

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING - MARCH (HELD 2 APRIL 2020)



At the **Board of Trustees Meeting - April** on **30 Apr 2020** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 2 April 2020
Time:	5:00 PM to 7:05 PM
Location:	Online meeting, NZ
Board Members:	Tony Deavoll (Chair), Brendan Jackman, Cole O'Reilly, Douglas Boniface, laean Cranwell, Sam Henry, Teresa Wooding, Tim Grocott
Attendees:	Cheryl English, Jane Forster, Rob Wilson-Pyne

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!

A discussion took place on how all members of the Board were operating and working from home due to the current circumstances that see New Zealand in full lock down.

1.2 Apologies

1.3 Action Item List

Due Date	Action Title	Owner
9 Nov 2019	School Charter and Strategic Status: Completed on 27 Apr 2020	Tony Deavoll
31 Dec 2019	Community Tie Status: Not Started	John Laurenson
26 Mar 2020	Waste Management Policy Status: In Progress	Tim Grocott
26 Mar 2020	Beach Volleyball Area Status: Not Started	Rob Wilson-Pyne
30 Jun 2020	Policy Review - School Trips Status: Not Started	Tony Deavoll

1.4 Interests Register

1.5 Confirm Minutes

Board of Trustees Meeting 27 Feb 2020, the minutes were confirmed as presented.



Adoption of minutes from the Board of Trustees meeting held 27 February 2020

That the minutes of the Board of Trustees meeting held on 27 February 2020, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 2 Apr 2020
Mover: Tony Deavoll
Outcome: Approved

1.6 Notification of General Business

1.7 Correspondence

Tony Deavoll noted the correspondence that had previously be circulated, with a mention of the Special Bulletin circulated 23 March. Tony Deavoll referenced the election of the President of the Board for the New Zealand School Trustees and spoke of the three candidates, and the election of the Board itself. The election will take place on 28th April 2020.

Recommendation is that Tony Deavoll, Board Chair in conjunction with the Headmaster complete this.

Tim Grocott referred to the information that has come from the Ministry over the last month regarding the anniversary of the events of March 15 and the lock down due to Covid-19. The information has been very good and clear, which has been mentioned in the Headmaster's Board Report.

2. Management Reports

2.1 Headmaster's Report

Tim Grocott read to his report as previously circulated.

Some key points below:

School Events:

- Kings High School in Dunedin - the visit went extremely well.

- Specifically Pacific Supreme Awards - SBHS co-hosted the event alongside AGHS. It was a very successful evening with a huge number of students from across Canterbury and a great number of success for those students.
- Fa'alinga Evening - this is where the Pasifika boys practice in front of their families. It was also a very successful event and boys performed well.
- Athletics Day - went well and was another successful day.
- Mufti Day, Friday 13 March - we held a mufti day to acknowledge the anniversary of March 15 and had a minutes silence at 1.40pm.
- Year 10 Camps - these took place early March.
- Climate Change Campus - this is in the developmental stages currently.

Staff News:

- Mr Davie, Science teacher has resigned to take up a position elsewhere.
- Wahine Toa - Ms Lemalie, Assistant Principal held a meeting for the female staff of SBHS, which was well receive by all.

Property:

- Any maintenance that was due to be carried out in this term break have now been put on hold due to the current circumstances with Covid-19.
- The fields have had a lot of work carried out on them and are improving.

Health & Safety:

- The school has been working closely with Spotless regarding any notifiable incidents and will continue to do so as they also act as a PCBU.
- Harrison Tew are continuing to work with the schools to develop some processes around some of our emergency procedures.

Policy Reviews - Term 1:

- Recognition of Cultural Diversity; Staff Leave; and Separated Parents, Day-to-Day Care and Guardianship. These have been reviewed and feedback was given.

School Visits:

- Amuri Area School

Covid-19 and lockdown:

- The information that the Ministry has sent through was good and clear but the situation and move to level 4 unfolded extremely rapidly. The staff managed this very well.
- Online learning:
 - The students are using e-learning already in most classes so well prepared.
 - The school stands in a good position to deliver good quality teaching and learning.
 - The expectation is that teachers will make themselves available to the students within their timetabled period.
 - All the work for students will be available via Canvas.
 - A survey was carried out to see who had devices and internet access and the school is working through providing either a device to those or work to complete.

