

# CONFIRMED MINUTES

## BOARD MEETING - JUNE



At the **Board Meeting - July** on **29 Jul 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 24 June 2021
<b>Time:</b>	6:00 pm to 8:11 pm
<b>Location:</b>	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
<b>Board Members:</b>	Iaeen Cranwell (Chair), Brendan Jackman, Douglas Boniface, Sam Henry, Teresa Wooding, Tim Grocott, Tye Lawson, Jeremy Faumuina, Dr John Pirker
<b>Attendees:</b>	Jane Forster, Rob Wilson-Pyne

### 1. Administration

#### 1.1 Present

Iaeen Cranwell (Chairperson), Doug Boniface (Deputy Chairperson), Sam Henry, Teresa Wooding, Jeremy Faumuina, John Pirker, Brendan Jackman (Staff Rep), Tye Lawson (Student Rep), Tim Grocott (Headmaster) and Jane Forster (Secretary)

#### 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

Noted: Rob Wilson-Pyne, Deputy Headmaster was unable to make the meeting due to a workshop the school was hosting.

### 1.4 Interests Register

Noted: John Pirker and Jeremy Faumuina to update with their occupation and other interests.

### 1.5 Action Item List

Due Date	Action Title	Owner
27 May 2021	Terms of Reference - Delegation of Authority <b>Status:</b> Completed on 31 May 2021	Jane Forster
27 May 2021	Charter & Reporting - update <b>Status:</b> Completed on 31 May 2021	Tim Grocott
27 May 2021	SchoolDocs update - codes of conduct <b>Status:</b> Completed on 31 May 2021	Jane Forster
27 May 2021	Donation Scheme - July Deadline <b>Status:</b> Completed on 28 Jun 2021	Brendan Jackman
24 Jun 2021	Headmasters Annual Leave <b>Status:</b> Completed on 28 Jun 2021	Tim Grocott
1 Oct 2021	Staff Survey <b>Status:</b> In Progress	Tim Grocott

## 2. Strategic decisions

## 3. Monitoring

### 3.1 Headmaster's Report

Headmaster's June report taken as read.

Highlights/Key Points read to below:

The wet weather at the end of May had little impact on our school and community. We are lucky to have a new building but the fields certainly took a hammering and are very wet, they are currently closed. In terms of staff and students the school coped very well.

Samoan Language Week was a few weeks back and it was a nice way be able to celebrate a significant part of our community. It is a great opportunity to involve our students and they feel empowered through that week in particular and they contribute very well.

#### Mathematics Faculty Review

For the last two days the Senior Leadership Team has been visiting the Mathematics faculty and watching teachers teach, each teacher has been seen with a junior and senior class. Generally it was very good and the expectation is we will work with the Head of Faculty, Fern Webber to produce a report, mainly around the curriculum and what is happening within the faculty. It was a good opportunity to see boys learning and engaged and some of our teachers doing an exceptional job.

#### Parent Seminars

Tonight the school is holding one around the impact of pornography and parents being prepared for that. The school ran one a few weeks ago around sleep and also the teenage brain. They have been worth while and very good but the numbers just aren't there and the community is missing out on some outstanding information for parents.

#### Samoan Language Week

There were new incentives this year that were very well received, one of those was having the villages of the boys from the 1st VX promoted via social media.

### **Manu Korero**

This was held at Hornby High School, we had four speakers, we had a group of students and staff that went with them. Maaia Te tohu a tu Gerrard came 3rd for Junior Prepared Maori and Hamuera Waiti came 3rd for Senior English (impromptu). The school came 3rd overall. Te Kaio Cranwell came 4th for Senior Māori (10 minutes in te reo māori) and also came 4th in the prepared.

Great effort and experience for them all.

### **Staffing**

Rabin Kamar resigned and left on 4th June. The school has made two permanent teacher appointments for the Mathematics Department starting Term 3. Deborah Lessing who is currently AHOD Mathematics at Ellesmere College and Kerry Brunton who is currently at Linwood College. Great to welcome some experienced good teachers coming into the school.

Deb Thompson, our receptionist has resigned which is very sad. Deb is taking up a position at Selwyn House School and we wish her all the best.

### **Community Relationships**

The Kāhui Ako has their conference on 4th June, this was a really successful day. We hosted about 400 teachers from the schools involved in our Kāhui Ako, along with the ECE's that are involved. It was a really good day, we had Anton Matthews from Hustle Group who spoke and was very good, his kaupapa was very much around the treaty and how we can work with that at school, laean opened the day for us. The feedback received from all the participants was very positive.

### **Open Night**

Open Night was Wednesday 2nd June. It was a very successful night and we had around 800 people attend. Thank you to the Board for being there.

