

MINUTES (in Review)

BOARD MEETING - NOVEMBER



Name:	Shirley Boys' High School
Date:	Thursday, 25 November 2021
Time:	6:00 pm to 8:47 pm
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Iaeon Cranwell (Chair), Brendan Jackman, Dr John Pirker, Teresa Wooding, Tim Grocott
Attendees:	Douglas Boniface, Jane Forster
Apologies:	Maaia Te tohu a tu Gerrard, Sam Henry, Jeremy Faumuina

1. Administration

1.1 Present

Iaeon Cranwell (Chair), Teresa Wooding, John Pirker, Tim Grocott (Headmaster), Brendan Jackman (Staff Representative) 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

The Chairperson noted apologies for this meeting: Doug Boniface, Jeremy Faumuina, Sam Henry and new student representative, Maaia Te tohu a tu Gerrard

The Chairperson advised that Doug Boniface emailed to officially resign from the Board.

The Chairperson acknowledged the amazing work that Doug has carried out whilst on the Board.

Noted that this would leave the position of Deputy Chair vacant, to be discussed at the February meeting next year.



Deputy Chairperson Vacancy

Deputy Chairperson vacancy to be filled.

Due Date: 24 Feb 2022

Owner: laean Cranwell

1.4 Interests Register

1.5 Action Item List

Due Date	Action Title	Owner
24 Feb 2022	Letter from Ngāi Tūāhuriri Rūnanga Status: In Progress	laean Cranwell
24 Feb 2022	Returning Officer for Board elections September 2022 Status: In Progress	Jane Forster

2. Public Excluded Session

2.1 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, staffing matters and recent discipline meeting.

The general subject of each subject 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
Staffing Matters Discipline Meeting	It is necessary to exclude the public from 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 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: 25 Nov 2021

Mover: laean Cranwell

Outcome: Approved



Move out of Public Excluded Session

Moved from the Chair that the meeting move out of Public Excluded session at 7.06pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions, if any, be made public.

Decision Date: 25 Nov 2021
Mover: Iaeon Cranwell
Outcome: Approved

3. Strategic decisions

4. Monitoring

4.1 Headmaster's Report

Headmaster's Report taken as read.

Key highlights below:

- Student Achievement is looking very positive.
- The school has had a fantastic number of scholarships for 2022.
- The Dux for 2021 is Bi Bui, when Bi came to New Zealand in 2021 he couldn't speak a great deal of English so he has not only developed his English speaking ability but continued his fine academic work.
- The Head Boy and Associates for 2022 were announced at our Year 11 and 12 Prizegiving and are:
 - Head Boy - Kururangi Wetini
 - Associate Head Boys - Thomas Hopgood and Te Kaio Cranwell
- The Ministry of Education announced the resetting of the curriculum refresh and the NCEA Change Programme, they have basically just slowed that right down and the implementation will be delayed for about a year or more. The flow on effect is Shirley Boys' was successful in running quite a few pilots at Year 11 next year but due to the delay they have reduced the number of pilots that Shirley will be part of.
- The school launched GoVox which is like an App, people who are part of Shirley Boys' High School are asked to complete a quick survey which provides quite useful feedback. Form teachers get the summary of their form class which highlights the people who are feeling really low and is an opportunity for form teachers to connect or if significant enough to contact a Dean or the school counsellor. The Headmaster gets it for the full staff.
- This year Shirley Boys' held a Pō Whakanui for the Year 13 Māori leavers. The Headmaster acknowledged the work that staff put into this in particular Hone Rask and Hannah Cook.
- The Canterbury District Health Board are running an initiative where they are wanting to reach out to school leavers. The CDHB is the biggest employer in Te Waipounamu and they have currently got eighteen jobs available for school leavers for next year. They are wanting to promote those jobs amongst our Māori and Pasifika leavers. The Headmaster went to a meeting organised by Ruru Hona who is a Cultural Advisor with the CDHB, they are running an expo next Friday which the school hope to get some boys to attend.
- Staffing:
 - Hannah Cook is leaving at the end of the year, she has a wonderful opportunity up North but will be greatly missed.

