

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **27 May 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 25 March 2021
<b>Time:</b>	6:00 pm to 9:14 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>	Jane Forster, Rob Wilson-Pyne
<b>Guests/Notes:</b>	Joseph Houghton

### 1. Administration

#### 1.1 Present

Doug Boniface (acting Chair), Sam Henry, Teresa Wooding, Tye Lawson, Brendan Jackman, Tim Grocott, Rob Wilson-Pyne, Joseph Houghton 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

Doug Boniface acknowledged Iaeon Cranwell's apology for this meeting.

## 1.4 Interests Register

## 1.5 Action Item List



### Environmental Sustainability and Management Policy

That the Board refer the Environmental Sustainability and Management Policy to the Policy Review Committee.

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

## 2. Strategic decisions

### 2.1 Delegation of Authority



#### Delegation of Authority to Committees

That the Board delegates the authority to the Resources Committee, Discipline Committee and the Policy Review Committee to act within the guidelines of their responsibility.

**Decision Date:** 25 Mar 2021  
**Mover:** Tim Grocott  
**Seconder:** Douglas Boniface  
**Outcome:** Approved



#### Delegation of Authority for Acting Headmaster

That the Board delegates the responsibility of Acting Headmaster to the Deputy Headmaster Rob Wilson-Pyne in the absence of Tim Grocott, Headmaster.

**Decision Date:** 25 Mar 2021  
**Mover:** Tim Grocott  
**Seconder:** Douglas Boniface  
**Outcome:** Approved



#### Terms of Reference - Delegation of Authority

Add terms of reference to May agenda - completed

**Due Date:** 27 May 2021  
**Owner:** Jane Forster

### 2.2 Analysis of Variance

Analysis of Variance taken as read.

Comments from the Analysis of Variance:

Staff Survey

A staff climate survey would be beneficial to gauge where staff are at. Senior Team to look at the development of that and roll out to all staff and report back to the Board.

Heads of Faculty

Now a new structure is in place, Tim Grocott to work with the HOF's to work through a programme of self review and reporting that back to the Board. Look to start this in Term 2.



## Staff Survey

27.05.2021 - We will look to send this out at the beginning of Term 3, this will be around wellbeing and if staff feels valued and part of the school, engagement etc.

Staff survey - SLT to look to develop a staff survey to go out to all staff and report back to Board.

**Due Date:** 28 May 2021

**Owner:** Tim Grocott



## HOF list

See Section 5. Administration - HOF

Jane to provide Board members with a list of HOF's and HODs.

**Due Date:** 27 May 2021

**Owner:** Jane Forster

## School Charter

A robust discussion took place around the School Charter and how this could be made simpler and easy to use with more clarity so we have clear focus on Students, Staff, Cultural and Community.

Senior Leadership Team to work with members of the Board to work on the document and bring to the Board meeting in May.



## Charter

Noted - duplicate from previous meeting.

Work on the Charter to simplify - Tim to email Board members to arrange.

Bring feed, updated Charter to the May Board meeting.

**Due Date:** 27 May 2021

**Owner:** Tim Grocott

## 2.3 Headmaster's Appraisal

Headmaster's Appraisal taken as read.

Key Points:

- Doug Boniface and Tony Deavoll meet with Gary O'Shea at the end of the interviews.
- Tim's preference would be to continue with Gary O'Shea for 2021 to allow things to flow on.
- Gary believes Tim's performance is going ok, and Tim has learnt a lot from his time with Gary.
- Tim explained the areas he would like to continue to work on in 2021 being:
  - School Charter, Processes, Employment, Cultural - both staff and students and Reporting.
  - Asked for the Board to consider other areas they would like to see him focus.

## 2.4 Future of the PPP

This was parked until later in the meeting.

### 3. Monitoring

#### 3.1 Headmaster's Report

Headmaster's report taken as read.

A robust discussion took place regarding reporting and how the Headmaster would report to the Board.



#### Charter & Reporting - update

27.05.2021 - Board meet and outcome complete, will be covered in Headmaster's report.

Following a robust discussion regarding the Headmaster's report and how that would come to the Board, it was agreed once the Board and Tim have ratified the Charter and simplified this document a reporting model would fall out from that, along with adding in the risks (not having a separate risk register). Feedback and Charter update to come to the May meeting. Tim to arrange meeting/email circulation to carry out a further review of the Charter.

Teresa and Doug are both keen to be involved.

