

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING - MAY



At the **Board of Trustees Meeting - June** on **25 Jun 2020** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 28 May 2020
Time:	5:30 pm to 8:00 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

laean passed over the opening Karakia to Mr Tim Grocott:

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

Due Date	Action Title	Owner
28 May 2020	Community Tie Status: Not Started	Tim Grocott

Due Date	Action Title	Owner
28 May 2020	Beach Volleyball Area Status: Not Started	Rob Wilson-Pyne
28 May 2020	Staff communication regarding travel - Covid-19 Status: Completed on 29 May 2020	Tim Grocott
28 May 2020	Letter to families - Rarotonga and Japan Trips Status: Completed on 20 May 2020	Tim Grocott
30 Jun 2020	Policy Review - School Trips Status: Not Started	Tony Deavoll
31 Jul 2020	Waste Management Policy Status: In Progress	Tim Grocott

1.4 Interests Register

1.5 Confirm Minutes

Board of Trustees Meeting - April 30 Apr 2020, the minutes were confirmed as presented.



Adoption of minutes from the Board of Trustees meeting held 30 April 2020

That the minutes of the Board of Trustees meeting held on 30 April 2020, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 28 May 2020
Mover: Tony Deavoll
Outcome: Approved

1.6 Notification of General Business

Nil

1.7 Correspondence

Tony Deavoll acknowledged the lengthy amount of correspondence to come through this month, mainly from the Ministry of Education around COVID-19.

The information from the Ministry of Education is starting to slow and has changed significantly as the situation progresses.

Tim Grocott spoke to the latest correspondence that was sent to the Shirley Boys' High School families and whanau, it was based on the latest information to come out and to highlight three key points:

- that the school is safe for the return of students.
- as of yesterday there was two active cases in the Canterbury area, today there is zero.
- changes to sport, that with the gatherings moving to 100 as of Monday we can have sport occurring a bit more.

2. Management Reports

2.1 Headmaster's Report

Letter from Mr Houghton regarding his PHD study and Board consent to conduct that study. The PHD study is around the school and working with our Pasifika families in particular and how we

are communicating, as part of his ethics process he is seeking approval of the school and the Board. The school will provide support around his study.

Tim Grocott will liaise with Joseph Houghton and sign the documentation on the schools behalf.



Approval of PHD study request

That the Board of Trustees approves Joseph Houghton's request for basing his PHD study around the Shirley Boys' High School community.

Decision Date: 28 May 2020
Mover: Tim Grocott
Seconder: Douglas Boniface
Outcome: Approved

Leave LWOP - Charlotte Withy

Charlotte has been a Art teacher at Shirley Boys' High School for quite some time, and was on maternity leave for an extended period, returning this year in a part-time capacity. A robust discussion took place regarding the current hours, hours to be considered in Term 2 and the position still on hold under maternity leave.

Charlotte is asking for her current (full-time) position as a teacher of Art, LWOP for the remainder of 2020 and 2021. Currently staffing is not an issue and the school has an excellent person taking those classes.

A further conversation took place regarding staffing and the legal details of the leave and returning earlier than expected if circumstances change.

The Board of Trustees approve of the leave in principle but Mr Grocott to check with the PPTA around regulations and the collective agreement.



Charlotte Withy - LWOP

The Board of Trustees approve of the leave in principle but Mr Grocott to check with the PPTA around regulations and the collective agreement.

Due Date: 25 Jun 2020
Owner: Tim Grocott

Tim Grocott read to his report as previously circulated.

Key points below:

- School Update:
 - The students and staff returned a week and a half ago and the school is going well and is with good heart. There seems to be no anxiety from staff around the return, there is a little anxiety with the students that Mr Wilson-Pyne will address.
 - The two weeks leading up to the return were challenging with making sure the school was clean and ready, a thank you to the key staff involved in that and making sure everything was well ready for the return of students and staff.
 - The online learning as a whole was good and went smoothly.
 - School bubble at Alert level 3 remained very small with only about half a dozen boys at the most.