### **Old Boys Success**

Congratulations to Stewart Mitchell who has been voted in as Chair of the New Zealand Rugby Union.

### **Student Success**

Footloose - It was a great season and the students should be very proud of themselves.

Congratulations to "Single Malt" comprising of; Cooper Gibb-Faumuina, Ryan Diggs, Jed Rimmer, Robin McGregor and Javaan Gribben, who won first place at Rockquest this year. Head Boy Cooper Gibb-Faumuina also received the Best Vocalist award.

### **Risks**

Vaping is the hot topic at the moment. It is a real concern because it is a health concern, it is a concern for public relations and schools don't know what to do about it. It seems all schools are in the same boat. The Headmaster completed a survey this week for the Cancer Society around vaping. The school is moving to a educational approach and the PE faculty are doing some great work around the health risks. The school will continue to work on this.

Proposed changes to the priority categories for school enrolment schemes. Based on the recommendation from the Board at the May meeting the Headmaster made a submission to the Ministry of Education. Lee Kenny from the Christchurch Press has asked for a copy of that submission because he is did an article around CBHS a few weeks ago and is wanting to do a follow up.

*\*\*The Board is happy for the Headmaster to supply the submission\*\**

Fixed Term Employment Contracts. Fixed term employment should only be used for "special discrete projects of limited duration as opposed to situations of ongoing employment"

This will create issues for us with Teacher Aides in particular as they can be employed for fixed periods of time based on funding from the Ministry of Education. Initially, the Headmaster will work with NZSTA to review our current fixed term agreements.

NCEA Data - The number of credits gained across the year are similar to previous years. Proportion of Māori students was not broken down within the report. The Headmaster to bring to the next meeting.



### **NCEA Data - credits gained throughout the year**

Tim to bring a breakdown of the proportion of Māori students within the data provided to the Board at the June meeting. 28.07.2021 - this will be actioned when Tim reports on this next.

**Due Date:** 22 Jul 2021  
**Owner:** Tim Grocott



### **Adoption of the Headmaster's June Report**

The Headmaster moved that the Board receive and adopt the June report.

**Decision Date:** 24 Jun 2021  
**Mover:** Tim Grocott  
**Seconded:** Jeremy Faumuina  
**Outcome:** Approved

## **3.2 Policy Review**

### **School Policies**

Term 2 Reviews:

#### **Protected Disclosure**

#### **Reporting to Parents on student progress and achievement**

#### **Visitors – a sub-policy on 'Contractors working at school'**

Policies taken as read.



### **Adoption of the Term 2 policies**

The Headmaster moved that the Term 2 policies be received and adopted with the amendments presented at the June meeting.

**Decision Date:** 24 Jun 2021  
**Mover:** Tim Grocott  
**Seconded:** Dr John Pirker  
**Outcome:** Approved

### **Term 2 Assurances**

Assurances taken as read.

The Headmaster spoke to the previously circulated letter regarding permanent appointments. The letter states we are in the position where our staffing entitlement is lower than the staff that we are employing so we are paying for some staff out of our own funds. The Ministry is required to inform the school of that.

## **3.3 Staff Representative Report**

Brendan gave a verbal report.

A staff member has advised they are entitled to be at a discipline meeting, what they are interested in is if they can be given notice that a student is going before the Board for discipline reasons so they can give a supporting reference.

Feedback: It would be up to the student or parent to approach the teacher, the school could not inform staff as this would be a breach of privacy. There would be no issue with a teacher writing a reference if approached by the student or parent. The letter that goes out to parents states that a representative is welcome to come to the meeting. Also enclosed with the letter and report to the family is the Ministry of Education guidelines around suspension, exclusion and expulsion of a student from a state and state integrated school. Within the report is the full pastoral notes and comments from teachers, learning support and Deans, therefore supportive comments are within the reports. The Board has comprehensive information and a robust process that is worked through at each individual meeting.

### 3.4 Student Representative Report

Tye Lawson gave a verbal report:

- Students have started 'reading for enjoyment', which is mentioned in the Library Report within the Board Pack, and it is a great way for students to get involved in reading and increase their literacy levels. There was a presentation shown to form class leaders in one of their fortnightly meetings about the benefits of reading so they could pass on this knowledge and encourage other students in their form classes to read.
- Year 13's have now been given permission to leave the site during study periods after completing a set of tasks to help them with study, this was a request put forward to Mr Grocott by Tye and the top seven and the Year 13's seem to be happy with the new system.
- Formal has been confirmed at the Town Hall for the 18th September with a Peaky Blinders theme and so far the planning is going well. Shirley Boys' will be the first school to hold a formal at the new Town Hall.
- Cross Country was postponed twice due to weather conditions and has been pushed back to Term 3.
- We are currently in discussion with the school canteen about bringing back the cheese bread, which is an iconic Shirley Boys' canteen food. Currently Ristretto is onboard with it and they are getting in samples.



