

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING - APRIL



At the **Board of Trustees Meeting - May** on **28 May 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 30 April 2020
<b>Time:</b>	5:00 PM to 7:18 PM
<b>Location:</b>	Online meeting, NZ
<b>Board Members:</b>	Tony Deavoll (Chair), Brendan Jackman, Cole O'Reilly, Douglas Boniface, laean Cranwell, Sam Henry, Teresa Wooding, Tim Grocott
<b>Attendees:</b>	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!

#### 1.2 Apologies

#### 1.3 Action Item List

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
9 Nov 2019	School Charter and Strategic <b>Status:</b> Completed on 27 Apr 2020	Tony Deavoll
28 May 2020	Community Tie <b>Status:</b> Not Started	Tim Grocott

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
28 May 2020	Beach Volleyball Area <b>Status:</b> Not Started	Rob Wilson-Pyne
30 Jun 2020	Policy Review - School Trips <b>Status:</b> Not Started	Tony Deavoll
31 Jul 2020	Waste Management Policy <b>Status:</b> In Progress	Tim Grocott

## 1.4 Interests Register

## 1.5 Confirm Minutes

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



### **Adoption of minutes from Board if Trustees meeting held 2 April 2020**

That the minutes of the Board of Trustees meeting held 2 April 2020, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 30 Apr 2020  
**Mover:** Brendan Jackman  
**Outcome:** Approved

## 1.6 Notification of General Business

## 1.7 Correspondence

Tony Deavoll acknowledged the large amount of correspondence that has come through from the Ministry regarding Covid-19, all of which has been previously circulated to the Board members.

# 2. Management Reports

## 2.1 Headmaster's Report

Tim Grocott, Headmaster read to his April report as previously circulated to all Board members. Key points listed below:

- Covid-19 update: The school is now operating at Level 3, which is quite a difficult time for the school and there is a great deal of uncertainty. Although online learning has been in progress for a few weeks now there is also still some anxiety around this, both from teachers and students.
- Thank you to the Board of Trustees for their ongoing support and communication and also to the Senior Team, (Rob Wilson-Pyne, Maria Lemalie, Craig Croft and Dan Gilmore) and including Cheryl English and Jane Forster for the work they have put in getting the school up and running.
- Online Learning: It seems to be going well, we are working on Canvas, using it as a homepage where teachers put their work up for students so they have a centralised place to look. We have encouraged video conferencing to one lesson per week per class but to be available for students during their lessons. The feedback from families and whanau has been very positive on a whole. We are aware that for some students and staff this has been challenging at times, but on the whole it is going well.
- An email to staff was received from the Head Boy, Alan Hammersley that the Senior students put together thanking the teaching staff for the work they have put in, which was very well received.

- Communication: we have tried to communicate as much as we can and update our families as much as we can, both via email and on Facebook. We did a special video message for Anzac Day and engaged with our community.
- NCEA: we have encouraged our teachers to not do assessment whilst in lockdown and learning online, to concentrate on engaging them and looking after their wellbeing. Some people have continued to do that as they were well under way prior to the lockdown. It is something we will need to re-visit now as potentially this could go on a little longer and we will work with staff over the next few weeks. The lack of support and leadership from NZQA has been noted and is of concern, this feedback has gone to the Ministry of Education.
- Student Wellbeing: Steve Shaw, Head of Guidance developed a wellness website that staff, boys and families can access. This has been important to support the wellbeing of the students. The Head Boys have a section where they can access and run competitions.
- Self Review: not a lot to report on at this stage.
- Personnel: this has been a tricky for some new appointments and a staff member leaving, around dates of departure and starting as the term break got moved due to Covid-19. Due to Covid-19 and travel restrictions we have had some issues around approved leave for 2020 and 2021.

**Recommendation:**

*That the Board of Trustees accept that the plans for Leave Without Pay for Ira Perkins, Tony Christie and Anna Hubbard have been compromised by the Covid-19 and agree to a flexible approach to rescheduling leave that does not compromise Shirley Boys' High School.*



**Adoption of Headmaster's recommendation for staff leave**

That the Board of Trustees adopt the recommendation to accept that the plans for Leave Without Pay for Ira Perkins, Tony Christie and Anna Hubbard have been compromised by the Covid-19 and agree to a flexible approach to rescheduling leave that does not compromise Shirley Boys' High School.

<b>Decision Date:</b>	30 Apr 2020
<b>Mover:</b>	Tony Deavoll
<b>Seconder:</b>	Douglas Boniface
<b>Outcome:</b>	Approved

Continued Headmaster's report key points:

- Property: most of the property work planned for the school term break was put on hold due to Covid-19 and the site not being able to be accessed. They are starting to do some maintenance that was scheduled from this week.
- Health and Safety: We are continuing to work with Harrison Tew to develop a plan for the school. Julia Harrison has been liaising with Spotless to ensure she has full details before completing her review and recommendations.
- Overseas Travel: The Covid-19 pandemic has severely limited overseas travel and will continue to do so for some time. We already know the our travel policies and procedures need a full review.

