

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING - JULY



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

Name:	Shirley Boys' High School
Date:	Thursday, 23 July 2020
Time:	5:30 pm to 8:53 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, Sam Henry, Teresa Wooding, Tim Grocott
Attendees:	Cheryl English, Jane Forster, Rob Wilson-Pyne

1. Opening Meeting

1.1 Opening Karakia

Meeting opened at 5.55pm.

laean Cranwell acknowledged Matariki which was two weeks ago. Matariki is the marker of the new year and looking at a prosperous future of the year to come. laean explained one of things about Matariki is that it is the rising and looking forward but also remembering the ones that have passed on and acknowledging them as well.

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

Nil

1.3 Action Item List

Due Date	Action Title	Owner
26 Nov 2020	Waste Management Policy Status: In Progress	Tim Grocott
28 Jan 2021	Community Tie Status: In Progress	Tim Grocott
22 Jul 2021	Policy Review - School Trips Status: Not Started	Tony Deavoll

1.4 Interests Register

All Board members were asked to update or supply Jane with their occupations, place of work and any committees they are on.

1.5 Confirm Minutes

Board of Trustees Meeting - June 25 Jun 2020, the minutes were confirmed as presented.



Adoption of minutes from the Board of Trustees meeting held 25 June 2020

That the minutes of the Board of Trustees meeting held on 25 June 2020 having been circulated, and amendment of adding an action item to the action list, be approved as a true and correct record of that meeting.

Decision Date: 23 Jul 2020
Mover: Tony Deavoll
Outcome: Approved

1.6 Matters Arising from the Minutes - 25 June 2020

Sam Henry spoke to his email previously circulated regarding the possible conflict of interest with Sam being on the Board, providing his own opinion as a Board member whilst being a practicing lawyer for Young Hunter Lawyers, whom the school has engaged to provide formal legal advice. A summary from Sam is listed below:

Sam is an employee of Young Hunter Lawyers. The School, through Tim, has instructed Sam's employer Young Hunter Lawyers to provide formal legal advice in respect of the Campion Estate, the CV Gallagher Memorial Trust, and the Government Donations Scheme. Young Hunter has no instructions from Tim to provide advice outside those areas.

A potential conflict of interest arises if the Board wishes to discuss the decision to engage or provide instructions to Young Hunter Lawyers. If that subject matter arises during a Board meeting, Sam will abstain from speaking, moving a motion, or voting on any motion to engage or provide instructions to Young Hunter Lawyers. If the other Board members think it desirable, Sam can also remove himself from the Board meeting while those matters are discussed. Sam does not believe he has any other potential conflict of interest outside this, but he is totally open to hearing what the other Board members think.

Sam has asked Jane to add his employment at Young Hunter Lawyers to the interests register, which has now be completed.

A further discussion took place and Sam followed with the summary below to clarify:

The legal advice that was provided to the Board was provided on the instructions of Tim, so Tim and Cheryl had a meeting at Young Hunter Lawyers and engaged Young Hunter Lawyers. Young Hunter Lawyers is a legal firm, it is a partnership, and Sam is not a partner of the firm. Sam does not provide legal advice in his own capacity because it is not how legal advice works in New Zealand. The legal advice was set out in Young Hunters letter, which was addressed to Tim that was then provided to the Board as a Board paper and when Sam attends a Board or sub-committee meeting he is attending purely as a Board member on a voluntary capacity like the rest of the Board and that has to be the case as he is elected to sit on the Board, not coming in as an external provider.

Sam is not attending as a representative of Young Hunter Lawyers, he has not charged for attendance as he is here as a Board member. Sam is not providing legal advice to the Board or any sub-committee in this environment and uses his own personal email address not that of Young Hunter Lawyers. Sam is giving his personal opinion on matters which will relate to legal aspects as he is admitted to the bar as a lawyer but does not have a practicing certificate to practice on his own account. This information should give reassurance to the Board.

1.7 Notification of General Business

1.8 Correspondence

Correspondence was acknowledged.

2. Management Reports

2.1 Headmaster's Report

Tim Grocott read to his report, as previously circulated.

Key points:

- Shorter report this month as we have just returned from a two week break.
- Attendance is tracking in the right direction.
- The Attendance Project:
 - We were invited by the Ministry of Education to design a project that will improve attendance.
 - This was successful and they have provided funding that is designed as a temporary short-term boost to our attendance and engagement work. The first part of the plan is to provide two days release time for three staff to develop and analyse longitudinal data from 2015 to 2019. The second part is to appoint either an Attendance Liaison Officer 2021 and 2022 or have three hours release time for a staff member to lead the Attendance Plan in 2021 and 2022.
- Winter sport is underway which is really good.
- Review of Annual Goals:
 - The Senior Team worked through these over the holiday break (Tim spoke to the Blue and Gold standards).
- Staff News:
 - Phil Dixon has resigned and leaves Shirley Boys' High School on Friday 31st July. Phil has been with the school for quite some years and has made a big contribution to the school over those years.