**Due Date:** 27 May 2021

**Owner:** Tim Grocott

#### Key Points:

- Tim Derig, Outdoor Education Assistant has resigned. The position is currently being advertised and closes Wednesday 31.03.2021, in the hope we will be able to onboard a new person for Term 2, 2021.
- Summer Tournament was this week, with a whole range of teams competing around the country. Junior and Senior Futsal are competing in Wellington, Volleyball has two teams in Palmerston North and both are doing well. Tim visited both the Futsal and Volleyball teams earlier in the week, the boys were fantastic and Futsal had a large number of parent support, Tennis won a National Title on Tuesday in the doubles with Luca Landells and Jordan Edwards, Ultimate Frisbee played Auckland Grammar in the final and were televised on Sky Sport but went down in the final, Rowing in Karapiro, Softball down in Alexandra and Water polo kicked off today here at QEII. The week is fantastic and a real privilege to watch some of those teams.
- International Education - Tim attended a Principals meeting last Friday where Patrick Walsh, Principal at John Paul College who sits on the CEBA Board, who manages international education spoke about international students. CEBA's view is that the chances of having international students at school in 2021 is unlikely, the biggest issue seems to be around having under 18's come in and being in MIQ for two weeks without any supervision. It is a concern for us because out of 23 students we have this year, at least 13 of them will leave us because they are in Year 13 so finishing school. The chances of us being able to replace them is very unlikely. The Government and the Ministry of Education are reluctant to engage in any of the lobbying that is going on. It appears there is a view that the Ministry and the Government hold is that it is only big high decile schools that benefit from international students, where as we know that all schools benefit from it. The feeling is it is unlikely things will ever return to the way things were in the international market in New Zealand. If the market does get up and going it will be a highly competitive market and whether we can compete in the market is very questionable. Short-term trips could be a real possibility but this would only occur if there was not a need to quarantine.

#### School Values

The Headmaster shared the design concept from Ariki Design, feedback from the presentation:

- designs look great but a little busy
- needs to be a little more simply and easily identified
- students need to see themselves in the portrayal of those values
- look at a more global view (past/present/future)
- needs to connect with the Houses

The Headmaster to give feedback to Pete Beswick, whom engaged Ariki Design.

### **Roll Data - Single Sex State Schools**

The Headmaster presented a document/PowerPoint to the Board.

Key points:

- There are four single sex state schools in Christchurch, prior to the earthquake those schools had about 30% of the market share of students in the state system in Christchurch.
- Each of the schools have either been rebuilt or had significant property work done at an agreed roll size, each school is slightly above their roll size but not significantly.
- Data shows that a majority of our students are in-zone students.
- Data shows a large increase of student numbers over the next 3-4 years.
- The Parklands/Queenspark area has a large amount of rental properties so easier for people to move into zone.
- Housing is more affordable on the East of Christchurch, again lending to people being able to move into the area to attend the school.

### **3.2 Policy Review**

Policy Review Term 1 and Assurances taken as read.

All feedback from the Term 1 policies to come to the May 2021 Board meeting for Board approval.

### **3.3 Staff Trustee's Report**

No report this month.

### **3.4 Student Representative**

Tye Lawson gave a verbal report.

- Tye is putting requests through to the SLT and answering what he can, where necessary he has asked student to write letters for their requests but has not had anything come back to him.
- The school council is currently being formed, we are currently deciding what we are doing this year, our agenda and who is actually going to be part of that council.
- Year 13 Community Service is being introduced this year, that is a programme for Year 13 students to use their study periods to help the community. This can range from mentoring Year 9 students through to planting trees within the school.

A discussion took place regarding student participation and voice. The Deputy Headmaster, Mr Rob Wilson-Pyne spoke to the programme that was developed this year where an ADOH is working with Form Class Leaders, approximately sixty students and meets with them each week and gives them training in regards to leadership and also how to run the Shirley Man Programme

in the classes. This week the students are running their Formtime. They are also shaping what is being taught in the Shirley Man Programme.

- The School Council has requested a copy of the School Charter for a guideline.



### School Charter

Send School Charter to the Tye Lawson for the School Council as per the minutes.

**Due Date:** 31 Mar 2021

**Owner:** Jane Forster

### School Bikes

Brendan Jackman spoke to the Board about the ongoing issue of bikes being stolen or tampered with. A student and parent came to Brendan and asked if there was a way that the bike area could be locked each day. This is now a Health and Safety issues as a accident could occur.



### School Bike Compound

That the Board request the Senior Leadership Team to investigate the options to improve the bike parking facilities and report back to the Board.

**Decision Date:** 25 Mar 2021

**Mover:** Sam Henry

**Seconded:** Douglas Boniface

**Outcome:** Approved

## 3.5 Finance and audit report

Business Manager's Report - taken as read.



### Adoption of the interim financial statements to 28 February 2021

That the Board receive and adopt the interim financial statements to 28 February 2021 reporting operating surplus of \$76,863 and working capital of \$3,274,150 and public equity of \$4,001,883.

**Decision Date:** 25 Mar 2021

**Mover:** Brendan Jackman

**Seconded:** Sam Henry

**Outcome:** Approved

## 3.6 Budget 2021 - Board Approval

Brendan Jackman spoke to the Board about the 2021 Annual Budget.

Key Points:

- This budget has now been extensively looked revised
- The deficit has been reduced quite significantly
- We are looking at a net operating deficit of (\$172,850)
  - this is due to a number of factors, such as interest rates being at an all time low, international students decreasing, learning resources coming in higher, over staffing, funding of extra curriculum.



