

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING - JUNE



At the **Board of Trustees Meeting - July** on **23 Jul 2020** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 25 June 2020
Time:	5:30 pm to 8:46 pm
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Tony Deavoll (Chair), Brendan Jackman, Cole O'Reilly, Douglas Boniface, Sam Henry, Teresa Wooding, Tim Grocott
Attendees:	Cheryl English, Jane Forster, Rob Wilson-Pyne
Apologies:	Iaeon Cranwell

1. Opening Meeting

1.1 Opening Karakia

Tim Grocott opened the meeting:

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 acknowledged Iaeon Cranwell's apology for this meeting.

1.3 Action Item List

Due Date	Action Title	Owner
27 Aug 2020	Community Tie Status: In Progress	Tim Grocott
24 Sep 2020	Waste Management Policy Status: In Progress	Tim Grocott
22 Jul 2021	Policy Review - School Trips Status: Not Started	Tony Deavoll



Security - Health & Safety Concerns

That the Board of Trustees authorises the Senior Management Team to raise the Health and Safety concerns as set out in the Harrison Tew reports with other relevant Boards of Trustees and other relevant government agencies and Spotless.

Due Date: 27 Aug 2020

Owner: Tim Grocott

1.4 Interests Register

1.5 Confirm Minutes

Board of Trustees Meeting - May 28 May 2020, the minutes were confirmed as presented.



Adoption of minutes from the Board of Trustees meeting held 28 May 2020

That the minutes of the Board of Trustees meeting held on 28 May 2020, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 25 Jun 2020

Mover: Tony Deavoll

Outcome: Approved

1.6 Notification of General Business

Nil

1.7 Correspondence

Tony Deavoll spoke to the COVID-19 correspondence as previously circulated.

2. Management Reports

2.1 Headmaster's Report

Tim Grocott read to his report as previously circulated.

Key Points below:

- Introduction
 - The term continues to be a challenging time for all. Now sport is back up and running things appear to be getting back to normal.
- Student Attendance and Achievement

- This is now worked through by Whitney Veatupu who has a Within School role as Data and Moderation..
- We are tracking in the right direction with regards to reaching our Student Achievement Target for 2020 of 80% of boys will attend 85% of the time.
- NCEA is slightly challenging to report on due to the lockdown as fewer assessments took place compared to this time last year.
- Student Wellbeing
 - This has certainly been an area of concern for the school and also the community with current events.
- Attendance Project
 - We have been invited by the Ministry of Education to design a project that will improve attendance.
 - The Ministry of Education has supported this with additional funding.
 - Rob Wilson-Pyne has developed a plan to work through.
- Pasifika Project
 - The Ministry of Education has also granted additional funding to run a Pasifika project.
 - We will bring in tutors from the University of Canterbury and the funding supplied will cover this cost.
 - This is targeted at Pasifika students but it is open to other students and other schools on the eastern side of Christchurch, but we are the leader school in that.
 - We are doing some fantastic work for our Pasifika community, we respond very well and have strong leadership in that area.
 - We have been running Saturday session where we have Pasifika students come in for additional tuition.
- Winter Sport
 - Winter sport is now under way which is great for everyone involved.
- 1st XV Haka
 - The 1st XV have had a new haka written specifically for Shirley Boys' High School. It has had input from our Kaiako Hone Rask, Board member Iaeana Cranwell, 1st XV Coach Kris Vine and the players. It is called Tenei te Ururoa and recognises our new place of Orua Paeroa and references Ururoa, which is a hammerhead shark and other varieties of shark seen in the area. The haka acknowledges that history and kuapapa, and references our boys as the embodiment of the ururoa. It still acknowledges the importance of Oraka, or the Shirley Man.
 - This is a different haka from our school haka, Oraka which signifies who we are and establishing our identity. The new haka is about going into battle and is designed to get the blood boiling and act like the ururoa.
- ERO Visit
 - We have identified we are supposed to be having a ERO review this year. A response has been sent to ERO because in September 2019 we had someone from ERO visit and advise we would not be reviewed until 2022.
- Headmaster's Appraisal
 - This will be worked on over the holiday break and then presented at the July meeting, along with a review of the annual goals.
- Staff News