**Recommendation:**

*That the Board of Trustees does not approve any international travel for staff and for school trips while the Ministry of Foreign Affairs and Trade "Do Not Travel" advisories are in place. Once the travel advisories are lifted we will take advice from the Ministries of Foreign Affairs and Trade, Health and Education.*

**Recommendation:**

*That the Board of Trustees supports advising staff not take overseas trips during holiday time, and if they do and are required to self-isolate for a period of time, this will be regarded as personal leave which is likely to be leave without pay.*

A robust discussion took place around staff travel, school trips and personal staff leave and the implications around that. The recommendations are to be communicated to all staff and to come from Tony Deavoll and Tim Grocott.



### **Staff communication regarding travel - Covid-19**

Communication to be sent to staff advising staff do not take overseas trips during holiday time, and if they do and are required to self-isolate for a period of time, this will be regarded as personal leave which is likely to be leave without pay. This will be in place whilst the Ministry of Foreign Affairs and Trade 'Do Not Travel' advisories are in place.

**Due Date:** 28 May 2020

**Owner:** Tim Grocott



### **Adoption of the Headmaster's Travel Recommendations**

That the Board of Trustees supports advising staff do not take overseas trips during holiday time, and if they do and are required to self-isolate for a period of time, this will be regarded as personal leave which is likely to be leave without pay. This will be in place whilst the Ministry of Foreign Affairs and Trade 'Do Not Travel' advisories are in place.

That the Board of Trustees does not approve any international travel for staff and for school trips and all planned trips in 2020 will be cancelled while the Ministry of Foreign Affairs and Trade 'Do Not Travel' advisories are in place. Once the travel advisories are lifted we will take advice from the Ministries of Foreign Affairs and Trade, Health and Education to review this.

**Decision Date:** 30 Apr 2020

**Mover:** Tony Deavoll

**Outcome:** Approved

Headmaster's report continued:

**Policy Reviews:** There are two policies to be reviewed this term. These are; Documentation and Self Review Policy and the Employer Responsibility Policy. The Employer Responsibility Policy to be shared with the Board and discussed as an agenda item at the May Board Meeting.

**Covid-19 Update:** Staff Only day 28th April. The students of emergency workers were back onsite Wednesday 29th April, only a small number of students are attending and therefore the school only needs to run one 'bubble'.

**Open Night:** At the Canterbury West Coast Principals Association prior to moving to Alert Level 4, secondary schools agreed to not hold open nights. There are a number of ways the schools can still promote their school, such as social media, pamphlets and posters. Once we reach Level 2, we may be able to have smaller groups in to meet and greet. We are putting together a video to promote the school.

**Ōtākaro Kahui Ako:** The Ōtākaro Kāhui Ako conference scheduled for Friday 29th May has been cancelled.

A further discussion took place regarding promotion of the school and what was to be a Road Show, which will no longer take place as number restrictions do not allow. It has been asked for all schools to stick to key dates, e.g. enrolments close 31 July 2020. Tim Grocott touched on a Memorandum of Understanding that was signed a few years ago regarding roll sizes and

zones. The four single sex state schools did not sign this at the time, we have been asked to meet with the Executive Assistant of the CWSPA to discuss this further.



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

That the Board of Trustees receive adopt the Headmaster's April report, along with all the recommendations in it.

**Decision Date:** 30 Apr 2020  
**Mover:** Tony Deavoll  
**Outcome:** Approved

## **2.2 Rarotonga Trip deposit**

Cheryl English, Business Manager explained this is covered in the Financial Report and at the Resources Committee meeting held Wednesday 29th April. It was explained with the Rarotonga trip, Jetstar gave a full credit voucher refund of the total deposit paid of \$1620.00. Shirley Boys' High School paid the full deposit on behalf of Shirley and Avonside as it was to be a joint trip, therefore the credit voucher stays with Shirley Boys' High School.

Recommendation for the Rarotonga trip: The Board of Trustees approve a full refund to the students and Shirley Boys' High School would hold onto the travel credit to use in the future.

A robust discussion took place around overseas travel.



### **Adoption of the Business Manager's Recommendation for refunding for the Rarotonga Trip**

The Board of Trustees approve to refunding the students currently in Year 13, the rest to sit as a credit to be used in 2021, unless they ask for a refund also and that AGHS can proceed and arrange a refund for their students.

**Decision Date:** 30 Apr 2020  
**Mover:** Tony Deavoll  
**Outcome:** Approved

Fundraising for the Rarotonga trip:

It was recommended that the fundraising is left and held in an account for that particular group to use on a future trip, whether it be in New Zealand or to the Pacific Islands.

Japan Trip - was due to go in September:

It was confirmed that the school is awaiting a House of Travel refund, which is believed to be cash refund, \$1,200.00 of this is non refundable. The Japan trip fundraising was \$931.00, this could under the circumstances be used in good faith to help the students with the non refundable portion or whether the Board considers the fundraised funds remains with the school.

