

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting - March (held 2 April 2020)** on **2 Apr 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 27 February 2020
<b>Time:</b>	6:30 PM to 9:03 PM
<b>Location:</b>	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
<b>Board Members:</b>	Tony Deavoll (Chair), Tim Grocott, Brendan Jackman, Cole O'Reilly, Douglas Boniface, Sam Henry, Teresa Wooding
<b>Attendees:</b>	Cheryl English, Jane Forster, Rob Wilson-Pyne
<b>Apologies:</b>	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

TĀIKI E!

#### 1.2 Apologies

Tony Deavoll gave a late apology on behalf of Iaeon Cranwell.

#### 1.3 Election of Officers

The Headmaster, Mr Grocott, thanked Mr Deavoll for the work he has done as Board Chair to date. Mr Grocott called for nominations for the position of Chairperson.



### Election of Chairperson

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

**Decision Date:** 27 Feb 2020  
**Mover:** Teresa Wooding  
**Seconder:** Douglas Boniface  
**Outcome:** Approved

Tony Deavoll took the Chair and thanked everyone for coming and their commitment to the school.

Tony Deavoll called for nominations for a Deputy Chairperson.



### Election of Deputy Chairperson

Doug Boniface is nominated for the position of Deputy Chairperson.

**Decision Date:** 27 Feb 2020  
**Mover:** Tony Deavoll  
**Seconder:** Tim Grocott  
**Outcome:** Approved

Doug accepted the position and thanked the Board members.

## 1.4 Delegation of Authority



### Delegation of Authority

That the Board delegate the day to day management of the school to the Headmaster, Tim Grocott.

**Decision Date:** 27 Feb 2020  
**Mover:** Tony Deavoll  
**Outcome:** Approved

## 1.5 Action Item List

Due Date	Action Title	Owner
9 Nov 2019	School Charter and Strategic <b>Status:</b> In Progress	Tony Deavoll
31 Dec 2019	Community Tie <b>Status:</b> Not Started	John Laurenson
31 Dec 2019	Policy Review - School Trips <b>Status:</b> Not Started	Tony Deavoll
27 Feb 2020	Rata Foundation and Southern Trust <b>Status:</b> Completed on 27 Feb 2020	Brendan Jackman
26 Mar 2020	Waste Management Policy <b>Status:</b> In Progress	Tim Grocott

## 1.6 Interests Register

## 1.7 Confirm Minutes

**Board of Trustees Meeting 28 Nov 2019**, the minutes were confirmed as presented.



## Adoption of minutes from Board meeting held 28 November 2019

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

**Decision Date:** 27 Feb 2020  
**Mover:** Tony Deavoll  
**Outcome:** Approved

## 1.8 Notification of General Business

## 1.9 Correspondence

The inward correspondence was read and discussed, those matters being.

- MoE Workshops
- Bank of Hours Guide

No outward correspondence to date.



## Inward Correspondence

That the inward correspondence be received and approved.

**Decision Date:** 27 Feb 2020  
**Mover:** Tony Deavoll  
**Outcome:** Approved

## 2. Management Reports

### 2.1 Headmaster's Report

Tim Grocott read to his report, as previously circulated.

Key Points:

- Timetabling was challenging due to a number of late enrollments.
- A Pōwhiri was held on Tuesday 13th February to welcome our Year 9's. A special thanks to laean Cranwell for his role on the day and for Tony Deavoll and Doug Boniface for their attendance.
- A number of events have been held at the school to date including a Pasifika Fono , a Whānau Hui for our Māori community and a Year 9 Parents Evening which was really well attended.
- Our senior leaders were badged at our first assembly of the year, they are: Head Boy - Alan Hammersley, Associate Head Boys - Ezra Samy and Mitch McMillian and BOT Student Rep - Cole O'Reilly.
- Student numbers are high this year.
- The School Charter will be uploaded to the MoE tomorrow.
- Senior Leadership Team - roles have been negotiated and finalised.
- NCEA results dropped slightly in 2019 for both the school and on a national level. (*\*robust discussion took place around this\**)
- Implement Departmental Reviews - Senior Team will observe the teaching in departments and carry out a review. HODs to report to the Board following these reviews.

