

# CONFIRMED MINUTES

## BOARD OF TRUSTEES - JULY



At the **Board of Trustees - August** on **22 Aug 2019** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 25 July 2019
<b>Time:</b>	7:15 PM to 8:35 PM
<b>Location:</b>	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
<b>Board Members:</b>	Tony Deavoll (Chair), Brendan Jackman, Douglas Boniface, Iaeen Cranwell, John Laurenson, Sam Henry, Sarmad Qamar, Teresa Wooding
<b>Attendees:</b>	Jane Forster, Rob Wilson-Pyne, Tim Grocott

### 1. Opening Meeting

#### 1.1 Karakia tīmatanga

##### 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

TĀIKI E!

#### 1.2 Action Item List

Due Date	Action Title	Owner
31 Oct 2019	International Relationships <b>Status:</b> In Progress	John Laurenson
31 Dec 2019	Waste Management Policy <b>Status:</b> In Progress	John Laurenson
31 Dec 2019	Community Tie <b>Status:</b> Not Started	John Laurenson

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
31 Dec 2019	Policy Review - School Trips <b>Status:</b> Not Started	Tony Deavoll

### 1.3 Apologies

No apologies

### 1.4 Interests Register

### 1.5 Confirm Minutes



#### **Adoption of minutes from Board of Trustees meeting held 27 June 2019**

That the minutes of the Board of Trustees meeting held on 27 June 2019 be approved as a true and accurate record of that meeting.

**Decision Date:** 25 Jul 2019  
**Mover:** Tony Deavoll  
**Outcome:** Approved

### 1.6 Notification of General Business

Jane Forster (Board Secretary), asked to add to Board Pro a sub-committee for the Resources Committee. The cost of the sub-committee would be an additional \$480.00 per year. This would allow for a separate Chair to be recorded and separate job packs created.



#### **Sub-committee add on for Board Pro**

That the Board approves the addition of the sub-committee add on to Board Pro and the additional cost.

**Decision Date:** 25 Jul 2019  
**Mover:** Tony Deavoll  
**Second:** John Laurenson  
**Outcome:** Approved

### 1.7 Correspondence

Tony Deavoll read to the correspondence list as previously circulated.

Tony advised the Board members of an additional piece of correspondence received, being John Laurenson's resignation. John's last day will be 26 January 2020. A special mention of John's leadership and dedication to Shirley Boys' High School was made. Staff will be notified Friday 26 July at staff briefing.

## 2. Management Reports

### 2.1 Headmaster's Report

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

See key points below:

- Self Review continues.
- The school was officially opened by the Prime Minister Jacinda Ardern on the 4th July.

- A plaque commemorating the opening of the school was placed in the school foyer.
- The school is tracking well financially.
- A Memorial Stone has been placed which memorialises the staff and student who passed away while at SBHS. There are also signs that commemorate special contributions to the school and one that explains the Pounamu and Sa Tree presence in the foyer.
- A new leadership team has been appointed for the Ōtākaro Kāhui Ako. The team is Andrew Barker, Principal of Waitakiri Primary and Justin Fields, Principal of Chisnallwood Intermediate.
- Troy Hulston has once again been selected to represent New Zealand in the New Zealand Junior Men's Volleyball team, which will be travelling to the United States in July.

Tim Grocott thanked John Laurenson, Tony Deavoll and Iaeen Cranwell for their input and presence at the Official Opening of the new campus.



### **School Charter and Strategic**

It was decided a Saturday meeting be held to plan the School Charter and Strategic Plan.

Date confirmed: 10 August 2019

Time confirmed: 8.30am

Place confirmed: Seminar Room, Level 1

**\*\*NB - meeting did not take place as Board met to discuss the timeline etc for the Headmaster\*\***

**Due Date:** 10 Aug 2019

**Owner:** Tony Deavoll

Iaeen Cranwell delivered a message on behalf of Ropu Whakahaere.

Ropu Whakahaere plan to meet in August. The date, time and venue to be advised once confirmed.



### **Adoption of Headmaster's Report**

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

**Decision Date:** 25 Jul 2019

**Mover:** Tony Deavoll

**Outcome:** Approved

## **2.2 Staff Trustee's Report**

No report this month.

## **2.3 Student Representative**

Sarmad gave a verbal report:

Term 3 just started so students will be preparing for mock exams.

School Formal is on Saturday - Year 12 and Year 13.

Lip Sync was held - Snell House won.

## **2.4 Resources - Financial Statements**

Brendan Jackman (Chair of the Resources Committee) confirmed they met prior to the Board meeting and all reports have been made available to Board members.

The school carries on in good financial shape, some key points:

- we are under spending within our curriculum areas
- grant received was slightly higher than anticipated
- extra funding around the move to the new school
- extra funding for IT when moving into the new school
- only used 5% of the extra curricular budget as we have now introduced "pay before you play"

School Donations - New Government Scheme:

A robust discussion took place around the scheme, what this would mean to the school and its community and how we would advise our community of our decision. At this stage it does not look viable to opt into the scheme, appears to be a good scheme for the Primary Schools but not viable in Secondary Schools where course and classes are more specialised.



### **Adoption of the Resources Committee Report**

That the Board adopts the report from the Resources Committee.

<b>Decision Date:</b>	25 Jul 2019
<b>Mover:</b>	Brendan Jackman
<b>Seconder:</b>	John Laurenson
<b>Outcome:</b>	Approved

## **2.5 Policies for Review - Term 3 2019**



### **Policy Review**

Board advised the below policies are up for review this month and the procedure around that. Requested to be an agenda item for the August meeting so a discussion around any recommendations could take place then.

The Policy and procedure documents up for review this term:

- Performance Management
- Health, Safety and Welfare

<b>Due Date:</b>	22 Aug 2019
<b>Owner:</b>	Tony Deavoll

## **3. General Business**

### **3.1 C V Gallagher Memorial Trust**

The C V Gallagher Trust will have a meeting in August and look at whether we merge the trust into the school accounts or not. Once the trust has met we will report back to the Board.

## **4. For Reference Only**

### **4.1 Proposed Overseas Trips**

DJG - 1st XI Cricket Trip to Australia 2019

YKM - Japan Tour - Term 3 holidays 2020

## 5. Public Excluded Session

### 5.1 Public Excluded Session



#### Move to Public Excluded Session

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

**Decision Date:** 25 Jul 2019  
**Mover:** Tony Deavoll  
**Outcome:** Approved



#### Move out of Public Excluded Session

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

**Decision Date:** 25 Jul 2019  
**Mover:** Tony Deavoll  
**Outcome:** Approved

## 6. Close Meeting

### 6.1 Karakia whakamutunga

#### Kua mutu i ngā mahi

Kua mutu i ngā mahi o nāiane

Hiko te wairua kotahitanga

Haere pai

Haere tōtika

Haumi e Hui e Taiki e

### 6.2 Close the meeting

**Next meeting:** Board of Trustees - August - 22 Aug 2019, 6:15 PM

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_