- Attendance upon return - the Ministry required us to report on attendance everyday in the first week, this week we only need to respond with a summary at the end of the week. Attendance has remained high.
- On Friday we held a virtual school assembly. We were able to celebrate with some student success and some boys had submitted some musical pieces over the lockdown period for assessment and we were able to showcase those.
- Student Wellbeing:
 - Steve Shaw our Head of Guidance has put together some information around the themes we were promoting whilst in lockdown. The themes we were promoting during lockdown through the wellbeing google-site were:
 - Being proactive and preventative in stepping up and taking action to look after your hauora
 - Being aware and vulnerable and making a plan / seeking support for mental health
 - Reach out for support
 - The Pastoral team identified students requiring support during lockdown for various reasons and working with them.

Rob Wilson-Payne, Deputy Headmaster spoke to the Board to explain how the Pastoral team gathered information from the families and identify students or families that needed extra support during lockdown and the first week and a half back at school. The Pastoral team are working with families in regards to attendance, wellbeing and family support.

- Winter Sport:
 - Winter Sport is starting to get under way and working within the rules that currently exist. Hopefully if we move into Alert Level 1 we can resume sport as we used to. Unfortunately most Winter Tournaments have been cancelled in terms of National Tournaments.
- NCEA:
 - The Government announced changes to NCEA, which give students more time to prepare for end of year assessment and help manage the impact of the disruption Covid-19 has caused to schooling.
- School Events and Achievements:
 - This week we are acknowledging and celebrating Samoan Language Week.
 - During the lockdown a Year 11 student, Matthew Fairbrother completed the Everest Challenge which requires participants to climb the height of Mt Everest. He did this cycling up Sumner and Summit roads from Lyttelton.
- Staff News:
 - Taveta Asi began at the beginning of Term 2 teaching Mathematics and Science.
 - Maria Lemalie has been appointed as a Tier 2 Leader to support Victoria Shaw, who is Across School Teacher for the Arts for the Kahui Ako.
- Emergency Payments:
 - During Level 4 lockdown the government established an Emergency Payment Schedule for day relief teachers and casual support staff paid normally by timesheet. This was centrally paid by the government.
- Staff Wellness:
 - Pete Beswick lead a staff wellbeing session last Thursday that was well received.
- Teachers Council Fees:
 - The Teachers Council have introduced a fee increase which will begin in February 2021. Annual certification has also been introduced rather than the three yearly

cycle that has been in place for many years. The annual fee will be \$157 per year, and currently teachers pay \$220.80 per three years. The increased fee equates to \$470 over three years which is a significant increase.

- Property:
 - Some small building modifications were carried out over the holiday period, this included the changing room removal in the Finance Office and the carpeting of the counselling rooms.
 - The Library desk could not be achieved in the Level 3 timeframe and has been scheduled for the Term 2 break.
 - An external clean was carried out, sealing of all the concrete areas was completed, along with thorough internal cleaning.
 - The fields look great but they are not currently as good as we would like.
- Health and Safety:
 - A lot of work was done with Spotless to ensure the school was safe for staff and students to return.
 - Staff and students were given clear guidelines about their expectations and we have slightly modified the school day so there is less congestion in the shared areas.
- International:
 - Sue Nesbit, International Director provided the Board with a report, previously circulated.
 - Student numbers have remained healthy, the biggest impact is around the short stay trips that come and are now unable to come.
 - Term 3 students are no longer arriving.
 - The numbers for next year are looking healthy.
 - The biggest unknown is the travel restrictions and students wanting to return the following year and how this will impact.
 - As per Sue's report the revenue from the internal programme for next year will be lower than originally budgeted.
 - Marketing of this is currently being reviewed and it is likely to be a digital version.
 - A thorough look into our fee structure and to align with other schools of a similar size Sue Nesbit has recommended an increase in tuition fees to \$15,000 per year up from \$14,500 plus a \$10 increase in homestay fees.

Recommendation: That the Board of Trustees approve an increase in the International student fee in 2021 to \$15,000.

- Open Night:
 - Due to Alert Level restrictions we are not able to do an Open Night, all secondary schools in Christchurch have agreed to that.
 - We have developed a series of videos and that will be our marketing campaign this year.
 - The enrolment process are underway and close on 31 July 2020.
 - Through the Canterbury West Coast Secondary Principals' Association, there is an expectation that the likely number of Out of Zone students at each year level in 2021 will be advertised.

A robust discussion took place regarding the out of zone placements and the enrolment process.