### **Recommendation**

*That the Board of Trustees develop a cycle of review whereby appropriate staff members report to the Board on their area of responsibility. This would take place over a two to three year cycle.*

- There are nine staff who have started with us at the beginning of the year and one joining us in Term 2. They are:

Thomas Goode	Commerce
Nathan Thompson	English
Enoka Taufua	Physical Education & Health
Jasmin Smith	Food Technology
Pam Murray	Learning Support Coordinator
Greg Lucas	Mathematics (Term 1 only)
Tevita Asi	Mathematics (Term 2 onwards)
Nathan Munn	English/Drama (Term 1 only)
Michelle Frisby	Teacher Aide
Louise Warlow	Teacher Aide

- Two staff (excluding myself) had a change of role in 2020, Mr John Thurston has taken over as Snell Dean of House and Ms Whitney Veatupu has taken up the Within School Kahui Ako position for Data.
- Professional Learning Programme: Assistant Principal Maria Lemalie has developed the staff professional learning programme for the year. This is based around the key areas of E learning, Culturally Responsive Practice, Learner needs, and Targeted Literacy Strategies.
- Headmaster Appraisal - being a new Headmaster Mr Grocott requested this be done outside of the Board and sought Board approval to investigate possible appraisers.

### **Recommendation**

*That the Board of Trustees give permission to the Headmaster to investigate possible appraisers. The Headmaster will report back at the March Board meeting possible appraisers and costs for their approval.*

- A number of property issues were resolved over the holiday period.
- Emergency Procedures - Mr Grocott sought Board approval to engage with Harrison Tew to work through emergency procedures for the schools. This would be in conjunction with Avonside Girls' High School.

### **Recommendation**

*That the Board of Trustees approves the engagement of Harrison Tew to undertake a security review of the site and develop emergency plans. In addition, there will be an annual fee of \$3000. The cost is on the basis of 50/50 share with Avonside Girls' High School.*

- The International Department continues to grow.



### **Adoption of the Headmaster's Report for February 2020**

That the Board of Trustees receive and adopt the Headmaster's Report, along with the recommendations within that report.

**Decision Date:** 27 Feb 2020  
**Mover:** Tony Deavoll  
**Outcome:** Approved

## 2.2 Staff Trustee's Report

Brendan Jackman represented the Board with two reminders from the Action List at the request of the staff members:

Merryn Herlihy - requesting Board feedback on the change of policy for travel during school term. The current policy is for all travel to be done in the school term break.

*\*to be added as agenda item for the March meeting, to be held 26th March 2020\**

Roger Miller - requesting feedback regarding the Waste Management Policy.

*\*this is an ongoing review and needs further discussion with AGHS, Mr Grocott to follow up\**

## 2.3 Student Representative

Cole gave a verbal report:

- Athletics Day was held and we broke 3 new records, Quinn Andis - Junior Shot Put, William Osai - Senior Shot Put and Walter Stevenson – Junior High Jump.
- The PTA Scholarships are now open.
- 2020 LGBT Rainbow Youth School Ball is happening on the 20th March.
- Pasifika Supreme Awards are being held, which are held for the Pasifika boys who stand out academically or show leadership.
- Tabloids took place and the results are: 1st - Mullins, 2nd - Blake, 3rd - Snell and 4th - Aoraki.
- Avonside Girls' and Shirley Boys' are practicing their Footloose dance routines.
- The first Student Council meeting took place on 14th February. One of senior students raised, if more of the senior students could go out in morning tea and lunch to hang out with the juniors to push the belonging.

Cole requested, on behalf of another student, if we could look at building a area for beach volleyball on the field somewhere. Board thought this was a good idea. Mr Wilson-Pyne to investigate.



### Beach Volleyball Area

Rob Wilson-Pyne to investigate the possibility of creating an area for beach volleyball.

**Due Date:** 26 Mar 2020  
**Owner:** Rob Wilson-Pyne

## 2.4 International Department Report

Mr Grocott read to Sue Nesbit's International Report.

Key highlights:

- We have just over 30 students this year which is a really good result.
- Munchang High School from Korea have been here.
- A group of Thai students from a school in Bangkok arrive in March and are here for three weeks.
- Toho High School, who is our sister school from Japan, are due in July/August.
- Academic results are very good for our International students.

- 5 Schools Exchange was to be held in Melbourne but has been postponed due to travel restrictions for many involved.

## 2.5 Resources - Financial Statements

Brendan Jackman gave a verbal report.

Resources Committee met prior to the Board meeting and went through the Draft Budget for 2020. Brendan read to the Resources Committee documents and the Draft Budget - 2020, as previously circulated.

The school continues in a good financial position, although there is still work to do to lower the deficit. Cheryl English, Business Manager has worked hard to simplify the accounts and made sure of the smooth implementation of Xero and Monty accounting software. This has made the budgets easier to understand so staff have a greater ownership of their budgets.

The Board thanked Cheryl English for her extensive work and completion of the Draft Budget.



### Adoption of inclusion of Kiwisport statement in the financial statements

That the Kiwisport statement is included in the financial statements section of the annual accounts.

**Decision Date:** 27 Feb 2020  
**Mover:** Brendan Jackman  
**Seconder:** Tim Grocott  
**Outcome:** Approved



### Adoption of authorisation to sign the Statement of Responsibility

That the Board authorises the Board Chairperson and Headmaster to sign the Statement of Responsibility for 2019 Annual Accounts on the Board's behalf when confirmation has been received that the audit has been completed.