## Adoption of the 2021 Annual Budget

That the Board receive and adopt of the 2021 Annual Budget with Net Operating Deficit of (\$172,850) and Cash Operating Surplus of \$117,150, Capital Budget; Finance Lease repayments of \$166,300 and Asset additions of \$230,000.

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

The Headmaster acknowledged the work that Cheryl English has carried out in reducing the deficit and also the work she has carried out prior to that to have a surplus at the end of 2020.

### Donation Scheme

Brendan Jackman highlighted the Board needs to make the decision as to whether we opt in or out of the donation scheme by July this year.

A robust discussion took place around the donation scheme.

Following the discussion the Board requested the finance committee bring financial reports and recommendations to the May Board meeting. The draft recommendation outlining what the school would like to do to go out to the community for consultation between May and June, feedback to come back to the Board at the June meeting for a final decision.



## Donation Scheme - July Deadline

**27.05.2021 Covered under Resources/Finance - final decision to be made at June meeting**

**First step due at May meeting - owner BBJ to bring financial committee's recommendations to Board.**

Following the discussion the Board requested the finance committee bring financial reports and recommendations to the May Board meeting. The draft recommendation outlining what the school would like to do to go out to the community for consultation between May and June, feedback to come back to the Board at the June meeting for a final decision.

**Due Date:** 27 May 2021  
**Owner:** Brendan Jackman

### Business Manager's Report

#### Sick Bay Stats

The Headmaster spoke to this section of the report. The report states there were no Worksafe notifications, which means someone has been hospitalised which in fact there was. There is an ongoing investigation and the school is currently working with the Sick Bay staff to let them know what happened.

Joseph Houghton left the meeting.

## 3.7 Whānau Committee Update

The Headmaster advised that John Pirker has been confirmed as the Whānau Representative.

## 4. Identify agenda items for next meeting

### 4.1 Preparation for next meeting

## 5. Administration

### 5.1 Confirm Minutes

**Board of Trustees Meeting - February 2021 25 Feb 2021**, the minutes were confirmed as presented.



#### **Adoption of minutes from the Board meeting held 25 February 2021**

That the minutes of the Board meeting held on 25 February 2021, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 25 Mar 2021  
**Mover:** Douglas Boniface  
**Outcome:** Approved

Noted

With approving of the 2021 Annual Budget the Board therefore agreed to fund the staff flu vaccinations for 2021.

### 5.2 Correspondence

Correspondence noted.

### 5.3 Risk Register

Covered throughout the Board meeting and looking to have this covered with reporting.

### 5.4 NZSTA Governance Workshop

Doug Boniface and Teresa Wooding attended Governance Workshops.

Key Points

- There are a lot of schools that have a new residing Chair and are looking at processes and compliance going forward
- Access to the resources are excellent
- On-boarding of Board members to be reviewed
  - go through Board code of conduct (template on NZSTA)
  - all new members to sign the code of conduct





### **SchoolDocs update - codes of conduct**

27.05.2021 - Board Code of conduct has been added to documents in BoardPro. Hanka is currently working with SchoolDoc to update Code of Conduct for staff and students.

Tim, Jane & Hanka to work on updating....

Update wording in SchoolDocs - code of conduct to be Gold Standards with link to document.

Update SchoolDocs - Board Code of Conduct is mentioned but no document, template to be found in NZSTA and modified for use.

**Due Date:** 27 May 2021

**Owner:** Jane Forster

## **5.5 Appointment of Lead Principal for Ōtākaro Kāhui Ako**

The Lead Principal, which is a two year appointment is up for renewal and Justin Fields and Andrew Barker are happy to continue that role and the schools involved support that decision.



### **Approval of appointment of Lead Principal of the Ōtākaro Kāhui Ako**

That the Board approve the appointment of Justin Fields and Andrew Barker as the Lead Principal position of the Ōtākaro Kāhui Ako for the next two years.

**Decision Date:** 25 Mar 2021

**Mover:** Tim Grocott

**Seconder:** Sam Henry

**Outcome:** Approved

## **6. Public Excluded Session**

### **6.1 Public Excluded Session**



#### **Move to Public Excluded Session**

That the meeting moves into Public Excluded Session at 8.50pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: Kāhui Ako - Stewardship Committee update, the future of the PPP and Discipline Committee update.

**Decision Date:** 25 Mar 2021

**Mover:** Douglas Boniface

**Outcome:** Approved



#### **Move out of Public Excluded Session**

That the meeting moves out of Public Excluded Session at 9.10pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

**Decision Date:** 25 Mar 2021

**Mover:** Douglas Boniface

**Outcome:** Approved

## 7. Close Meeting

### 7.1 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

### 7.2 Close the meeting

**Next meeting:** Board Meeting - 27 May 2021, 6:00 pm

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

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