- Mel Kime has accepted a position as a Guidance Counsellor to work alongside Steve Shaw - HOD Guidance, working four days per week. Mel starts on Monday 3rd August.
- A Within School Kāhui Ako position has been made available with Phil leaving. This will have a greater emphasis around environmental sustainability.
- Harrison Tew
 - The Senior Leadership from both Avonside Girls' and Shirley Boys' are meeting with Julia from Harrison Tew on Wednesday 5 August to go through the their report.
- Enrolments - key dates:
 - July 31st - applications close
 - August 4th - ballot if necessary and parents advised accordingly
 - August 14th - last day for parents to accept a place
- Champion Estate
 - We are currently investigating scholarship opportunities.
- Climate Change Campus
 - Tony Deavoll and Tim Grocott met at the Ministry of Education on Thursday 2nd July for an update about the Climate Change Campus. This has been an ongoing project and we will continue to be involved but will need to make a commitment either way by the end of 2020.

2.2 Policy Review

The Policy Committee met last week to discuss the policies up for review in Term 3. Hanka Scott will send the policies under review to the appropriate staff in charge of those areas to fully review. Jane Forster has thoroughly reviewed the Appointment Procedures. The Learning Support Policy has a requirement to make that available to the community, so that will go out in next Newsletter.

The Policy Committee will report back to the Board with any recommendations of those policies at the next Board meeting, being Thursday 27th August. If all Board members could please review the below policies and come with any recommendations at the next meeting.

Policies for review in Term 3:

- **Appointment Procedure** (BOT)
- **Learning Support** (BOT/Staff/Parents)
- **Child Protection** (BOT/Staff)

Action List

It was noted all action list items are still currently a work in progress.

2.3 Staff Trustee's Report

Brendan gave a verbal report:

- Staff are very quite at the moment, concentrating on the upcoming exams.
- Roger Miller is awaiting a respond regarding the Waste Management Policy.

A robust discussion took place regarding the Waste Management Policy and the ongoing work it would take to implement this.



Waste Management Policy

That the Waste Management Policy is referred to the Policy Review Committee and reported back to the Board.

Decision Date: 24 Sep 2020
Mover: Sam Henry
Seconder: Tony Deavoll
Outcome: Approved



Waste Management Policy referred to Policy Review Committee

That the Waste Management Policy is referred to the Policy Review Committee and reported back to the Board.

Due Date: 24 Sep 2020
Owner: Tim Grocott

2.4 Student Representative

Cole gave a verbal report:

- Today we had some boys talk about Men's Mental Health in the English block.
- We had a breakfast this morning which was going towards awareness of depression in teenagers where you could purchase a green ribbon for \$0.50 which all proceeds went to the charity.
- There was also a food drive this morning where all donations went to the Salvation Army.
- For the Year 13 leavers we had a scholarship seminar yesterday where they showed us how to apply for scholarships etc and all the students said that was really helpful.

2.5 Resources - Financial Statements

Brendan gave a verbal report:

- The school continues in good financial shape.
- We are still awaiting to see any major impact from COVID-19.
- We have a lot of budgets that are looking quite healthy.
- The concern lies with where we see the impact from COVID-19, heading into next year.

Cheryl read to her previously circulated Business Managers Report:

Key points:

- With current tracking we estimate to break even by end of the year.
- Solutions and Services as part of their annual review with the AOG have discussed the Auditor's treatment of the Campion Trust bequest and provided two options for the 2020 accounts. The tidiest and technically correct option is option 1.



Adoption of Treatment of the Campion Trust Bequest

That the Board agrees to pass through the Campion Estate and move it into reserved equity, being option 1 provided by Solutions and Services as part of their Annual Review.

Decision Date: 23 Jul 2020
Mover: Brendan Jackman

Seconded: Teresa Wooding
Outcome: Approved



Adoption of the interim financial statements to 30 June 2020

That the Board of Trustees adopt the interim financial statements to 30 June 2020 reporting public equity of \$3,580,235; operating surplus of \$177,795 and working capital of \$2,888,293.

Decision Date: 23 Jul 2020
Mover: Brendan Jackman
Seconded: Douglas Boniface
Outcome: Approved

2.6 International Department Report

Tim Grocott gave a verbal update and read to the International Department Report prepared by Sue Nesbit, International Director, as previously circulated.