Discussion from the Resources Committee meeting on Wednesday 29 April was that across the country most schools are looking at using any fundraising that has been done for an overseas trip that it be used in good faith towards what it was intended for so to soak up some of then non refundable portions back to parents to alleviate some of the financial impact for cancelled trips.



### **Adoption of Recommendation from Resources Committee - fundraising funds for cancelled trips**

That the Board of Trustees approve of the school using the donations (fundraising) in this particular instance to alleviate the shortfall that would occur from non refundable deposits from cancelled overseas trips. This is to be communicated to the families involved from the Headmaster, Tim Grocott.

**Decision Date:** 30 Apr 2020  
**Mover:** Brendan Jackman  
**Seconder:** Teresa Wooding  
**Outcome:** Approved



### **Letter to families - Rarotonga and Japan Trips**

Letter to families regarding the Rarotonga and Japan trips outlining the Boards decision to refund or alleviate non refundable deposit expenses incurred.

**Due Date:** 28 May 2020  
**Owner:** Tim Grocott

## **2.3 Staff Trustee's Report**

Brendan gave a verbal report, key points below:

- Flu vaccinations were carried out today for all staff, it was good to see staff in good spirit;
- Majority of teachers prefer teaching in a classroom setting but have things in hand with online learning;
- Engagement of students that struggle to attend classes in normal times are not engaging as well as we would like;
- Ministry have offered to reimburse for the flu vaccinations which staff are very happy about;
- The uptake of the flu vaccination was high this year;
- Building & Construction Extension: Mr Dixon is working to have this area extended and seeking Board approval to move a fence. Tim Grocott spoke to the Board in regards to the background of this project and what this would mean to the school in regards to Health and Safety and ongoing maintenance. Plans have been submitted to the Ministry of Education but feedback has not been received. Feedback to staff member: The school has done everything it can, need to await approval or communication from the Ministry to see if complies before the school can move forward. Once the Board has this information it can review any compliance issues, operational and future financial implications to make the best decision.

## **2.4 Student Representative**

Cole O'Reilly gave a verbal report:

- The Head students had a One School Network meeting on Wednesday 22 April, online learning was discussed and it was 50/50 as to whether the students like it. Lack of motivation for various reasons can be hard. Alan Hammersley, Head Boy discussed the Shirley Boys' High School Wellbeing Page, a few students are going to take that information back to their schools as they thought it was a great idea.
- Alan has decided to setup a public Facebook Page for the One School Network, with inter school challenges etc.
- Canvas - this is really easy to use and easy to find what is expected for online learning.

## 2.5 Resources - Financial Statements

Brendan gave a verbal report:

- Recommended all Board members read the Business Managers Report, as previously circulated as it does give a very good summary and covers all major points.
- There is concern of the financial impact that Covid-19 will have on the school, for example with the International Department and our community as whole with loss of jobs and in particular with school donations. Currently we have not seen a major Covid-19 financial impact and everything is tracking as would be expected, but the hit could still come in the following months.
- School Donations were discussed and the Resources Committee, monitoring and working through the budget codes would continue to give a clearer picture of departmental charges.
- International Department: Seven have pulled out in July and the Toho Group have cancelled which is about a \$30,000 net income, therefore we are looking at \$110,000-\$115,000 loss of income for the International Department. All departments will need to work hard and minimise spending to help absorb the cost.
- Refund of School Donations: Any requests would be referred to the Headmaster to review the circumstances and consideration of hardship. The school to look at any course specific rebates and the Spartan Sport levy that may need to be addressed.
- Major Projects Donations: Would be good to communicate to the community what the major project is for the school.



### Adoption of Financial Statements to 31 March 2020

That the Board of Trustees receive and adopt the interim financial statements to 31 March 2020 reporting public equity of \$3,689,033; operating surplus of \$48,676 and working capital of \$2,908,819.

<b>Decision Date:</b>	30 Apr 2020
<b>Mover:</b>	Brendan Jackman
<b>Seconder:</b>	Iaeon Cranwell
<b>Outcome:</b>	Approved

## 3. General Business

### 3.1 Whanau Committee Update

Iaeon gave a verbal report:

A request came through from Joseph Houghton, Maria Lemalie, Hone Rask and Hannah Cook whilst in lockdown for ways to communicate with māori whānau from Shirley Boys' High School. A zoom hui was conducted, an email invite went out to all the māori whānau on the student database. The hui was around what was going on in the community and what support is available to access, Manaaki 20, the testing station at Nga Hau e Wha Marae and other avenues available. Joseph Houghton setup a Facebook page where the boys in the whānau could communicate with what was going on, it has been a positive step and some good engagement has taken place using those forums.

## 4. Public Excluded Session

### 4.1 Public Excluded Session



#### Move to Public Excluded Session

That the meeting moves into Public Excluded Session at 7.10 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: Request of an OIA.

**Decision Date:** 30 Apr 2020  
**Mover:** Tony Deavoll  
**Outcome:** Approved



#### Move out of Public Excluded Session

That the meeting moves out of Public Excluded Session at 7.16 pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

**Decision Date:** 30 Apr 2020  
**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 - May - 28 May 2020, 5:30 PM

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

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