#### Adoption of Student Representative's June Board Report

The student representative, Tye Lawson moved that the Board receive and adopt his June report.

<b>Decision Date:</b>	24 Jun 2021
<b>Mover:</b>	Tye Lawson
<b>Seconder:</b>	Teresa Wooding
<b>Outcome:</b>	Approved

### 3.5 Finance, Property and H&S

Business Manager's Report and supporting documents taken as read.

Brendan Jackman gave a verbal report of the key points:

- The school is currently at a surplus, the main areas of that are relief and under spend by the curriculum departments. The Resources Committee over the next few months will be looking into the currently budgets and what percentage they have spent. Discussions will occur from there with Heads of Department.
- The Senior Leadership Team and the Resources Committee are currently working through identifying projects. One area is the reception desk which requires some modifications along with a new stage for the Main Theatre. This is challenging to work through under the

PPP due to the upfront costs involved. Clarity around funding from the Ministry of Education will need to be worked through also.



### **Adoption of the financial statements to 31 May 2021**

That the Board receive and adopt the financial statements to 31 May 2021 reporting operating surplus of \$159,306; working capital of \$3,414,825 and public equity of \$4,156,559.

**Decision Date:** 24 Jun 2021  
**Mover:** Brendan Jackman  
**Seconder:** Teresa Wooding  
**Outcome:** Approved

### **Donation Scheme for 2022**

Recommendation from the Resources Committee is to opt into the Ministry of Education Donation Scheme for 2022.

Noted: Payments for co-curricular is coming in at a high rate which is a pleasing result.



### **Ministry of Education Donation Scheme for 2022**

That the Board opt into the Ministry of Education Donation Scheme for 2022.

**Decision Date:** 24 Jun 2021  
**Mover:** Jeremy Faumuina  
**Seconder:** Brendan Jackman  
**Outcome:** Approved

### **Lockdown Drill**

The school carried out a successful Lockdown Drill on Thursday 17th June, the process worked very well and the support we were provided from Harrison Tew who are providing guidance for us was very good.

## **3.6 Headmaster's Leave**

The Headmaster, Mr Grocott would like the balance of 10 days annual leave rolled over.



### **Headmaster's leave balance**

That the Board approve of the 10 day balance of leave to be rolled over for the Headmaster.

**Decision Date:** 24 Jun 2021  
**Mover:** Sam Henry  
**Seconder:** Teresa Wooding  
**Outcome:** Approved

## **3.7 Library Report**

Library Report - taken as read

## **4. Identify agenda items for next meeting**

### **4.1 Preparation for next meeting**

Agenda items for next meeting:

- Invite HOF of Mathematics, Fern Webber to the start of the July meeting to report back to the Board around the Mathematics review.
- Invite Dan Gilmore to present regarding digital cyber safety.
- 24/7 Youth Workers Report - Jane Forster to drop into BoardPro.
- Kahui Ako Stewardship Meeting - feedback from Teresa Wooding.

## 5. Administration

### 5.1 Confirm Minutes

**Board Meeting 27 May 2021**, the minutes were confirmed as presented.



#### **Adoption of minutes from the Board meeting held 27 May 2021**

That the minutes from the Board meeting held 27 May 2021, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 24 Jun 2021  
**Mover:** laean Cranwell  
**Outcome:** Approved

### 5.2 Correspondence

Taken as read.

## 6. Public Excluded Session

### 6.1 Public Excluded Session



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

Moved from the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely, discipline meetings, personnel and cyber safety.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Discipline Meetings Personnel Cyber Safety	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being good reason for withholding information under s9(2)(a) of the Official	In accordance to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for

	Information Act 1982 ("OIA")	withholding exists under OIA.
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This resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

**Decision Date:** 24 Jun 2021  
**Mover:** Iaeon Cranwell  
**Outcome:** Approved



### Move out of Public Excluded Session

The Chair moved that the meeting moves out of Public Excluded Session at 8.01pm and confirm that the business discussed in the Public session remains confidential but the decisions, if any, be made public.

**Decision Date:** 24 Jun 2021  
**Mover:** Iaeon Cranwell  
**Outcome:** Approved

## 7. Close Meeting

### 7.1 Closing Karakia

#### Kua mutu i ngā mahi

Kua mutu i ngā mahi o nāiane

Hiko te wairua kotahitanga

Haere pai

Haere tōtika

Haumi e Hui e Taiki e

### 7.2 Close the meeting

**Next meeting:** Board Meeting - July - 29 Jul 2021, 6:00 pm

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

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