- Ōtākaro Kāhui Ako:

- We have engaged with Tamara Rochford Kerr, she is a mana whenua facilitator from Mātauraka Mahaanui. They advise on how schools can weave local Māori stories and knowledge into cultural narratives, physical spaces and curriculum content for education providers. Their support will assist us to engage with Māori in particular.
- Māori and Pasifika Engagement:
 - Over the lockdown period the school continued to engage with families and whanau through Zoom. A hui for Māori was held on Wednesday 6 May, and another for the Pasifika community on 9 May. We are currently holding 'Saturday Sessions' for four Saturdays from 9am – 12pm which are designed for students to bring work to school and have support from teachers.



Adoption of the Headmaster's May Board Report

That the Board of Trustees adopt the Headmaster's May report, along with the recommendation within that report.

Decision Date: 28 May 2020
Mover: Tony Deavoll
Outcome: Approved

2.2 Staff Trustee's Report

Staff Trustees Report:

Brendan gave a verbal report.

Roger Miller is requesting where the school Waste Policy is at as the Shirley Boys' High School group in conjunction with Avonside Girls' High School would like to start making some changes in both schools but are awaiting this policy to be adopted.

The policy started to be reviewed at the start of this year, prior to lockdown and will be picked back up now we are back onsite. This is currently on the action list.

Karyn Liddell, TIC of Softball got some fundraising from Freshchoice, due to COVID-19 the softball team could not go to the tournament. Karyn approached Freshchoice to return the vouchers and was asked to keep hold of them until next year and use them. Karyn is seeking permission to hold on to those vouchers and put towards the next softball tournament.

The school can record that in the accounts and keep them secured in the school safe. Brendan to liaise with Karyn Liddell and ask her to speak with the Finance team and arrange.

No further response from Mr Dixon regarding the shifting of the fence. Mr Grocott gave a verbal update: Spotless and the Ministry have worked together, the next step is to have a fire engineer come and assess the area to ensure it is safe and complete a report. No further progression can be done until the report has been completed.

Staff are in relatively good spirits and are just continuing to watch the COVID-19 situation.

2.3 Student Representative

Cole O'Reilly gave a verbal report:

- Herrick Zhang come to me about the waste policy also.
- I have had many boys come to me regarding the school formal and if this has been cancelled or postpone.

It was explained to Cole that the Assistant Principal, Maria Lemalie would let the students know the date this will take place, but the event would go ahead.

- The Head Boy and Associates and myself have been working with the One School Network and made a video for the essential workers and was posted to the Shirley Boys' High School Instagram Page and we also made a picture collage which was fun.

2.4 Resources - Financial Statements

Brendan opened the Resources Committee session with thanking Cheryl English, Business Manager and her team for the hard work they have put into the accounts and handed over to Cheryl English to give a verbal report.

Cheryl English - verbal report:

- 2019 Annual Report
 - The annual report is close to being finalised, but has gone back to the Auditor General to ask for a legal ruling on the Campion Trust bequest. The auditors came back and asked to make an adjustment and not recognise it as income but to hold it as income in advance and the school is querying that as we feel we have met the conditions of the High Court ruling. We are currently awaiting a reply from them as to meet the Ministry deadline the annual accounts need to be filed tomorrow.
 - The overall result from last year is a surplus, putting aside the trust money of \$143,000, which is the first surplus in three years and a pleasing result. We are tracking in a surplus position this year instead of a deficit.
- Software
 - We have introduced a piece of software called Approval Max, this has been introduced to both schools and HOD's and everyone is onboard with the software. It is a very time efficient, paperless way of approving invoices.
- The interim accounts to the 30th April 2020
 - Due to little shift in the annual reporting result from the draft result they are pretty much on the mark, we are tracking at a \$97,000 surplus on operations after depreciation. The effect of COVID-19 isn't showing in our accounts to date, the big one will be around the international groups and the donations and curriculum recoveries, it is down compared to last year but not significant.
- Donation Scheme
 - Friday last week the Ministry announced that we need to notify them by the 1 July Roll Return, final date 8 July, if the school wants to opt in or out of the donation scheme. At the Resources Committee meeting held yesterday a robust discussion with regards to the work the school needs to carry out so that at the next Board meeting in June we have a clear picture and can make an executive decision on 25 June. Once a decision is made clear communication to go out to the community.
- Flue Vaccinations
 - During lockdown the Ministry announced they would refund the flu vaccinations, which is something that the school had budgeted for, we can now get a refund for that.
- Devices loaned to Students
 - The school purchased fifty laptops for the student loan device scheme and we can claim back \$20,000 from the Ministry.
- Bike Stands
 - We have gone back to monitoring how many students bike to school and how those bikes are stored and where. We have a severe lack of facilities onsite. The survey the school carried out coming out of lockdown provided some clear data and we will

continue to monitor that so we can go back to the Ministry to approve the facilities long term.

