

CONFIRMED MINUTES

BOARD OF TRUSTEES - AUGUST



At the **Board of Trustees** on **19 Sep 2019** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 22 August 2019
Time:	6:15 PM to 7:34 PM
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Tony Deavoll (Chair), Brendan Jackman, Douglas Boniface, John Laurenson, Sam Henry, Sarmad Qamar, Teresa Wooding
Attendees:	Jane Forster, Rob Wilson-Pyne, Tim Grocott
Apologies:	Iaeon Cranwell

1. Opening Meeting

1.1 Opening Karakia

Tukua te wairua

Tukua te wairua

Kia rere ki ngā taumata

Hai ārahi i ā tātou mahi

Me tā tātou whai i ngā tikanga a rātou mā Kia mau, kia ita

Kia kore ai e ngaro

Kia pupuri, kia whakamaua

Kia tina! TINA!

Haumī e, Hui e

1.2 Apologies

1.3 Action Item List

Due Date	Action Title	Owner
22 Aug 2019	Policy Review Status: Completed on 14 Aug 2019	Tony Deavoll
31 Oct 2019	International Relationships Status: Completed on 23 Sep 2019	John Laurenson
9 Nov 2019	School Charter and Strategic Status: In Progress	Tony Deavoll

Due Date	Action Title	Owner
31 Dec 2019	Waste Management Policy Status: In Progress	John Laurenson
31 Dec 2019	Community Tie Status: Not Started	John Laurenson
31 Dec 2019	Policy Review - School Trips Status: Not Started	Tony Deavoll

1.4 Interests Register

1.5 Confirm Minutes

Board of Trustees - July 25 Jul 2019, the minutes were confirmed as presented.



Adoption of minutes from Board of Trustees meeting held 25 July 2019

That the minutes of the Board of Trustees meeting held on 25 July 2019 be approved as a true and accurate record of that meeting.

Decision Date: 22 Aug 2019

Mover: Tony Deavoll

Outcome: Approved

1.6 Notification of General Business

1.7 Correspondence

No correspondence this month.

2. Management Reports

2.1 Headmaster's Report

As per previously circulated report which was spoken to by John Laurenson.

See key points below:

- Staffing is fluid, which is normal and nothing to worry about.
- John, Tim Grocott and Dan Gilmore are to visit the MOE regarding the new Learning Support position.
- Currently advertising Across Kāhui Ako positions.
- Old Boys' Association/Marketing Role to be looked at.
 - A robust discussion took place around the proposed position utilising funds available to the school to build and grow the Old Boys' network. John to continue to work on this and report back to the Board.

School Donations, New Government Scheme

The MoE plan to fund \$150 per student has been investigated, the school would take an enormous loss if they took this offer up. Meetings have been held, and questions from that meeting are due to be sent back to the MoE. To be added as an agenda item for next meeting.

Strategic Planning Meeting

A discussion took place around the timing of a meeting as this was postponed due to meeting in regards to the new Principal/Headmaster position. It was suggested once a new

Principal/Headmaster is elected that the Board invite the new Principal/Headmaster in and make them part of the meeting, around mid November 2019.



Adoption of Headmaster's Report

That the Board receive and adopt the Headmaster's August report.

Decision Date: 22 Aug 2019

Mover: Tony Deavoll

Outcome: Approved



School Donation - New Government Scheme

19.09.19 - covered in the Headmaster's report to the Board and motion moved on the night of the meeting - 19th September, refer to notes. The Board have decided to opt out this year due to the financial implications.

Feedback to Board the outcome from questions sent through to the Ministry.

Due Date: 19 Sep 2019

Owner: John Laurenson

2.2 Staff Trustee's Report

Appointment for the new Principal/Headmaster is currently underway. Sheffield held a meeting last week and addressed staff. A survey went out to all staff, Board members, parents of attending students and students.

2.3 Student Representative

Sarmad gave a verbal report:

- Blood donations took place a couple of weeks ago and it was great to see a lot of boys getting involved in that to donate blood.
- Students were notified in an assembly of the upcoming student elections.
- Today there was a mufti day to raise money for Mental Health - theme was green.
- Practice examinations for students sitting NCEA will begin from tomorrow and happen throughout all of next week.

2.4 Resources - Financial Statements

The school is trending very well, costs are just lower than budgeted, spending under the co-curriculum and curriculum sides are lower than budget. There is increasing discipline of pay before you play to keep that debt down, moving towards a user pay. The school continues in good financial shape.

Property

There are a number of issues being worked through with the MoE relating to the building such as:

- blinds, there are a number of rooms where the sun is coming into the rooms and staff/students can't see the whiteboards, device screens etc.
- playing fields which are water logged and do not drain. On going meetings are taking place with Spotless and the MoE to resolve this. The fields are currently very wet and not suitable to play sport.

A discussion took place regarding the playing fields and if this remains unresolved bringing in an independent expert to make a report. A property meeting is due to take place with representation

from the MoE next week, the issue will be raised with deep concern and that the Board is looking at its options going forward which could include expert analysis. The Board would like to make sure the issue is resolved or formally reported as a defect within the defect period. If there is no movement/resolution offered following the meeting it was decided the Board would engage in a independent expert.



Independent Expert for the playing fields

The Board authorises the management to investigate and engage an independent expert to investigate and report on the condition of the drainage on the sports fields of this property.

Decision Date: 22 Aug 2019
Mover: Sam Henry
Seconder: Douglas Boniface
Outcome: Approved



Adoption of the Resources Committee Report

That the Board adopts the Management accounts to 31 July 2019 showing an equity of \$3,710,715; net operating surplus \$497,364 and net working capital of \$3,148,394.

Decision Date: 22 Aug 2019
Mover: Brendan Jackman
Seconder: Teresa Wooding
Outcome: Approved

3. General Business

3.1 Policy Review

The Health & Safety Policy has been thoroughly reviewed from the school staff. No asbestos on the new site at all so can be deleted.

Clarification around roles when contractors are onsite needs to be established with Spotless.

In the event of a natural disaster/earthquake Spotless are required to check the site prior to allowing staff back in.

A Tsunami warning drill was due to take place this term but was postponed due to the number of fire evacuations. The staff has been informed of the process, which is to head up to level 1, there is designated areas for departments, e.g. support staff in the staffroom.

Outcome of the review of the Lock Down Policy, the school now has the information and discussing at 11.00am tomorrow.

The Emergency Evacuation and Assembly Areas have all been updated following the move to the new site.



Endorsement of Policies

That the policies identified on the agenda be adopted by the Board for implementation in the school.

Decision Date: 22 Aug 2019
Mover: Tony Deavoll
Outcome: Approved

Doug Boniface spoke to the Board on visa processing delays for international students.

Then school should be looking at any intake of students to ensure the school is working well ahead of time as the delays are not going away. Over the last 6 months visa processing has gone out about 2 months from what immigration see as low risk countries. The delays are due to a series of internal issues.

John Laursen will liaise with the School International Department.

4. Close Meeting

4.1 Close the meeting

Next meeting: Board of Trustees - 19 Sep 2019, 6:15 PM

Signature: _____

Date: _____