

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING - SEPTEMBER 2020



At the **Board of Trustees October Meeting - 5 November 2020** on **5 Nov 2020** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 24 September 2020
Time:	5:00 pm to 9:16 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

laean opened the meeting with acknowledging the recent passing of Sandy Wharekawa Kaa who did a lot of work on the east especially in Aranui over the past 34 years.

Karakia lead by laean:

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 Update on developments with New Era IT

Dan Gilmore, Assistant Principal - Curriculum spoke to his presentation regarding the developments with New Era IT who are our ICT service provider.

Following the presentation a robust discussion took place, following this Dan Gilmore left the meeting at 6.45pm.

1.3 Apologies

Nil

1.4 Action Item List

Due Date	Action Title	Owner
28 Jan 2021	Community Tie Status: In Progress	Tim Grocott
25 Feb 2021	Waste Management Policy referred to Policy Review Committee Status: In Progress	Tim Grocott
22 Apr 2021	Consultation with the community - April 2021 Status: In Progress	Tim Grocott
22 Jul 2021	Policy Review - School Trips Status: Not Started	Tony Deavoll



Implement recommendations in the Harrison Tew report - 6 August 2020

That the Senior Leadership Team take all necessary steps to implement the recommendations in the Harrison Tew report dated 6 August 2020 by 24 September 2020.

Due Date: 24 Sep 2020

Owner: Tim Grocott

1.5 Interests Register

1.6 Confirm Minutes

Board of Trustees Meeting - August 2020 27 Aug 2020, the minutes were confirmed as presented.



Adoption of minutes from the Board of Trustees meeting held 27 August 2020

That the minutes of the Board of Trustees meeting held on 27 August 2020, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 24 Sep 2020

Mover: Tony Deavoll

Outcome: Approved

1.7 Notification of General Business

Nil

1.8 Correspondence

Tony Deavoll read to the correspondence received.

Registration of Board members for the upcoming Tūāhūiri Workshop was discussed and all those wishing to attend to notify Tim Grocott, Headmaster. Opportunity for further staff involvement was discussed.

NZSTA Mini Conference - registration online.



Adoption on inward correspondence for September 2020

That the Board of Trustees receive and adopt the inward correspondence.

Decision Date: 24 Sep 2020
Mover: Tony Deavoll
Outcome: Approved

2. Management Reports

2.1 Headmaster's Report

Tim Grocott read to his report, as previously circulated.

Key Points:

- Term 3 is a busy term. Whilst things are not normal, we have been involved in a number of activities. We had Course Selection Day, Sports Events, Study Evening , Year 8 Evening and a Whanau Hui.
- Student Achievement - it is quite hard to get a gauge as to where students are at due to no testing during lockdown and appears there is still quite a bit of work to be done for internal assessments and external assessments for the final term.
- Attendance is still tracking very well at over 80%.
- Winter Sport Success:
 - 1st XI Hockey won the South Island Championship Boys Hockey Tournament in Dunedin, winning all six games!
 - Football has had success in their Wednesday competition. The Second XI lost in the final as did the Junior Second XI but the Junior First XI won their final; 8-0 at home.
 - Rugby Under 15s played the final here onsite and drew 31-31 and the 1st XI played later that afternoon on home ground but unfortunately lost.
 - We had three take part in the South Island Secondary Schools Rock Climbing Competition and our top team won the title.
- Student Success:
 - Theles Hakaria was placed second in the Year 12 section of the Poetry New Zealand Yearbook Student Poetry Competition 2020.
 - Our Year 11 Geography Quiz Team was placed second at the Canterbury Maatangi Whenua Geography Quiz Competition, this is a credible effort amongst 25 teams. Our second team finished 10th.
 - We had a group of enthusiastic Year 10 boys compete in the grand final of EPro8. They put together an outstanding effort and won the final.
- Te Wiki o te reo Maori - this year we had a really successful celebration for Te Wiki o te reo Maori. We had a number of events throughout the week and a competition that involved staff and their learning areas.
- Professional Growth Cycles - Schools have now been given the responsibility of developing their own Professional Growth Cycle that all teachers will participate in. This is a higher model designed to develop teachers and enable them to continually reflect on their teaching and learning. To establish this for the beginning of 2021, I have asked for expressions of interest from staff members to plan and design for Shirley Boys' High School and then implement at the beginning of 2021.

- Headmaster's Appraisal - Gary O'Shea is here on Wednesday 14 October to carry out the appraisal.
- Association of Boys Schools Conference 2020 was on held on 18th and 19th September, which I attended in Wellington.
- Staff News:
 - Currently we are advertising for HOD Maths and HOD Social Sciences.
 - Enoka Taufua has been appointed to the Kahui Ako Across School Teacher position in Culturally Responsive Practice.
 - Sadly, we will receive a resignation from Maria Lemalie as she has been appointed as the Assistant Principal at Christchurch Girls' High School. Maria has made a great contribution to the school and has been a highly valued member of the Senior Leadership team and will be sorely missed. Maria will start that position in January 2021.