Mr Grocott discussed the option of the Board subsidising the end of year lunch for staff. The Board had budgeted to cover the flu vaccinations for staff and now the Ministry is refunding this, could those funds be put towards the end of year function. This would be to the value of \$1,500.00.



Recommendation of \$1,500 toward the staff end of year function

That the Board of Trustees approves the value of \$1,500 go towards the end of year staff function to subsidise the final cost.

Decision Date: 28 May 2020
Mover: laean Cranwell
Seconded: Teresa Wooding
Outcome: Approved



Adoption of the interim financial statements to 30 April 2020

That the Board of Trustees adopt the interim financial statements to 30 April 2020 reporting public equity of \$3,213,818; operating surplus of \$97,083 and working capital of \$2,954,188.

Decision Date: 28 May 2020
Mover: Brendan Jackman
Seconded: laean Cranwell
Outcome: Approved

2.5 Donation Scheme

As discussed in the the Resources section 2.4.

2.6 International Department Report

Covered under the Headmaster's Report

3. General Business

3.1 Whanau Committee Update

laean Cranwell gave a verbal report:

Following the zoom hui held in lockdown it was decided we would wait until the Alert Level 2 numbers could be increased to more than 10 before holding another, which has recently happened. We will now look at a face to face hui before the next Board meeting for the wider whānau of Shirley Boys' High School where we can put forward the whānau member to sit on the Board. Through the Shirley Boys' High School Facebook page they had the hui on 6 May where there was a reasonable turn out and there was good feed back from that on how the boys are feeling and how the whānau can engage with the school. This week the Year 11 - 13's had meetings with Miss Cook and Miss Hubbard on how they are feeling and where the whānau are at. I believe most of them are feeling good and we are looking forward to receiving some feedback from Miss Cook and Miss Hubbard.

3.2 Policy Review

Tim Grocott spoke to the Board and expressed he would like to establish a more thorough review of the policies each month on a regular cycle. It would be good to establish time to fully review each policy and have clear sign off.

Policy Review - Term 1:

- **Cultural Diversity Policy** - as per the previously circulated notes outlining Tim Grocott's feedback.

Policy Review - Term 2:

- **The Employee Responsibility Policy** - Hanka Scott, Jane Forster and Tim Grocott spent quite some time reviewing this in a meeting yesterday. The policy states that, together with principal and head of department, a Board member is on Appointment Committee for teaching positions 3 MU and above. The feeling is a Board member would not be needed for that, they would for a Senior Leadership position or for the Headmaster. The Board felt this was the case and happy for that amendment to be made.
- **Documentation and Self-Review**

Both the Employer Responsibility Policy and the Documentation and Self Review Policy are up for review in Term 2, the Board will discuss any further feedback at the next Board meeting on 25 June.

A discussion took place that a policy review committee may be established and report back to the Board on each policy up for review.

Cheryl English spoke to updating the wording for the sub-policy Optical Benefits for Support Staff with the suggested change of wording to read:

Shirley reimburses members covered under the NZEI Support Staff in Schools Collective Agreement actual and reasonable expenses, subject to the criteria [clauses 7.6.1-4](#).

For payment to be made, staff must provide relevant receipts and a written statement from their optician stating that there has been a change in the prescription from their last consultation.



Adoption of updating of the sub-policy Optical Benefits for Support Staff

That the Board of Trustees approves of the updated wording for the sub-policy Optical Benefits for Support Staff as presented.

Decision Date: 28 May 2020
Mover: Tony Deavoll
Outcome: Approved

3.3 Champion Estate

A robust discussion took place regarding the future use of the funds and the wording of the estate. Decision was to await the outcome from the Auditor General.

3.4 C V Gallagher Trust

No discussion at this meeting.

4. Close Meeting

4.1 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

4.2 Close the meeting

Next meeting: Board of Trustees Meeting - June - 25 Jun 2020, 5:30 pm

Signature: _____

Date: _____