

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **27 Feb 2020** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 28 November 2019
Time:	6:30 PM to 8:51 PM
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Tony Deavoll (Chair), Brendan Jackman, Cole O'Reilly, Douglas Boniface, laean Cranwell, Teresa Wooding, Tim Grocott
Attendees:	John Laurenson, Cheryl English, Jane Forster, Rob Wilson-Pyne
Apologies:	Sam Henry, Sarmad Qamar

1. Opening Meeting

1.1 Opening Karakia

Welcome to Cheryl - Business Manager.

Karakia tīmatanga

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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

Apologies read:

Sarmad Qamar and Sam Henry.



Apologies

That the Board note and accept the apologies.

Decision Date: 28 Nov 2019
Mover: Tony Deavoll
Outcome: Approved

1.3 Action Item List

Due Date	Action Title	Owner
27 Sep 2019	Give a Little Page Status: Completed on 6 Nov 2019	Tim Grocott
9 Nov 2019	School Charter and Strategic Status: In Progress	Tony Deavoll
28 Nov 2019	Letter to Group Manager Infrastructure Advisory - MoE Status: Completed on 20 Nov 2019	Tony Deavoll
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 Meeting 24 Oct 2019, the minutes were confirmed as presented.



Adoption of minutes from Board of Trustees meeting held 24 October 2019

That the minutes of the Board of Trustees meeting held on 24 October 2019, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 28 Nov 2019
Mover: Tony Deavoll
Outcome: Approved

1.6 Notification of General Business

1.7 Correspondence

Correspondence was discussed, key points below:

Letter to the MoE regarding the unresolved property issues.

- Since the letter, a meeting has been held and these issues were discussed. The meeting had representation from the MoE, AGHS, SBHS and Ferndale School. Those involved thought the meeting was very positive and the MoE have made a commitment of 20/12/2019 to have a timeline of the programme of works to the schools. There is a priority to have most of the works completed over the Christmas holiday period.

Whanau Invitation letter and acknowledgement.

- A letter of invitation was sent to John Pirker as previously discussed and an email acknowledgement has been received and circulated.



Inward and Outward Correspondence

That the inward correspondence be received and the outward approved.

Decision Date: 28 Nov 2019

Mover: Tony Deavoll

Outcome: Approved

2. Management Reports

2.1 Headmaster's Report

John Laurenson read to his report, as previously circulated:

Key Points:

- Staff remain in good spirits.
- The Board have begun the task of reviewing the school charter and developing a new Strategic Plan for 2020-2024.
- New staff for 2020 have been employed in the following departments, English, Physical Education, Commerce, Food Technology and a Learning Support Coordinator.
- Finance and Property has occupied a large amount of time, draft budget for 2020 to be presented.
- Remaining Learning Support Coordinator position has not been filled, advert for this to go out before the Christmas break. This is a non teaching position.
- NCEA - feedback on NCEA exams has been received and all exams were on track and where HOD's felt they should be with the exception of Level 2 Mathematics which needs some reviewing at the top level.

Tony Deavoll acknowledged this was John Laurenson's last report to the Board and thanked him for his extensive reports over the years and a job well done.



Adoption of the Headmaster's November Report

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

Decision Date: 28 Nov 2019

Mover: Tony Deavoll

Outcome: Approved

2.2 Staff Trustee's Report

Staff have mainly come forward with funding applications, to be covered under that section - 3.3.

Staff are in good spirits.

2.3 Student Representative

Cole O'Reilly gave a verbal report:

- There was a mufti day for Movember, gold coin donation and funds go to Movember Foundation to help with testicular cancer.

- The Juniors finish on the 11th December.
- Last NCEA is held on the 3rd December, a Tuesdays.
- A cafe competition is going down, spend \$5.00 or more and go into the draw to win a \$50.00 credit, one winner per week.

It was noted from Board members the following events happened in November:

- Student Eco competition is running, it is an inter school competition between SBHS and AGHS to see who can be the most sustainable. They are measuring this by things like: who is biking to and from school and other things the kids have got control of.
- Nude lunches last week, approximately 25% of the school participated.
- Year 9 Community Engagement Day - students went out to early childhood centres, retirement homes, primary schools, the forest and the beach. They worked with people in the community, did clean up etc. The feedback from the public was fantastic. We had 10 students go to Ferndale and help out there and they really enjoyed that also. A lot of work went into organising this from our Assistant Deans of House, in particular Merryn Herlihy.

2.4 International Report 2019

The International School Report was circulated to Board members, written by Sue Nesbit, International Director.

Tim Grocott congratulated Sue and Leanne for doing such a good job at raising the number of fee paying students. They have made sure SBHS offer a very good service in the way of finding quality home stays and arranging out of town day trips on staff only days. They have grown the numbers and increased the revenue, which has made it somewhat self funding.

School Docs - International Policy will be reviewed in the new year, concerns the policy is not as comprehensive as it should be. Sue, Hanka and Tim will work through this.

2.5 Resources - Financial Statements

Co-location Agreement:

This agreement is between AGHS and SBHS and it has still not been signed, Board approval has been given but the actual document not signed.



Co-location Agreement between AGHS and SBHS to be signed by the Board for 2019 and 2020

That the Board approves signing of the Co-location Agreement for 2019 and 2020.

Decision Date:	28 Nov 2019
Mover:	Brendan Jackman
Seconder:	John Laurenson
Outcome:	Approved

Brendan gave a verbal report:

- Resources Committee met prior to this Board meeting and the school remains in good financial shape. Still in surplus and hopeful this will remain through to the end of the year.
- Some staff will need further PD as the Business Manager and finance team have carried out extensive work on the finances and the accounts. Staff are keen to become more accountable and have a greater understanding of the budgets.