A discussion took place around the appointment of a new Assistant Principal and the timeline involved with that.



Appointment of Assistant Principal

Tim Grocott to put timeline together as discussed at the Board meeting 24 September and to contact Sonjia Wilson from NZSTA regarding their assistance on the appointment.

Due Date: 29 Oct 2020
Owner: Tim Grocott

- Teacher Aide Pay Equity Settlement - This settlement is coming to an end, Hanka Scott our HR and Payroll Administrator has done a tremendous amount of work on this.
- Sports Fields - the remediation work on the grounds they proposed starts on Monday 28th September.
- Post Occupancy Evaluation - On Monday 21st September we met with Aurecon as part of the Post Occupancy Evaluation. In August, staff were asked to complete a survey about the school and how it functions. This evaluation was a chance for us to reflect on the results of the survey and provide further feedback.
- Covid-19 - We still seem to be managing with the Covid-19 restrictions, although it was good to return to Alert Level 1 on Tuesday 22nd September. NZQA have sent instructions out about how to run examinations.
- Lockdown - Cheryl and myself meet with the Ministry of Education yesterday and also with Spotless to look at the keying issues and areas, along with the alert buttons and the sound throughout the school. We will be asking how we can make changes to the building.
- Policy Review Committee met last week to work through this terms policies up for review being:
 - Appointment Procedure (BOT)
 - Learning Support (BOT/Staff/Parents)
 - Child Protection (BOT/Staff)

One thing that came from the meeting was we are not getting a lot of feedback on the policies from the staff, community and the Board. The sub-committee are meeting but we need to look at how we get better uptake.

A discussion took place regarding who would like to consider reviewing the policies. It was decided that with each term a Board member would nominate themselves to review a policy of particular interest or that best suits their expertise.

- Term 3 Assurances - Tim read to the Assurances as previously circulated being:
 - Safety Management System
 - Surrender and Retention of Property and Searches
 - Physical Restraint
 - International Students
- Privacy Act Workshop - The Deputy Headmaster and myself attended a Privacy Workshop which was run by the Ministry of Education for the Otakaro Kahui Ako. This was a useful exercise.
- Year 8 Interviews - Over the last few weeks, we have conducted interview with boys and their families and whanau who are enrolled for Year 9 2021. We had 245 students which is a really good uptake and there appears to be some excellent students joining us next year.
- Year 8 Parent Evening - We held a Year 8 parent evening on Tuesday 22nd September which was well supported.
- Study Session - We are holding an evening for families/whanau in September to help with their sons' study habits in the leadup to NCEA examinations.

A discussion took place regarding the Education and Training Act 2020, which came into effect on 1 August 2020. The Act transfers responsibility for the development of, and consultation on, enrolment schemes from school boards to the Ministry of Education. The Ministry will administer each school's enrolment scheme from a regional perspective, based on community need. These changes will commence from 1 January 2021.

Student Board Representative:

Rob Wilson-Pyne spoke to the Board regarding the Student Board Representative Elections which were held in Formtime on Friday 18 September. The election this year was done digitally, each candidate gave a speech and in Formtime the students got to watch this and vote electronically. Having it done this way and in Formtime we had a greater number of students vote. Rob was happy to announce that winner was Tye Lawson, a very strong Year 12 student. All candidates were of a very high caliber. Tye will be asked to attend the next Board meeting on 29 October 2020.



Co-option of Cole O'Reilly, (current Student Representative).

That the Board of Trustees adopt Cole O'Reilly to be a co-opted member of the Board, that gives him the full rights but he ceases to be the Student Representative as of tomorrow, Friday 25 September, until the end of this year.

Decision Date: 24 Sep 2020

Mover: Tony Deavoll

Seconder: Sam Henry

Outcome: Approved

2.2 Policy Review

As read to in the Headmaster's Report.

2.3 Staff Trustee's Report

Brendan Jackman gave a verbal report.

Key Points:

- One staff matter came up, a car parking issues. There is congestion out in the drop off/pick up zone and they suggested we make that a 5 minute zone. I took this to Tim Grocott, Headmaster and a message was put into the latest newsletter.

- The Maori Language Week went really well. This happened in the busiest time for staff and students with relation to mock exams, internals etc. and to see the displays and the naturalness of it was fantastic.
- Staff as a whole are really looking forward to the holidays, it has been a long and busy term.

2.4 Student Representative

Cole O'Reilly gave a verbal report.

Key Points:

- We had a blind fall on a student and around the school we have had a few fall off the windows and we feel the quality is not the best. The student was not injured.
- There is some upper windows throughout the school that at times can let sunlight in that makes it hard to see.
- They are looking for a new head of the Environmental Council.
- We had UC staff and students come in on Wednesday which helped the boys plan their courses and an overall perspective of what they can do.
- Had a group of students ask if they could have the first four weeks of Term 4 as mufti, they said as it has been such a rough year for Year 13s.

