

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING - FEBRUARY 2021



At the **Board of Trustees Meeting - March 2021** on **25 Mar 2021** these minutes were confirmed as presented.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 25 February 2021
<b>Time:</b>	6:00 pm to 8:35 pm
<b>Location:</b>	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
<b>Board Members:</b>	Brendan Jackman, Douglas Boniface, Iaeon Cranwell (Chair), Sam Henry, Teresa Wooding, Tim Grocott, Tye Lawson
<b>Attendees:</b>	Cheryl English, Jane Forster, Rob Wilson-Pyne

### 1. Administration

#### 1.1 Present

Iaeon Cranwell, Doug Boniface, Teresa Wooding, Sam Henry, Brendan Jackman, Tye Lawson, Tim Grocott, Rob Wilson-Pyne and Jane Forster

#### 1.2 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!

#### 1.3 Apologies

Nil

## 1.4 Interests Register

### 1.5 Action Item List

Due Date	Action Title	Owner
3 Dec 2020	Farewell for Tony Deavoll <b>Status:</b> Completed on 3 Dec 2020	Tim Grocott
3 Dec 2020	Farewell of Maria Lemalie and Steve Garland <b>Status:</b> Completed on 3 Dec 2020	Tim Grocott
28 Jan 2021	Community Tie <b>Status:</b> Completed on 26 Feb 2021	Tim Grocott
1 Feb 2021	School Values <b>Status:</b> Completed on 25 Feb 2021	Tim Grocott
25 Feb 2021	Waste Management Policy referred to Policy Review Committee <b>Status:</b> Completed on 7 Dec 2020	Tim Grocott
28 Feb 2021	Funding Applications - Yearly Cycle Plan <b>Status:</b> Completed on 16 Feb 2021	Tim Grocott
31 Mar 2021	Environmental Sustainability and Management Policy <b>Status:</b> Completed on 26 Mar 2021	Tim Grocott
22 Apr 2021	Consultation with the community - April 2021 <b>Status:</b> Completed on 26 Feb 2021	Tim Grocott
22 Jul 2021	Policy Review - School Trips <b>Status:</b> Completed on 26 Mar 2021	Iaeen Cranwell

## 2. Strategic decisions

### 2.1 Election of Officers

Tim Grocott acknowledged the email nomination from Sam Henry, a nomination of Iaeen Cranwell for Board Chair and Doug Boniface for Deputy Chairperson. Sam Henry advised he stood by this. Tim Grocott called for further nominations, none were put forward.



#### Election of Chairperson

That Iaeen Cranwell is nominated for the position of Chairperson of the Shirley Boys' High School Board.

Unanimous decision.

**Decision Date:** 25 Feb 2021

**Mover:** Tim Grocott

**Outcome:** Approved



#### Election of Deputy Chairperson

That Doug Boniface is nominated for the position of Deputy Chairperson for the Shirley Boys' High School Board.

Unanimous decision.

**Decision Date:** 25 Feb 2021

**Mover:** Tim Grocott

**Outcome:** Approved

Tim Grocott handed over to Iaeen Cranwell, Chairperson. Iaeen and Doug both thanked the Board and look forward to working with the Board.

## 2.2 Delegation of Authority



### Delegation of Authority

That the Board delegate the day to day management of the school to the Headmaster, Tumuaki, Tim Grocott.

**Decision Date:** 25 Feb 2021  
**Mover:** laean Cranwell  
**Outcome:** Approved



### Delegations

Investigate if there are other delegations that need to be passed such as the Finance Sub-committee.

**Due Date:** 25 Mar 2021  
**Owner:** Tim Grocott

## 2.3 Review 2020 Charter

Tim Grocott spoke to the draft document he handed to the Board, this follows the Strategic Planning meeting held in January. This is in the first stages and incorporates our purpose, the four keys areas - our students, our staff, our community and our culture and then the school values and also the school goals. This would be a visual representation and form part of the Charter.

Tim presented the draft workplan for 2021 and took feedback from the Board.

Key points:

- look to report against the school values and goals 1-4
- once finalised put out to the school community
- make a live document



### Strategic Plan 2021 poster and workplan

Tim Grocott to circulate documents presented at February's meeting to Board members.

**Due Date:** 25 Mar 2021  
**Owner:** Tim Grocott

## 2.4 2021 Annual Targets

Tim Grocott presented the 2021 Annual Targets to the Board and explained the teaching staff have started working on those.

## 3. Monitoring

### 3.1 Headmaster's Report

As per the previously circulated report, Tim Grocott highlighted some key points.

Key points:

- Covid Update - we have been pushing with the staff that they need to be prepared for online learning and need to be working with the students to make sure they know where to access work as well.
- Discipline - we have had a high number of stand-downs for the start of 2021 and we are having some significant behavioural issues. A robust discussion took place regarding the

behavioural issues in and around the school and our community, our staff wellbeing, teaching and learning, contributing factors and the pathway forward.

- School Roll - currently we have 1325 boys, of that 23 are international students and approximately 74 that are on a Secondary Tertiary Programme (STP).



### **Adoption of the Headmaster's Report for February 2021**

That the Board receives and adopt the Headmaster's February Report.

**Decision Date:** 25 Feb 2021

**Mover:** Tim Grocott

**Outcome:** Approved

## **3.2 NCEA Data**

Tim Grocott read to his presentation on NCEA Data.

This highlighted student achievement for 2020.

A further discussion took place regarding the change for 2021, being that a student will no longer be able to re-submit work for a higher grade unless they get a non-achieve. E.g. if a student gets a non-achieve they can resubmit work to be reassessed to obtain an achieve, but no longer able to re-submit a high Merit to obtain an Excellence.

