as part of the strategic plan.

**Board of Trustees**

## 10. STUDENT TRUSTEE'S REPORT

Sarmad gave a verbal report:

- The Nelson Exchange was held, Nelson College came down and played a multitude of sports.
- 40HR Famine was held which raised money towards South Sudan Refugees. Quite a few boys took place in that.
- House Futsal tournament was held with Snell House winning senior and Aoraki winning junior.
- Email has been sent to the uniform group regarding purchasing and they emailed back to Ms Wilson and she is dealing with that. The Board decided on a silver strip.

## 11. COMMITTEE REPORTS

- **Resources**

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

### Key Points:

- The school continues in good financial shape, in-front of budget, believe this is due to the move and resources being found and used up.
- Moving across to Xero in the July holidays.
- Sue Burt is retiring after 33 years of service.
- Tim Grocott would normally report on Health & Safety, one injury of a broken foot.
- Tsunami drill to take place next term. The schools carried out an emergency fire drill, which was closely followed by a real one, thanks to some boys overcooking something.
- Property meetings are continuing on a regular basis to address ongoing issues.
- Some major issues are being addressed, such as the need to replace a number of doors for wheelchair access. Although the doors are wide enough for wheelchair access they are extremely hard to manoeuvre.
- More signage is required around the school. It is confusing for guests, if they are parking at the front visitor car park where to access reception, a lot of people think it is via the Cultural Centre.

### **Motion: Moved: B Jackman/Seconded: J Laurenson**

*That the Management accounts to 31 May 2019 showing an equity of \$3,556,693; net operating surplus before extraordinary income \$11,009, net of extraordinary income \$343,342 and working capital of \$2,965,501 be approved and adopted.*

**Carried**

*(Iaeon Cranwell – abstained)*

- PTA
  - Nil
- Whanau Committee
  - Iaeon spoke on behalf of the Committee, expressed they would like to have a whanau representative on the Board, advised they are meeting tonight also. They are looking forward to working together and through the recommendations that have come from the Cultural Audit.

## 12. HEALTH & SAFETY

As discussed above.

## 13. FUNDING APPLICATION REPORT

Nil

## 14. GENERAL BUSINESS

- Staff attendance/fees  
Discussion took place around attendance and fee structure of the Board. A flat fee of \$1000.00 per year is paid to the Board members, this is paid quarterly, once per term. An apology is required if you cannot make a meeting.

### **Motion: Moved: Chairperson**

*That the Board continue remuneration of the trustees as they have in the past.*

**Carried**

### **Motion: Moved: Chairperson**

*That Brendan Jackman is nominated for the position of Chairperson of Shirley Boys' High School Resources Committee.*

**Carried**

Invite to all Board members to attend the Resources Committee was offered, Doug Boniface and Sam Henry would both like to attend. This meeting has historically taken place at 4.30pm on the fourth Thursday of every month, prior to the Board meeting but with the Board meeting changing to 7.15pm it was decided 5.30pm would be a better time.

#### 15. 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**

An invitation was extended to come to morning tea, Friday 5<sup>th</sup> July at 11.00am to meet staff and to farewell a long-standing staff member who is retiring.

#### 16. NEXT MEETING

Resources Committee	5.30 p.m. Thursday 25 July 2019
Board of Trustees	7.15 p.m. Thursday 25 July 2019

Karakia was read – Kua mutu I ngā mahi

There being no further business the meeting closed at 8.26 p.m.

APPROVED ..... 25 July 2019  
Chairperson

## BOARD OF TRUSTEES ACTION POINTS

Meeting	Action	By Whom	Date
Meeting 28.03.19 Page 1	Waste Management Policy – John Launson to speak with Sue Hume.	John Launson	Ongoing
Meeting 30.05.19 Item, page 2	Community Tie – John to discuss with Maria Lemalie.	John Launson	Ongoing
Meeting 02.05.19 Item 7, page 2	John to report back regarding international relationships and travel.	John Launson	July
Meeting 27.06.19 Item 9, page 3	Policy review request, when school trips can be taken. To be included in full review.	Board of Trustees	Ongoing