

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting - June** on **24 Jun 2021** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 27 May 2021
Time:	6:00 pm to 9:12 pm
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Iaeen Cranwell (Chair), Brendan Jackman, Douglas Boniface, Sam Henry, Teresa Wooding, Tim Grocott, Jeremy Faumuina, John Pirker
Attendees:	Jane Forster, Rob Wilson-Pyne
Apologies:	Tye Lawson
Guests/Notes:	Jeremy Faumuina and John Pirker

1. Administration

1.1 Present

Iaeen Cranwell (Board Chair), Doug Boniface (Deputy Chair), Teresa Gooding, Sam Henry, Brendan Jackman (Staff Representative)

Tim Grocott (Headmaster), Rob Wilson-Payne (Deputy Headmaster), Jane Forster (Board Secretary)

Jeremy Faumuina (Guest - to be co-opted), John Pirker (Guest - to be co-opted)

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 New Co-opted Members



Co-option of Board members

That the Board co-opt Jeremy Faumuina as a parent representative along with John Pirker as the Maori representative onto the Board of Shirley Boys' High School until the next election date being May 2022.

Decision Date: 27 May 2021
Mover: Iaeon Cranwell
Outcome: Approved

1.4 Apologies

Tye Lawson is absent due to the school production.

1.5 Interests Register

1.6 Action Item List

2. Strategic decisions

2.1 Delegation of Authority - Terms of Reference

Delegation of Authority - Terms of Reference taken as read.

Board agreed all documents are as they should be with the exception of:

- Discipline Committee
 - Purpose - Jane to update the third requirement link to Ministry of Education guidelines, as link to Education and Training Act 2020 was there twice.
- Policy Review Committee
 - Brendan confirmed he would be Chair of Policy Review Committee

Jane Forster to make amendments and load on BoardPro under Governance Documents.



Delegation of Authority for Acting Headmaster

That the board directs that (except where the board at its discretion otherwise determines), in the absence of the Headmaster/Tumuaki from duty for periods not exceeding 2 weeks and for the full period(s) of such absence, the Deputy Headmaster shall perform all the duties and powers of the Headmaster / Tumuaki.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconded: Teresa Wooding



Delegation of Authority - Resources Committee

That the Resources Committee members are delegated authority to be members of the Board's Resource Committee acting under the "Finance Committee" policy / terms of reference on SchoolDocs.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconded: Douglas Boniface
Outcome: Approved



Delegation of Authority - Discipline Committee

That all current board members except the Headmaster/Tumuaki are delegated authority to be members of the Board's Discipline Committee acting under the terms of reference for this committee.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconder: Jeremy Faumuina
Outcome: Approved



Delegation of Authority - Policy Review Committee

That the Policy Review Committee members are delegated authority to be members of the Board's Policy Review Committee acting under the terms of reference for this committee.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconder: Douglas Boniface
Outcome: Approved

3. Monitoring

3.1 Headmaster's Report

Tim Grocott spoke to the Charter review document and presentation which was previously circulated.

Headmaster's Report was taken as read.

Key Points:

- The New Brighton ANZAC Day Parade was a very nice occasion to be involved in.
- Old Boys Success:
 - Cody Everson, who has been named the captain for the Wheel Blacks for the 2021 Tokyo Paralympics. Cody broke his neck and became a tetraplegic after an injury while playing rugby in the 1st XV.
 - Cameron Bailey was awarded No. 1 Sales Consultant for Harcourts Christchurch 2012-2021 and has sold over \$1 billion worth of property.
 - Dr. Bruce Weir, who we had speak at our Founders' Day and Bruce is a first day pupil of Shirley Boys' High School, had some really nice stories to tell. Bruce's contribution to Founders' Day was well received and very interesting. Bruce has been elected as a Fellow of the Royal Society of London.
- Winter Sport:
 - A meeting was held for boys schools around sideline behaviour and the concerns around that. Nick Hill from Christchurch Boys' High School is putting out a Press release where Shirley Boys' High School and St Bedes will be involved. This will be around wanting to address that behaviour and focusing in on positive behaviour. This will be addressed in assembly tomorrow.
- Risks:
 - International Education, which continues to be quite a concern. There has been no movement by NZ Government to open our borders to international students of high school students. It is unlikely at this stage we will have new students arriving from overseas for the start of the 2022 academic year.
- Staffing:

- We have lost a Mathematics teacher, Rabin Kumar who finished at the end of next week.
- Anna Speechly has moved from Mathematics to Music.
- Mathematics teachers are hard to come by.
- Overseas Travel
 - Current Ministry of Education advice is that people are currently able to travel to overseas destinations (Australia and Cook Islands).

Recommendation: *That the Board outline to staff that if they choose to travel overseas and face delays in returning and/or are required to enter managed isolation on their return will not be entitled to Ministry funded discretionary paid leave. Support staff may use annual leave.*



Overseas Travel Requirements - Staff

The Board directs the Headmaster to outline to staff overseas travel requirements.