## **3.3 Policy Review**

Policies for review Term 1

- **Home Learning (BOT/Staff/Parents)**
  - *The link and information to access Home Learning has been published in the Newsletter that went out to families and whānau today and has previously been circulated to staff.*
  - *Sam Henry has carried out a full review.*
- **Finance and Property Management Policy (BOT)**
  - *Cheryl English, Business Manager is currently reviewing this policy. Doug Boniface and Brendan Jackman to carry out a review. Sam Henry has carried out a review.*

The Policy Review Committee are due to meet before the 25 March Board meeting, all feedback will be brought to the Board for approval on 25 March 2021.

## **3.4 Staff Trustee's Report**

No report this month.

## **3.5 Student Representative**

Tye Lawson gave a verbal report:

- Tye had a student come to him regarding getting paving stones installed in the gardens. Tye has talked to Mr Croft and they are currently looking this.
- Athletics Day is Wednesday 3rd March 2021.
- Tuesday this week we had a University of Canterbury liaison visit to talk to Year 13's about what university life is like and important dates.
- Tye will be talking in assembly tomorrow about his role as student rep and how students can contact him.

### 3.6 International Department Report

Taken as read.

Tim Grocott spoke to two key points:

International Students Academic Results:

- Bi Bui - Bi got Level 2 Excellence as well as endorsements in four subjects. Bi has been with us for two years and prior to that he could not speak English.
- Thong Le - Thong got Level 2 Excellence as well as endorsements in two subjects.
- They are both extremely capable young men.

International Student Numbers

- We currently have 23 international students but 13 will be leaving at the end of this because they are Year 13 students. This will have a large financial impact on the school.

### 3.7 Finance and audit report

Taken as read.

Brendan spoke to the key points:

- We will move the budget to the March meeting.
- We are still looking at a large surplus, boosted by the Champion Estate funds of \$280K.
- Senior Leadership Team are going to work through a plan for the capital expenditure.
- Contributions and donations came in within \$2.00 off the budget, which is a pleasing result.

Property:

- Iaeen Cranwell and the Avonside Board Chair, Jonathan Brooks attended the January property meeting with the Ministry of Education, which was a great support. The Ministry of Education have agreed to fund the modification of the doors throughout the campus as they see this as a Health and Safety matter.



#### **Adoption of the draft financial statements to 31 December 2020**

That the Board receive and adopt the draft financial statements to 31 December 2020 reporting public equity of \$3,915,004; operating surplus of \$543,343 and working capital of \$3,211,295 be accepted.

**Decision Date:** 25 Feb 2021  
**Mover:** Brendan Jackman  
**Seconder:** Sam Henry  
**Outcome:** Approved



#### **Adoption of the 2021 Annual Budget to be carried over to the March meeting**

That the Board approves and adopts the 2021 Annual Budget to be carried over to the March meeting.

**Decision Date:** 25 Feb 2021  
**Mover:** Brendan Jackman  
**Seconder:** Douglas Boniface  
**Outcome:** Approved



#### **Approval for modification to the Hard Materials area**

That the Board approves in principle for the instigation of the fencing and the modification of the Hard Materials area.

**Decision Date:** 25 Feb 2021  
**Mover:** Brendan Jackman  
**Seconder:** Douglas Boniface  
**Outcome:** Approved

### 3.8 Funding Application

A Funding Application was received by the Resources Committee yesterday to the Air Rescue Community Services for rugby gear, as per the previously circulated documents.



#### Funding Application to Air Rescue Community Trust

It was resolved on the 25/02/2021 that an application for Shirley Boys' High School be made to Air Rescue Community Trust for the purchase of 1st XV Rugby jerseys, shorts, and socks for \$5,364.74 including GST.

**Decision Date:** 25 Feb 2021  
**Mover:** Brendan Jackman  
**Seconder:** Sam Henry  
**Outcome:** Approved

### 3.9 Whānau Committee Update

Iaeen Cranwell gave a verbal update.

A substantial amount of the Whānau Committee were Year 12 and 13 parents and most have now left, we are now investigating how we would like this to continue and Iaeen is in the process of putting a document together which will be sent out to whānau and will also organise a whānua hui. John Pirker will be the whānau representative and will hopefully be joining us from the March meeting and will speak on behalf of that area.

## 4. Identify agenda items for next meeting

### 4.1 Preparation for next meeting

Agenda items for March meeting:

- Analysis of Variance
- Monitoring discussion around roll sizes - single sex schools
- Goal 1
- Budget approval

## 5. Administration

### 5.1 Confirm Minutes

**Board of Trustees Meeting November/December 3 Dec 2020**, the minutes were confirmed as presented.



### **Adoption of minutes from the Board meeting held 3 December 2020**

That the minutes from the Board meeting held 3 December 2020, having been circulated, be approved as a true and correct records of that meeting.

**Decision Date:** 25 Feb 2021  
**Mover:** laean Cranwell  
**Outcome:** Approved

## **5.2 Correspondence**

Correspondence noted - NZSTA Annual Conference 2021.

## **5.3 Minor Amendment - Enrolment Zone**

The minor amendment to the school zone has been approved by the Ministry of Education to include all houses on Nederland Avenue and will take affect from 1st March 2021.

## **5.4 Property Occupancy Document - SBHS**

Tim Grocott explained a signature is required as now includes the Education and Training Act 2020.

Signed by Board Chair and Headmaster.

## **5.5 Board Casual Vacancy**

Two applications of interest. Jane Forster, Board Secretary to contact both parties to meet with Board Chair and Headmaster.



### **Contact applicants - Board vacancy**

Jane to contact both Jeremy and Danielle to arrange for them to meet with laean and Tim.

**Due Date:** 5 Mar 2021  
**Owner:** Jane Forster

## **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 Trutees Meeting - March 2021 - 25 Mar 2021, 6:00 pm

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

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