Key points below:

- Sue Nesbit and Leanne Russ spoke to the 22 students who have intentions of continuing their education at Shirley Boys' High School. They were informed that as a school we strongly recommend they do not return home in the summer break. If they do, they may not be able to re-enter New Zealand and attend school in 2021.
- A letter has also been sent to their Agents and Advisors asking them to discuss the matter with their parents and the students.
- If the border restrictions and no exemption is given to international students to enter the country, then our numbers for 2021 will be lower than this year. Assuming all 22 students remain, this would be a 29% decline in numbers. An approximate reduction of \$100,000 than what was budgeted.
- None of the smaller groups will be able to come in 2021.
- We will not be offering online learning as an alternative.
- There is still plenty of interest in new Zealand as a destination for students in 2021 but at this stage we cannot accept enrolments, we can only put them on hold.

A robust discussion took place regarding international students, border restrictions and staffing for the programme.

3. General Business

3.1 Whanau Committee Update

Iaeana acknowledged the new 1st XV Haka, the idea was that we are here now at Ōrua Paeroa and it is bringing those stories through because Ōrua Paeroa used to be a channel and the sharks used to come in and we used to be able to catch them. It is about bringing those stories alive so to speak, which is a positive aspect.

The rising of Matariki was right in the middle of the school holidays, the celebration of that therefore didn't quite work this year so it would be good to look at that next year and build that into the calendar. If it does coincide with the school holidays to do something before the end of the term so it builds up to the holidays.

We have Te Wiki o te Reo Māori coming up on the 14th - 20th September. We will need to look at how we bring in some school wide activities and work with the whānau committee. Hone and Joseph to bring something through to the school.

We have been working with Pete Beswick and Tāmara Rochford-Kerr in looking at the values which are Whānau, Belonging, Character, Respect and Better than Before. The aim is for each value to be culturally responsive and have those te reo Māori and English words as descriptors.

Discussion took place that the Board will look to visit Ngāi Tūāhuriri Marae this year.



Adoption of Reports

That the Board of Trustees adopts the reports presented at this meeting.

Decision Date: 23 Jul 2020
Mover: Tony Deavoll
Outcome: Approved

4. Public Excluded

4.1 School Playing Fields



Move to Public Excluded Session

That the meeting moves into Public Excluded session at 7.29pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: The School Playing Fields.

Decision Date: 23 Jul 2020
Mover: Tony Deavoll
Outcome: Approved



Move out of Public Excluded Session

That the meeting moves out of Public Excluded Session at 8.47pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions made be public.

Decision Date: 23 Jul 2020
Mover: Tony Deavoll
Outcome: Approved



Finding of the grassed sports pitches and associated facilities.

That the Board of Trustees finds the grassed sports pitches and associated facilities are deemed to be defective and not fit for purpose.

Decision Date: 23 Jul 2020
Mover: Sam Henry
Outcome: Approved



Letter to the Secretary of Education

That the Board of Trustees unanimously agrees to write to the Secretary of Education in conjunction with the Avonside Girls' High School Board of Trustees, if in agreeance, requesting remediation of the defective grassed sports pitches and associated facilities, to be able to be used by 1 February 2021.

Decision Date: 23 Jul 2020

Mover: Sam Henry

Outcome: Approved



Communication to the staff and community regarding the grassed sports fields

27.08.20 Tim advised they have spoke to staff about the fields and what action has been taken, based on discussions and outcomes from tonights meeting it will flow on to this also.

Tim to advise the staff and write to the community to let them know of the Board of Trustees decision to write to the Secretary of Education in requesting remediation of the defective grassed sports pitches and associated facilities, to be able to be used by 1 February 2021.

Due Date: 27 Aug 2020

Owner: Tim Grocott

5. General Business

5.1 Student Board Elections

Student Elections

- Assembly Week 6 - Cole O'Reilly to promote the elections
- Election Date - Friday 18 September 2020
- Rob Wilson-Pyne, Deputy Headmaster to be Returning Officer.



Adoption of Deputy Headmaster for Returning Officer for the Student Elections

That the Board of Trustees supports the role of the Deputy Headmaster taking responsibility for the elections for the incoming student representative.

Decision Date: 23 Jul 2020

Mover: Tony Deavoll

Outcome: Approved

6. Close Meeting

6.1 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

6.2 Close the meeting

Next meeting: Board of Trustees Meeting - August 2020 - 27 Aug 2020, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.3	Waste Management Policy referred to Policy Review Committee Due Date: 24 Sep 2020	Tim Grocott
4.1	Communication to the staff and community regarding the grassed sports fields Due Date: 27 Aug 2020	Tim Grocott

Signature: _____

Date: _____