- Ken Hudson has resigned and leaves at the end of Term 2. A teacher of Drama and English has been advertised.
- Angela Cameron has resigned and will retire at the end of Term 2. Angela currently does one and half days working in Learning Support and one day in Guidance. We have decided to put those hours into Guidance, therefore a 0.5 position in Guidance has been advertised and a support staff role in Learning Support has been advertised. Both of these position will begin in Term 3.
- Tom Davies, Head of Mathematics has decided to retire at the end of 2020, we will advertise for a replacement later in 2020.
- Juliet Duder, Head of Health and Physical Education (currently on maternity leave), has decided to resign from her Head of Health and Physical Education role and retain her teaching position.
- Irene Williamson, Assistant Head of Mathematics has also decided to resign at the end of the year. (*not formally received*)
- NCEA Review Staff Only Day
 - There will be no Staff Only Day in August, but the one in November will continue.
 - Due to the Kahui Ako PLD Staff Only Day being cancelled and the August one we have decided to run a mid-term break instead on 21 August.
- Property
 - Sports fields are still an ongoing issue.
- Health and Safety
 - The safety plans have been completed as has the security review, we now need to make a time to meet with Harrison Tew to run through that.
- School Promotions
 - The promotional videos are continuing to roll out and we have had very positive feedback.
- Enrolments
 - The enrolments process for 2021 is underway. The key dates are:
 - July 31st - applicants for enrolment close
 - August 4th - ballot is necessary and parents advised accordingly
 - August 14th - last day for parents to accept a place
- C V Gallagher Trust
 - Cheryl English and the Headmaster recently met with Young Hunter Lawyers to get their advice on the best way forward with the trust, which was particularly useful.
- Champion Estate
 - Again advice was sought from Young Hunter Lawyers, we came away feeling very satisfied that we would be able to meet the terms of the estate and the high court ruling around that.
 - There is approximately \$200,000 to go towards modification of our horticultural space and also a very exciting opportunity is we have an additional \$80,000 to go towards scholarships for boys who are studying horticulture or a similar area.
- Queens Birthday Honours
 - There were three people associated with Shirley Boys' High School recognised in the Queen's Birthday Honours lists as Members of the New Zealand Order of Merit (MNZM).

- Dr Kevin Knight was awarded for services to education. Kevin is an Old Boy of Shirley Boys' High School and in the late 1990's set up the Graduate School of Education.
- Dr Roberta Hunter was awarded for services to Mathematics education. Bobbie is at Massey University and has led Developing Mathematical Inquiry Communities (DMIC) which is used in the Otakaro Kahui Ako and at Shirley Boys' High School in the teaching of Mathematics.
- Lynette Te Aika was awarded for services to Maori language education. Lynne is Ngai Tuahuriri and has been involved in educational leadership within Ngai Tahu for many years. She has advised Shirley Boys' High School and our whanau on a number of occasions, including the design of the new school.

Guidance Team

A robust discussion followed the delivery of the Headmaster's report with regards to how the Board could support more resourcing for the Guidance team. This is an area within the school that is growing and extra resourcing is therefore required. Mr Tim Grocott advised having two full time Guidance Counsellors would be ideal. Tim Grocott to look at the staffing and how that could occur and report back to the Board.



Extra Resourcing of Guidance Position

That the Senior Management Team reports back at the August 2020 Board meeting with a proposal to extending the Guidance Team resources.

Decision Date: 25 Jun 2020
Mover: Sam Henry
Second: Douglas Boniface
Outcome: Approved



Adoption of the Headmaster's June Board Report

That the Board of Trustees adopt the Headmaster's June report.