Decision Date: 27 May 2021

Mover: Sam Henry

Outcome: Approved

Proposed changes to the priority categories for school enrolment schemes

The Ministry of Education is seeking feedback on potential changes to the priority categories for out-of-zone school enrolments to improve their equity. The possible options are:

1. Status quo - leave the categories.
2. Increase the priority of children of board employees (teachers and other staff) and board members to priority three, lower the priority of siblings of former students, and remove the children of former students as a priority group.
3. Retain current priority group one and two, increase the priority of children of board members and employees to priority three, and hold an open ballot for all other applicants.

Recommendation: *That the Board opt for the status quo due to our strong association with old boys and delegate the response to the proposed changes to the Headmaster.*



Delegation - Headmaster (proposed changes to the priority categories for school enrolment schemes)

That the Board opt for the status quo due to the strong connection with the old boys and delegate the response to the proposed changes to the Headmaster.

Decision Date: 27 May 2021

Mover: Iaeen Cranwell

Outcome: Approved

3.2 Policy Review

Term 2 Policies for review:

- Visitors (Board/Staff)
- Protected Disclosure Policy (Board/Staff)
- Reporting to Parents (Board/Staff/Parents)

All feedback to come to the June meeting.

Term 1 Policies - carried over:

- Home Learning - taken as read
- Finance and Property Management - taken as read
 - Cheryl English, Business Manager was delegated to thoroughly review this policy. Tim Grocott acknowledged the work Cheryl has done in getting those completed.
- Environmental Sustainability and Management Policy
 - This policy has now been amended as per previous Board discussion and comments and in it's final form for approval.

Recommendation: *That the Board approve and adopt the above three policies being, Home Learning, Finance and Property Management Property and Environmental Sustainability and Management Policy.*

Brendan Jackman raised issue with Gifts Policy - current value is \$100.00 before having to notify the Board and would like it amended to \$150.00 before having to notify the Board.

Recommendation: *Increase the value of staff gifts from \$100.00 to \$150.00 before having to notify the Board.*



Adoption of Polices

That the Board adopt the policies, Home Learning, Finance and Property Management and Environmental Sustainability and Management along with the amendment of Gifts from the value of \$100.00 to \$150.00.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconded: Brendan Jackman
Outcome: Approved

Tim Grocott read to the completed Term 1 on Assurances.

3.3 Staff Representative Report

Brendan Jackman gave a verbal report:

- Staff had their first PPTA meeting in quite sometime, most of the discussions there were of the day to day management, nothing from a Board point of views.
- We have had a piece of correspondence regarding the bike sheds, that it is open air, open to the public. Brendan carried out an investigation and it points to this being an ongoing issue.

A robust discussion took place regarding the ongoing concerns with the bikes being tampered with and bikes being stolen. Key points from the discussion:

- The MoE are aware of the situation and looking at a plan of trying to secure the bike sheds.
- It is on the agenda for the monthly Property meetings.
- The Health & Safety Committee have been going through this and recording numbers of bikes, the safety of the bikes.

Brendan expressed his dissatisfaction around the situation due to the PPP agreement. Tim Grocott has raised concerns with the Ministry around property issues.

3.4 Student Representative Report

Nil

3.5 Finance and audit report

Business Manager's Report along with finance reports taken as read.

Brendan gave a verbal report of the highlights from the Business Manager's Report

- The annual financial statements have been signed off by the Auditor with minor change to the result.
- The adjustments related to some minor creditor invoices and bringing in of the Teacher Aide Pay Equity Settlement.



Adoption of audited financial statements as at 31 December 2020.

That the Board receives and adopts the audited annual financial statements as at 31 December 2020.

Decision Date: 27 May 2021
Mover: Brendan Jackman
Seconder: Douglas Boniface
Outcome: Approved

- Last year we ended up with a Net operating surplus of \$625,999, excluding the Bequest of \$280,000, in real terms we ended up with a surplus of \$325,999 and Equity of \$3,997,640.
- YTD we are at a Operating Surplus of \$66,535, which is favourable due to the lower than expected learning resources expenditure. Higher than expected income can be attributed to timing of one off and smaller grants.
- The school continues in good financial shape.
- Looking at a long-term plan of how the school utilises the equity.
- Spartan Sport would like to get two more vans for the school. Look at a lease option for one and purchase of another, utilising some tagged funds.

Reccomendation:



New School Van

That the Board requests the Finance Committee to develop the van leasing or purchasing proposal.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconder: John Pirker
Outcome: Approved

Noted: Finance Committee would like to see a plan made to look at utilising some equity.



Adoption of the interim financial statements to 30 April 2021

That the Board receive and adopt the financial statements to 30 April 2021 reporting operating surplus of \$66,535 and working capital of \$3,337,992 and public equity of \$4,064,17.

Decision Date: 27 May 2021
Mover: Brendan Jackman
Outcome: Approved

Recommendation: *That the school considers moving the main banking to ASB under the All-of-Government contract as ASB interest rates have been consistently 0.1% higher than Westpac*

over the last year. Whilst both ASB and Westpac offer similar AOG packages, ASB is more commercially orientated and offers two step authentications on payment; online access to manager term deposits and has a school banking relationship manager.