- Karly Murdoch and Pam Murray are also leaving at the end of the year and will be missed.
- Yuki will be back in New Zealand for the start of our school year.
- Mandatory Vaccinations - The Headmaster acknowledged the tremendous amount of work Hanka Scott has carried out around this.
- Headmaster's Appraisal - This was carried out on Tuesday 23 November and Gary was pleased with the result and has given some good feedback. Gary hopes to have the report completed over the next week or so and will report back to the Board.
- The Headmaster attended the National Council for Woman meeting last week and advised it was quite a unique and eye opening experience. It was extremely interesting to listen to Christine O'Neill speak on her experiences and support her on that.
- Risks:
 - Vaccinations - Shirley Boys' has got through quite well but the whole thing will continue to be very challenging and time consuming.
 - End of Year with Year 13's - The reason it is being highlighted as a risk is around the Health & Safety aspect of it and the reputation of the school. The SLT will continue to work through processes around this.



Adoption of the Headmaster's/Tumuaki's Report

The Headmaster/Tumuaki moved that the Board adopt the Tumuaki's Report for November.

Decision Date:	25 Nov 2021
Mover:	Tim Grocott
Seconder:	Brendan Jackman
Outcome:	Approved

4.2 Headmaster's Appraisal

As spoken to under Headmaster's Report 4.1

4.3 Policy Review

The Headmaster spoke to the previously circulated policies and assurances.

Policies for review in Term 4:

Māori Educational Success (Board/Staff/Parents) - There were a few amendments raised by Hannah Cook, as previously circulated to the Board.

Harassment (Board/Staff) - No other feedback / reviews submitted.

Term 4 Assurances – as previously circulated.

The Headmaster spoke to the role Doug Boniface undertook with regards to the checking of the Sue Report, which was completed for the year, this role to be filled for next year.

New topics added in SchoolDocs:

Safety Checking – added to Employer Responsibility policy (attached)

COVID-19 topics: This content is core generic and based on government requirements and guidance. Schools are not expected to make school-specific changes to these topics.

COVID-19 Information and procedures

COVID-19 Vaccinations policy

Also:

COVID-19 Alert Level 3

COVID-19 Alert Level 2

COVID-19 Alert Level 1



Adoption of the Term 4 Policies

The Headmaster moved that the Board adopt the Term 4 policies inclusive of the amendments to the Māori Educational Success Policy.

Decision Date: 25 Nov 2021
Mover: Tim Grocott
Seconder: Dr John Pirker
Outcome: Approved

4.4 Staff Representative Report

Brendan Jackman gave a verbal report.

Junior exams were completed and was successful.

NCEA exams are well underway.

The school had a Staff Only Day today. Most departments were looking at Mātauranga Māori.



Adoption of Staff Representative Report

Brendan Jackman, Staff Representative moved that the Board adopt his verbal report for November.

Decision Date: 25 Nov 2021
Mover: Brendan Jackman
Seconder: Dr John Pirker
Outcome: Approved

4.5 Student Representative Report

Maaia Te tohu a tu was an apology therefore no report for November.

4.6 Finance, Property and H&S

Finance Reports taken as read.

Brandan Jackman gave a verbal report following the Resources Meeting held 24 November, some key highlights below.

- Looking at a operating surplus of \$232,980, various reasons as previously discussed.
- Day to day spending is tracking as it should.
- The new Toyota Hiace 12 seater van is now part of our fleet. Jane will investigate the LDV lease as they have not been able to fulfill this and Hopmans QEII have another Toyota Hiace 12 seater due in that we can purchase instead.
- The rest of the meeting was spent on the draft budget for 2022.



Adoption of the financial statements to 30 October 2021

Brendan Jackman moved that the Board adopt the financial statements to 30 October 2021 reporting operating surplus of \$232,980; working capital of \$3,426,640 and public equity of \$4,230,620.

Decision Date: 25 Nov 2021
Mover: Brendan Jackman
Seconder: laean Cranwell
Outcome: Approved



Adoption of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flows

Brendan Jackman moved that the Board approves the inclusion of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flows which are derived from the Board's 2021 operating and capital purchases budgets.