Decision Date: 25 Jun 2020
Mover: Tony Deavoll
Outcome: Approved

2.2 Policy Review

Tim Grocott spoke to the Cycle of Review and 3 Year Review Schedule, that all Board members now have access to. Tim Grocott explained that a Policy Committee had been setup, this is made up of Tim Grocott (Headmaster), Brendan Jackman (Staff Representative, Chairman of Resources Committee), Hanka Scott (Payroll and Human Resources Administrator) and Jane Forster (Headmaster's PA/Office Manager). The committee will meet the Tuesday before the Board of Trustees meeting each month and work through the policies up for review that term and also the assurances to come to the Board.

Tim Grocott spoke to the Term 2 Implementation Audits and Reports document, that all Board members now have access to. Assurances were read to the Board as follows:

- Risk Management
- Digital Technology and Cybersafety
- Student Attendance
- Health Education (*to be completed*)
- Abuse Recognition and Reporting
- Emergency Evacuation/ Emergency Kit

- SUE Reports (*Doug Boniface has agreed to be the nominated Board member for checking the Sue Reports*)

Term 2 Policy review for Board's approval:

Amendments to **Employer Responsibility Policy**:

- Appointment Committee – *amendment already approved at Board's previous meeting*
- Optical Benefits for Support Staff – *amendment already approved at Board's previous meeting*
- Professional Development
- Provisionally Certificated Teachers

Amendments to **Documentation and Self-Review Policy**:

- School Planning and Reporting – *New school charter to replace the old one*
- Recognising Student Achievement



Adoption of Policies for Term 2

That the Board of Trustees adopt the policies as presented.

Decision Date:	25 Jun 2020
Mover:	Tim Grocott
Seconder:	Brendan Jackman
Outcome:	Approved

2.3 Staff Trustee's Report

Brendan gave a verbal report.

It is very quiet on the staff front currently, reports are due and everyone is working hard to complete these for the end of term.

2.4 Student Representative

Cole O'Reilly gave a verbal report.

- The Head of Mullins House and on the Sports Council asked me if we could take the old PE gear and make it into the new Spartans Kit we have - I will take that to Ms Smith, HOD Physical Education.
- Mufti Day on Friday for the Youth Hub.
- Had some boys doing "Green the Red Zone".
- Cross Country on Tuesday.
- A lot of students are heading into exams now.

2.5 Resources - Financial Statements

Cheryl English, Business Manager read to her Business Manager's June Report.

Key points below:

Co-location Agreement

- The Co-location Agreement has now been signed by both Boards and filed in the governance section of BoardPro.

2019 Annual Accounts

- The annual accounts were filed with the Ministry of Education by the statutory filing date.
- Action points in the management letter to address for 2020:
 - there was a missing credit card receipt for a transaction in early 2019.
 - assessment of internal controls, scheduled for the first week of the school holidays a review of finance policies and documenting procedures.
 - OAG legal opinion Ken Campion Trust and the actions for the school in managing future transactions. The OAG opinion recommended:
 - **Funds held in Trust – current liability; Facility fund is \$200,000** and clause (ii) (d) - *The balance of the facility fund is to be held for the purposes of maintaining the permanent tunnel house, shade house and irrigation system and to provide funds for the acquisition of suitable plants and accessories which are required for the facility.*
 - **Funds held in Trust – Term liability - Prize Fund of \$80,000** - *funds held in perpetuity for a specific purpose. This is similar to the trust funds that have been donated over the years for the purpose of prizegiving prizes.*
 - **Current Asset - Term deposit \$80,000** - *invested in a separate Westpac term deposit (0156) at 2.75%; started 12 November 2019 and matures on 12 August 2020 - \$1,627 interest. The plan is to invest this at the best rate available through until the prizegiving date with the aim of bringing the interest up to around \$2,000.*

Audit Fee

- We were charged an additional \$500.00 for the audit fee, which Cheryl challenged. This was around the software changes and the extra work that was required.

A discussion took place regarding the additional fee charged and the consultation around this.