2.5 Resources - Financial Statements

Resources Committee met yesterday 23 September. Brendan gave a verbal report and spoke to the previously circulated reports and documents.

Key Points:

- Operating surplus is currently at \$246,000.
- We are getting a lot of transactions in but they are of a small value.
- We will look to freeze the budgets come October.
- The international students continue to track below as per previous conversations and ongoing fallout from Covid-19 and boarder restrictions.
- Interest rates are low and continue to decrease.
- Two thirds of the years income is tracking at 70% of annual budget, the greatest contributor is the additional \$55,000 operational funding.
- Expenditure - we are tracking well on that.
- On a whole for the school to be looking at a surplus is positive.

Cheryl English, Business Manager spoke regarding the budgeting round, stating we are going to be conscious on tightening or define what is in the budgets. Is it historical carry forward components, are they saving for a particular item and we will draw this out and document it separately. We will look for each of the areas to have a budget that takes care of any of those things that crop up throughout the year and be allocated either by the senior team or as Spartan Sport Committee so we have actually budgeted for it but we have a particular line for that, not just buried throughout the accounts. This was passed by the Resources Committee meeting held yesterday afternoon.

Tim Grocott spoke to the issue Banks Avenue School is having with the Ministry of Education and the Gymnasium at the old site at 77 North Parade.

2.6 International Department Report

Tim Grocott read to Sue Nesbit's, (International Director), report.

Key Points:

- With the boarder closures the international student situation is still very much up in the air.
- We have 24 students staying on for 2021 with a chance of one or two that are currently at other schools.
- As a school we have done very well and managed to keep the department running smoothly.
- At the end of 2021 we will have 14 students leave and return home after completing their education.
- Sue and Leanne are planning some trips pre Christmas and one in January 2021 to give the host families a break and keep the students entertained.
- Marketing has been discussed for 2021 and the schools options.

3. General Business

3.1 Whanau Committee Update

Iaeae Cranwell gave a verbal report.

Joseph Houghton, John Pirker and myself had a hui prior to Te Wiki o te reo Maori week and trying to make sure the school put a good effort into it. As you know it is called Te Wiki o te reo but there is also Mahuru Maori, Mahuru is the Maori word for September so over time it will become a month and then over time will become normalised.

At the same hui Joseph Houghton spoke about the funding he applied for looking at wellbeing and achievement for Maori boys at the school. Pasifika received some funding and they did study nights on a Monday after school, which finished last Monday. The Maori students will have some holiday sessions during the holiday break - this will be 4 hrs per day Tuesday, Wednesday and Thursday of both weeks. An email with a google form sign up was sent to all Maori parents and students. We are hoping for a good turn out as the grades have dropped over the last few years so we are trying to help the students over the line.

We had a whanau night last night, unfortunately we only had twelve families represented, we were hoping for a greater turnout. We had Lynne Te Aika come in and talk about her personal journey on te reo but also about our place here, Ōrua Paeroa and the history and how it is connected to Tūāhuriri and how it is connected which made for a really beneficial night.

Tāmara Rochford-Kerr also attended the hui, she spoke to some teachers regarding how to bring some of the stories through to the curriculum. It would be beneficial to speak to this next term and work through that. Tāmara mentioned the Cultural Narrative was not on the school website, some schools do put this on their website and use students to narrate some of it. Lynne also spoke about keeping the Shirley Boys' High School but a name underneath connecting to the site, as we have Ōrua Paeroa and the girls and the boys, but how do you differentiate between that. One suggestion was Nga tama i Ōrua (The boys at Ōrua).

4. Public Excluded Session

4.1 Public Excluded Session



Move to Public Excluded Session

That the meeting moves into Public Excluded Session at 8.32pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: Staffing and legal issue.

Decision Date: 24 Sep 2020
Mover: Tony Deavoll
Outcome: Approved



Move out of Public Excluded Session

That the meeting moves out of Public Excluded Session at 9.02pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Decision Date: 24 Sep 2020
Mover: Tony Deavoll
Outcome: Approved

5. Meeting Dates for remainder of 2020

5.1 New Meeting Dates - 2020

Due to term break and nearing the end of the year the next meeting dates will be as listed below.

October Meetings:

Resources Meeting - Tuesday 27th October at 3.00pm

Board Meeting - Thursday 29th October at 5.30pm

November/December Meetings:

Resources Meeting - Wednesday 2nd December at 9.30am

Board Meeting - Thursday 3rd December at 5.30pm



Adoption of all Management Reports from Section 2.1-2.6

That the Board of Trustees receive and adopt the Management Reports from Section 2.1-2.6, including the recommendations within those reports.

Decision Date: 24 Sep 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 October Meeting - 5 November 2020 - 5 Nov 2020, 6:00 pm

Signature: _____

Date: _____