Meeting with with Harata-Lynne Te Aika:

Harata-Lynne Te Aika is involved with Ngāi Tūāhuriri, Ngāi Tahu and also the University of Canterbury. Harata-Lynne is a very influential person, particularly in the Canterbury area and in particular in terms of Maori education. Previously Harata-Lynne has been involved with our school around the design of the school. The main reasons to meet was around the teaching of te reo Maori, staffing and the growth of the department. Another matter discussed was the review of the School Charter and embedding a bi-cultural strategy into the Charter instead of a separate plan for

Maori. This would include engagement of whanau and how we enhance provision of te reo Maori and what bi-cultural values we have. This would implement a lot of things that came out of the Cultural Audit.

2.2 Staff Trustee's Report

Brendan Jackman gave a verbal report:

- Hard to give a full overview as the closure of the school happened rather rapidly.
- Carried out a form class meeting on Friday as a practice.
- Staff caught up for a social meeting on Friday afternoon.
- Teaching and learning - a lot will be down to the accountability of the individual, Canvas has a very good assignment accountability to check on completion of work.
- I believe everyone will be looking forward to a routine.
- Staff seem to be in good spirits in general and we have strong resilience within our staff.

2.3 Student Representative

Cole O'Reilly gave a verbal report:

- Connecting with as many students as possible and checking on the wellbeing of Year 13s.
- Year 13 Facebook page is up and running with competitions and fun stuff, everyone is participating.
- A lot of events have been cancelled that the boys were looking forward to:
 - U.C. Day
 - City to Surf

2.4 Resources - Financial Statements

Cheryl gave a verbal update on the previously circulated financial documents:

- School continues in a strong financial position;
- International will take a hit around the July period where we would normally see international students arrive for the second part of the year;
- Homestays - everyone is stable currently, an extra payment was given by the school to support them at this time;
- Local funds - could be at risk of a large decline due to school donations and the current circumstances. To the end of March it is running at 27% for donations and overall funds at 24%. We won't see a true reflection until June/July;
- Grants - we will need to work through cancelled events and if funds will need to go back.
- Draft Annual Accounts:
 - The result improved to an overall \$94,000 surplus for operations for last year, the main reason for that was tidying up of the asset register and the new leases. It is an impressive result;
 - There shouldn't be any significant audit adjustments.

3. General Business

3.1 Ropu Whakahaere Update

Iaeae Cranwell gave a verbal report:

- After the initial whanau gathering in the Cultural Space at the beginning of the year, where a number of new families and teachers joined us, each whanau had a chance to stand up and introduce themselves. We discussed the Whanau Committee and Ropu Whakahaere, that was formed after the Cultural Audit. Regarding Ropu Whakahaere it was decided there would only need to be one further meeting to put everything in place and then put Ropu Whakahaere to the side as we had achieved what we wanted from that, to bring some of those outcomes from the Cultural Audit into the school.
- Whanau Committee member coming on to the Board - unfortunately due to Covid-19 the last Whanau Committee meeting didn't take place to select that member to come onto the Board.
- Hopefully a video meeting will take place for the Whanau Committee before the next Board meeting and that member will be selected and be able to join the Board for the next meeting.

3.2 Travel Policy - In term break

The travel policy to be put on hold for review and thoroughly reviewed once school re-opens and following Covid-19.

Upcoming Trips 2020/2021:

- Rarotonga Trip: planned for July 2020, it was decided the trip would be cancelled.
- Japan Trip: planned for September/October 2020 holidays. Cancellation will be highly likely.
- French Trip: planned for 2021.
- Domestic travel needs to be looked at also.

4. Public Excluded Session

4.1 Public Excluded Session



Move to Public Excluded Session

That the meeting moves into Public Excluded Session at 6.50pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: Staff Leave Application.

Decision Date: 2 Apr 2020
Mover: Tony Deavoll
Outcome: Approved



Move out of Public Excluded Session

The the meeting moves out of Public Excluded Session at 7.00pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Decision Date: 2 Apr 2020
Mover: Tony Deavoll
Outcome: Approved



Adoption of the Headmaster's March Report

That the Board of Trustees receive and adopt the Headmaster's March Report.

Decision Date: 2 Apr 2020
Mover: Tony Deavoll
Outcome: Approved



Adoption of the Financial Reports

That the Board of Trustees adopt and receive the Financial Reports under section 2.4 Resources.

Decision Date: 2 Apr 2020
Mover: Tony Deavoll
Outcome: Approved

Tony Deavoll, Board Chair acknowledged the unusual circumstances we now see ourselves in and offered the full support of the Board of Trustees in supporting the staff and community.

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 - April - 30 Apr 2020, 5:00 PM

Signature: _____

Date: _____