Additional Audit Fee

Cheryl English in conjunction with Tim Grocott to write to the Auditor to express the Boards disappointment in the additional \$500.00 fee.

Due Date: 23 Jul 2020
Owner: Cheryl English

Final Audited 31 December 2019

The change with the Ken Campion Trust transactions changed the operating surplus, because it is now recorded as funds in trust rather than as income. The result was \$154,540 surplus for the 2019 accounts, as listed below:

Operating Surplus	\$154,540	Budget deficit	(\$399,935)
Net Working Capital	\$2,675,410	\$2,768,143 (2018)	
Public Equity	\$3,367,891		

Cheryl read to the Asset Additions for the last two years. The Ministry was specifically requested these as they are looking at it in terms as what is now on our Asset Register and how that compares to the Furniture and Equipment and ICT Grant that was provided in 2018.

Financial Reports to 31 May 2020

% Financial year to date	42%
% Income budget received	43%
% Expenditure budget spent	38%

Financial Statements to 31 May 2019

Operating Surplus	\$84,419	Budget deficit (\$149,255)
Net Working Capital	\$2,765,009	
Public Equity	\$3,456,060	

The school has still not seen any major impact from COVID-19 to date, this may be more visible in the June 2020 accounts.

Income

- The Ministry of Education have fully refunded us for the flu vaccinations.
- The funds came in today for the extra devices that were purchased to support distance learning.
- Applications have been sent to the Ministry of Education for \$25,000 for the 3-year attendance support plan and for a Pasifika Saturday Program.

International

- We are not likely to see the impact this year, most of the loss we know about with groups the school will likely be able to absorb.
- It is unknown what will happen with the international market, it may well hit the school next year depending on what happens with the opening of the borders.

Expenditure

Property is reporting higher than expected due to several expenses.

- We have approached the Ministry of Education for assistance around the memorandum of outstanding we have with the East Christchurch Shirley Cricket Club for the use of facilities.
- PPP deduction is recognised up to 30 June.
- Vandalism/Crown Damage costs have been high. Application is being prepared to apply for a top up grant for 2019, approximately \$4,000.

Risk Management (Insurance)

- Awaiting some more information/quotes from New Era in terms of whether they can be repaired or if they need to be fully replaced, total of 28 devices.
- A trailer was stolen from the compound on 11 June, we have settled with the insurance company yesterday. Will now work towards a replacement.

Teacher Aide Pay Equity

- The Teacher Aide pay equity settlement has been voted on and the statement accepted.
- The changes to grades and pay rates will be processed late November with schools receiving additional funding to support the changes in early October.

- The Ministry of Education and NZSTA are developing detailed operational guidance, information and tools to support schools.
- There is a large amount of work to carry in Term 3 in terms of reviewing and making sure everyone has current job descriptions and then the process of translating them onto the new pay scale.

Finance Policy and Procedures

- We will start that work during the school holidays, that is around all the changes that has been made with the change of various software, making sure all the procedures are tight.
- During the last four weeks we have successfully transitioned to using ApprovalMax which is an electronic invoice approval software that interfaces with Xero.
- A lot of work was carried out archiving over the lockdown which is a leap forward with the goal to achieve a paperless office.
- Laptops for the finance staff arrived today, this will ensure security and protection of data if staff are working from home, that they are using a school device that has the appropriate software and security settings.

Property

- There is still a large number of property issues to work through, some work will be carried out in the school holidays.
- A fire engineers report is in progress for the hard materials area.

Health and Safety

- The numbers seen by the sick bay for the five weeks since we returned from lockdown for the boys are consistent with 2019.
- There was a shift on percentages from 2019 to 2020 as listed below:
 - 2019 - 72% unwell and 28% injury accident
 - 2020 - 60% unwell and 40% injury/accident

Harrison Tew

- The safety plans and a security review have been completed.
- The next stage is to arrange senior leadership training session, training for staff and students and a lock down exercise for the site.