- Donation scheme was discussed, it is still very clear opting out was the best decision for the school. This will be continued to be monitored and reviewed every year.

Budget 2020

Cheryl spoke to the budget and notes as previously circulated:

- Goal is to get to break even or a surplus.
- In good financial shape.
- The budget is robust.



Adoption of the draft budget for 2020.

That the Board approve the draft budget, with some amendments still to occur, which will come back to the Board for finalisation in March 2020.

Decision Date: 28 Nov 2019
Mover: Brendan Jackman
Seconder: John Laurenson
Outcome: Approved



Adoption of the Resources Committee Report

That the Board adopt the Management Accounts to 31 October 2019 showing an equity of \$3,686,601; net operating surplus of \$473,250 and net working capital of \$3,082,676.

Decision Date: 28 Nov 2019
Mover: Brendan Jackman
Seconder: Teresa Wooding
Outcome: Approved

2.6 Health & Safety

Health & Safety report previously circulated.

Tim Grocott added:

- We have asked for a Health & Safety audit by curriculum areas.
- Fire excavation scheme was approved, in the last month there has been a number of actions in terms of changing all the fire notices around the school and placing maps alongside of these.
- There are a number of personal evacuation schemes to write for both students and staff.
- There will be training around the use of the stair chairs.
- There was an evacuation this term due to smoke in the cooking room. Approval has been given to change the smoke sensors in this room to heat sensors.

3. General Business

3.1 Ropu Whakahaere Update

No update this month.

3.2 Charter and Strategic Plan

Work has started on this and will continue into 2020.

Tim Grocott gave a presentation, this was following the Board meeting and meeting with the SLT, Deans and HOD's. Tim to forward this to the Board following the meeting and will continue to work on this and update the Board.

3.3 Funding Applications

Three applications were received by Brendan to put to the Board, as previously circulated:

1. Air Rescue Trust for 1st XV travel, accommodation and uniforms, asking for the amount of \$18,733.50. Travel and accommodation costs to follow to the value of \$5271.50.



Adoption of funding request to Air Rescue Trust

That the Board approves applying to the Air Rescue Trust for the 1st VX uniforms to the value of \$18,733.50, with additional funding application to the value of \$5271.50 to follow for travel and accommodation.

Decision Date: 28 Nov 2019
Mover: Brendan Jackman
Seconder: Teresa Wooding
Outcome: Approved

2. Rata Foundation and Southern Trust for the scoreboard - no amount came through with the email. Brendan to go back to find out the amount and report back to the Board at the February 2020 meeting.



Rata Foundation and Southern Trust

Brendan to obtain the dollar value for the scoreboard funding application to the Foundation and Trust and present back to the Board in 2020.

Due Date: 27 Feb 2020
Owner: Brendan Jackman

3. Rarotonga Trip - Update:

There have been 12 students sign up for the trip to date, at least half have paid their non-refundable deposit and fundraising is underway. AGHS have confirmed they will be travelling with SBHS with approximately eight students and one staff member, they have received Board approval.

Request: Staff have approached Southern Trust and Rata Foundation, request that the Board give exemption to the policy to fund overseas trips if secured funding was successful for other items such as kapa haka uniforms and then cross referenced. The school would not be spending money on the trip it would be substituting costs from one project in order to fund the other.

Robust decision took place around other options and fundraising. The Board agreed it was not consistent with the Board policy and would encourage fundraising to continue.



Funding request for Rarotonga Trip

That the Board is not supportive of the application for funding from the Board funds to support the trip to Rarotonga, which is consistent with the Board policy in terms of supporting trips overseas.

Decision Date: 28 Nov 2019
Mover: Tony Deavoll
Seconder: Teresa Wooding
Outcome: Approved

3.4 Policy Reviews

A discussion took place around the relationship with SchoolDocs and their policies. SBHS is very happy with the policies and service provided by SchoolDocs, including the one previously circulated for discussion at this meeting. The Concerns and Complaints process is very in depth and wide reaching.



Adoption of the Concerns and Complaints Process Flowchart

That the item under 3.4 be endorsed and approved by the Board.

Decision Date: 28 Nov 2019

Mover: Tony Deavoll

Outcome: Approved

3.5 Leave request for 2020

SBHS staff member Tom Davies has been invited to go to Hangzhou Normal University in Hangzhou China next year to lecture mathematics graduates in a school of education. Unfortunately Hangzhou are not prepared to fund his services. Tom is requesting leave with half pay for period 12 February 2020 - 18 June 2020, 17 weeks of paid leave of which he has requested half of this and the other half used to subsidize the cost of a reliever.

A robust discussion took place around the concerns the Board has with the request such as how this could potentially effect the students and their learning, the added strain on the department and the financial implications. This will be feedback to Mr Davies via the Associate Headmaster.



Leave Request for 2020

That in principle the Board approves of the leave with no cost to the school and the Board encourages him to seek funding from external sources, with a deadline of 12 December 2019.

Decision Date: 28 Nov 2019

Mover: Tony Deavoll

Outcome: Approved

4. Public Excluded Session

4.1 Move to Public Excluded Session



Move to Public Excluded Session

That the meeting moves into Public Excluded Session at 8.40 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: Discipline Meeting held 12 September 2019.

Decision Date: 28 Nov 2019

Mover: Tony Deavoll

Outcome: Approved



Move out of Public Excluded Session

That the meeting moves out of Public Excluded Session at 8.47 pm and confirm that the business discussed in the public excluded session remains confidential to the Board.

Decision Date: 28 Nov 2019

Mover: Tony Deavoll

Outcome: Approved

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 - 27 Feb 2020, 6:30 PM

Signature: _____

Date: _____