Decision Date: 25 Nov 2021
Mover: Brendan Jackman
Seconder: Teresa Wooding
Outcome: Approved



Adoption of delegation to Board Chair and Headmaster/Tumuaki to sign the Statement of Responsibility

Brendan Jackman moved that the Board authorises the Board Chairperson and Headmaster/Tumuaki to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Decision Date: 25 Nov 2021
Mover: Brendan Jackman
Seconder: Dr John Pirker
Outcome: Approved

2022 Draft Budget

Brendan gave a verbal report following the Resources meeting on 24 November.

The Resources Committee spent quite a few hours on the draft budget and there is more work to carry out on this. Cheryl English, Business Manager has carried out an extensive amount of work on the draft budget and will continue to do so and report back at the February 2022 meeting. Brendan explained to the Board that the school is currently looking at a deficit.

4.7 Whānau Committee Report

Dr John Pirker gave a verbal report.

- No whānau committee has been held since the last Board meeting.
- Staffing was discussed with regards to te reo Māori and support for the current teacher Hone Rask. The Headmaster advised that in 2022 Uli Pesefea will teach some junior te reo and also Joseph Papesch will teach some junior te reo. They will not teach to senior level like Hone Rask, there will be support for that department and growing the depth of knowledge for te reo.
- No link has been sent out for the Pō Whakanui for whānau to watch. This event was recorded, Jane Forster to investigate getting that link sent out to whānau.
- It was good to see a large proportion of Māori students awarded prizes at the Senior Prizegiving.
- John was shared a link stating Shirley Boys' is now third on the scale for Māori students attending, behind Cashmere. The Board Chair explained Shirley Boys' has the highest number of Māori boys attending (not students).
- John explained they want to hold a Hui in the new year and look to recruit new members to the committee.



Adoption of the Whānau Committee Report

Dr John Pirker moved that the Board adopt his verbal Whānau Committee report for November.

Decision Date: 25 Nov 2021
Mover: Dr John Pirker
Seconded: Iaeen Cranwell
Outcome: Approved

4.8 Kahui Ako - Stewardship Committee

Teresa Wooding gave a verbal report.

The main focus of the meeting was to bring on people from the schools to be the Across School people.

Queenspark and Parkview Schools are coming onboard, they will not get the full benefits straight away in terms of staffing support.

One challenge is around the Māori support role and the Learning Coordinator position. The challenge is there is a set criteria the Ministry has put together, although not widely shared. If you do too many leadership positions with units attached you are too senior to carry out that role but at the same time the position requires you to have that leadership capability. There was a few people interviewed for the Across School Culturally Responsive position and then weren't allowed to, post interview, as they didn't meet the criteria to employ them in that role. The Stewardship Committee are looking at other Kāhui Ako's to see if anyone else is interested in contacting the Ministry regarding the criteria. Jonathan from Avonside is going to raise this at a NZSTA Board meeting this weekend. In the meantime we have not been able to fill this role.

Louise Richards, Assistant Principal is going to carry out some work around the New Zealand Histories Aotearoa.

The final hui for the Principals is on the 7th December, Sue Hume will be farewelled from the Kāhui Ako at that meeting.



Adoption of the Kāhui Ako Stewardship Committee report

Teresa Wooding moved that the Board adopt her verbal Kāhui Ako Stewardship Committee report for November.

Decision Date: 25 Nov 2021
Mover: Teresa Wooding
Seconded: Brendan Jackman
Outcome: Approved

5. Identify agenda items for next meeting

5.1 Preparation for next meeting

6. Administration

6.1 Confirm Minutes

Board Meeting - October 28 Oct 2021, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 28 October 2021

That the minutes from the Board meeting held 28 October 2021, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 25 Nov 2021
Mover: laean Cranwell
Outcome: Approved

6.2 Correspondence

Nil

6.3 General Business

School Branding files taken as read.

School Values - we have confirmed with Ariki Creative the values and their designs.

The Headmaster met with Greg Tucker from Euro about six weeks ago and Greg would like to meet with Tim and laean as a follow-up around the colocation.

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 - February - 24 Feb 2022, 6:00 pm

Signature: _____

Date: _____