A robust decision took place regarding the safety plan, security review undertaken by Harrison Tew and the site plan itself. Tim Grocott (Headmaster SBHS), Sue Hume (Principal AGHS) and Cheryl English (Business Manager of SBHS and AGHS) to meet with Harrison and Tew to go through the safety plan they have put together and express the concerns the Board of each school has.



Security of the site - Orua Paeroa (Health and Safety Concerns)

That the Board of Trustees authorises the Senior Management Team to raise the Health and Safety concerns as set out in the Harrison Tew reports with other relevant Boards of Trustees and other relevant government agencies and Spotless.

Decision Date: 25 Jun 2020
Mover: Sam Henry
Seconded: Brendan Jackman
Outcome: Approved



Harrison Tew Meeting with Board of Trustees

Requested that the Headmaster, Tim Grocott arranges for the Board to meet with Harrison Tew to go over their review and safety plan.

Due Date: 31 Jul 2020
Owner: Tim Grocott



Adoption of the 2019 Annual Accounts

That the Board of Trustees adopt the final audited 2019 Annual Accounts.

Decision Date: 25 Jun 2020
Mover: Brendan Jackman
Seconder: Teresa Wooding
Outcome: Approved



Adoption of the financial statements to 31 May 2020

That the Board of Trustees adopt the financial statements to 31 May 2020 reporting public equity of \$3,456,060; operating surplus of \$84,419 and working capital of \$2,765,009.

Decision Date: 25 Jun 2020
Mover: Brendan Jackman
Seconder: Sam Henry
Outcome: Approved

2.6 Donation Scheme



Recommendation from Resources Committee: Adoption of the Donation Scheme for the 2021 Year

Recommendation that the Board of Trustees receives the Ministry Grant for the 2021 year.

Decision Date: 25 Jun 2020
Mover: Brendan Jackman
Seconder: Sam Henry
Outcome: Approved

Brendan Jackman went through the workings and assumptions, as previously circulated and discussed in the Resources Committee held Wednesday 22 July. It was noted this would be for the 2021 school year, to be reviewed for the 2022 school year and to be communicated clearly with the school community.

3. Public Excluded

3.1 C V Gallagher Trust - Government Donations Scheme



Move into Public Excluded Session

That the meeting moves into Public Excluded Session at 7.50pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: The C V Gallagher Trust, Donation Scheme.

Decision Date: 25 Jun 2020
Mover: Tony Deavoll
Outcome: Approved



Move out of Public Excluded Session

That the meeting moves out of Public Excluded Session at 8.19 pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Decision Date: 25 Jun 2020
Mover: Tony Deavoll
Outcome: Approved

4. Management Reports continued

4.1 Donation Scheme continued

Donation Scheme - continued

Tim Grocott requested his reservations be minuted as the Headmaster, but believes it is the right decision to go into the scheme for 2021. The review in twelve months time needs to be very robust and not just looking at the financial situation at that stage but also long term what opportunities may exist.



Consultation with the community - April 2021

Donation Scheme - parent consultation

Due Date: 22 Apr 2021
Owner: Tim Grocott



Adoption of the Ministry of Education Donation Scheme for 2021

That the Board of Trustees for the 2021 year and as part of our July 2020 return, advise the Ministry of Education that we will accept the donation scheme.

Decision Date: 25 Jun 2020
Mover: Tony Deavoll
Outcome: Approved

5. Public Excluded

5.1 Sports Fields



Move into Public Excluded Session

That the meeting moves into Public Excluded Session at 8.24 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: The Sports Fields.

Decision Date: 25 Jun 2020
Mover: Tony Deavoll
Outcome: Approved



Move out of Public Excluded Session

That the meeting moves out of Public Excluded Session at 8.34 pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Decision Date: 25 Jun 2020
Mover: Tony Deavoll
Outcome: Approved

6. Close Meeting

6.1 Closing Karakia

Tim Grocott closed the meeting.

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 - July - 23 Jul 2020, 5:30 pm

Signature: _____

Date: _____