Approval of bank transfer to ASB All-of-Government Contract

That the Board approves the transfer to ASB All-of-Government Contract.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconded: Brendan Jackman
Outcome: Approved

Donation Scheme

Shirley Boys' High School opted into the donation scheme for 2021, a decision needs to be made if the school will opt into the scheme for 2022. Decision needs to be made at the next Board meeting on 24 June 2021, Finance Committee will bring reporting to this meeting.

Robust discussion took place regarding the donation scheme and looking at other options for raising funds.

Decile Review

Tim Grocott outlined the options available for a decile review.

3.6 Māori and Pasifika Development Report

Māori and Pasifika Development Report (by Joseph Houghton)- taken as read.

Tim Grocott read to the key points within the report:

- Pūhoro STEM Academy - we had a number of boys attend in the Term 1 holidays.
- We have had mentoring going on, a wide range of things.
- We have been carrying out Professional Learning around culturally responsive practice which is an ongoing piece of work.
- Joseph Houghton has been appointed to the Teaching Council Pacific Advisory Board on secondment for Term 2 and will be helping to advise them throughout the year.

We have had our NCEA Day and one of the areas around that is looking at mātauranga Māori around developing a curriculum through a Māori lens throughout the curriculum.

A robust discussion took place regarding mātauranga Māori and resources available with John Pirker advising the Board he has been asked to come into the school and speak about mātauranga in Science, which he specialises in, but would need to have the support from his hāpu. Iae and John are looking at a time to meet with Lynne-Harata Te Aika. Tim Grocott discussed the Kāhui Ako conference taking place on 4 June and the workshops lined up for that event, one being Anton Matthews (keynote speaker) around engaging Māori, Defyd Williams is talking about teaching Te Tiriti o Waitangi in primary schools and another is Takerei Norton with a workshop on Understanding New Zealand History through a Ngāi Tahu Lens, to name a few.

The Board acknowledged the comprehensive report by Joseph Houghton.

3.7 International Department Report

International Report (written by Sue Nesbit) - taken as read.

Tim Grocott gave a verbal update:

- Numbers will drop at the end of this year as a number of our international students will have completed their school year or they won't want to stay as haven't seen their family for nearly two years.
- Risk of dropping from twenty to around five.

3.8 Principal's Annual Leave information

The Board requested clarification on 6 weeks leave, 42 weeks or 30 weeks.



Headmasters Annual Leave

24.06.2021 - covered under section 3.6 of the June meeting

30.05.2021 - Confirmed it is 42 days in total.

Board asked for clarification as to what 6 weeks leave is - 42 days or 30 days - TMG to investigate.

- Headmaster should be able to access 6 weeks of actual Annual leave per annum as per entitlement; this is to be taken normally when school is closed for instruction, or at other times by arrangement with Board
- Annual leave is assumed to be used in the year it is earned and can only be carried over into another year if a motion is minuted annually.
- Annual Leave record is kept and updated regularly. In 2020, 32 days of Annual Leave were used, leaving the balance of 10 days.

Due Date: 24 Jun 2021
Owner: Tim Grocott

4. Identify agenda items for next meeting

4.1 Preparation for next meeting

Nil

5. Administration

5.1 Confirm Minutes

Board Meeting 25 Mar 2021, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 25 March 2021

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

Abstain: Iaeen Cranwell, Jeremy Faumuina & John Pirker

Decision Date: 27 May 2021
Mover: Brendan Jackman
Seconder: Sam Henry
Outcome: Approved

5.2 Correspondence

Inward correspondence was noted.

5.3 Code of Conduct



Adoption of Board Code of Conduct

That the Board adopt the Board Code of Conduct.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconder: Douglas Boniface
Outcome: Approved

5.4 Schools Liability Insurance, Board Member List, Meetings Dates, Induction

Documents taken as read.

5.5 Stewardship Committee - Kahui Ako

Teresa Wooding gave a brief verbal update.

- No meeting since the last Board meeting, as one per term.
- Teresa will continue to attend on behalf of our Board.

5.6 Meeting Protocols

Meeting Protocols - take as read.



Adoption of Meeting Protocols

That the Board adopt the Meeting Protocols, with amendments discussed.

Decision Date: 27 May 2021
Mover: Sam Henry
Seconder: Teresa Wooding
Outcome: Approved

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, agenda item 5.5 and personnel and student behaviour.

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
Stewardship Committee PPP Agreement Personnel Student Behaviour	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 Information Act 1982 ("OIA")	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 withholding exists under OIA.

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: 27 May 2021
Mover: laean Cranwell
Outcome: Approved



Move out of Public Excluded

The Chair moved that the meeting moves out of Public Excluded Session at 9.05pm and confirm that the business discussed in the Public session remains confidential but the decisions, if any, be made public.

Decision Date: 27 May 2021
Mover: laean Cranwell
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 - June - 24 Jun 2021, 6:00 pm

Signature: _____

Date: _____