**Decision Date:** 27 Feb 2020  
**Mover:** Brendan Jackman  
**Seconder:** Sam Henry  
**Outcome:** Approved



### Adoption of inclusion of a budget for the 2019 Statement of Financial Position

That the Board approves the inclusion of a budget for the 2019 Statement of Financial Position and a budgeted cash flow which are derived from the Board's 2019 operating and capital purchases budgets.

**Decision Date:** 27 Feb 2020  
**Mover:** Brendan Jackman  
**Seconder:** Sam Henry  
**Outcome:** Approved



### Adoption of approval of signing the SAAR and Novopay leave and error schedules

That the Board approves the signing of the SAAR (School Annual Accrual Salaries Report) and the Novopay leave and error schedules to be signed and approved by the Board Chair and Headmaster for the annual report, when they have been checked by the Office Manager and Business Manager.

**Decision Date:** 27 Feb 2020

**Mover:** Brendan Jackman  
**Seconded:** Sam Henry  
**Outcome:** Approved



### **Adoption of the Interim Management Account to 31 December 2019**

That the Interim Management accounts to 31 December 2019 showing equity of \$3,529,080; net operating surplus \$315,730 and net working capital of \$2,951,065 be approved and recommended to the Board for adoption.

**Decision Date:** 27 Feb 2020  
**Mover:** Brendan Jackman  
**Seconded:** Sam Henry



### **Adoption of the 2020 Budget**

That the 2020 budget be approved with a net operating deficit (including depreciation) of (\$149,255), a capital budget for FF&E and ICT of \$82,000 and Finance leases \$136,000.

**Decision Date:** 27 Feb 2020  
**Mover:** Brendan Jackman  
**Seconded:** Douglas Boniface  
**Outcome:** Approved

### **Co-location Agreement:**

Mr Grocott advised the Co-location Agreement is to be reviewed annually and most recently was reviewed by Anthony Harper. They have made a few recommendations. Cheryl English has also sought advise from Solutions and Services and the Auditor. The main changes are around the financial transactions and to have the agreement formally signed.



### **Adoption of the Co-location Agreement amendants**

That the Board accept the amendments to the Co-location Agreement and it will be reviewed again in December 2020.

**Decision Date:** 27 Feb 2020  
**Mover:** Tim Grocott  
**Seconded:** Teresa Wooding  
**Outcome:** Approved

## **2.6 Funding Applications**



### **Adoption of endorsement of funding applications**

That the Board endorse the applications for funding as itemised on the Agenda and previously circulated and listed below.

- Air Rescue
  - Senior A basketball uniforms (secondary playing strip) \$3,346.50 incl. GST
  - 1<sup>st</sup> XV rugby physio funding \$5,600 incl. GST
  - 1<sup>st</sup> XV preseason trip accommodation \$5,635.00 incl. GST
- Rata Foundation
  - Artificial ground matting for cricket nets \$15,640.00 incl. GST

**Decision Date:** 27 Feb 2020

**Mover:** Tony Deavoll  
**Outcome:** Approved

## 2.7 Health & Safety

Mr Wilson-Pyne has taken up a position on the Health & Safety Committee for Orua Peora but had nothing further to comment, covered in the Headmaster's Report.

## 2.8 Library Report

Library Report was received and circulated to all Board members.

## 3. General Business

### 3.1 Ropu Whakahaere Update

No formal update.

### 3.2 Policy Reviews

Policies for review in Term 1:

- **Recognition of Cultural Diversity**
- **Staff Leave**, including Criteria for Discretionary Leave
- **Separated Parents, Day-to-Day Care, and Guardianship**, including subtopics: The Rights of the Guardian and the School, Contact Rights and the School, and Surnames

### 3.3 Branding

Jane Forster, Office Manager presented the branding Blake Wells and Krish MacGregor have been working on.

### 3.4 Flu Vaccinations

Brendan Jackman sought Board approval for continuing to provide flu vaccinations to all staff.



#### **Approval of flu vaccination for all staff**

That the Board continue the practice of providing flu vaccinations to all staff that wish to take up the offer.

**Decision Date:** 27 Feb 2020  
**Mover:** Brendan Jackman  
**Seconded:** Teresa Wooding  
**Outcome:** Approved



4. Public Excluded Session

5. Close Meeting

**5.1 Closing Karakia**

**Kua mutu i ngā mahi**

Kua mutu i ngā mahi o nāianeī

Hiko te wairua kotahitanga

Haere pai

Haere tōtika

Haumi e Hui e Taiki e

**5.2 Close the meeting**

**Next meeting:** Board of Trustees Meeting - March (held 2 April 2020) - 2 Apr 2020, 5:00 PM

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

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