

# CONFIRMED MINUTES

## BOARD MEETING - OCTOBER



At the **Board Meeting - November** on **25 Nov 2021** these minutes were **confirmed as presented**.

|                       |  |
|-----------------------|--|
| <b>Name:</b>          | Shirley Boys' High School  |
| <b>Date:</b>          | Thursday, 28 October 2021  |
| <b>Time:</b>          | 6:00 pm to 8:47 pm   |
| <b>Location:</b>      | Seminar Room - Lvl 1, 209 Travis Road, New Brighton  |
| <b>Board Members:</b> | Iaeen Cranwell (Chair), Brendan Jackman, Jeremy Faumuina, Dr John Pirker, Sam Henry, Teresa Wooding, Tim Grocott |
| <b>Attendees:</b>     | Tye Lawson, Jane Forster, Rob Wilson-Pyne  |
| <b>Apologies:</b>     | Douglas Boniface   |

### 1. Administration

#### 1.1 Present

Iaeen Cranwell (Chair), Teresa Wooding, Sam Henry, Jeremy Faumuina, John Pirker, Tye Lawson (Student Rep), Brendan Jackman (Staff Rep), Tim Grocott (Headmaster), Rob Wilson-Pyne (Deputy Headmaster), 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: Doug Boniface's apology

### 1.4 Māori name for the school

Iaeen Cranwell and John Pirker met with Lyne Te Aika to discuss the Māori name for Shirley Boys' High School. The four suggested names presented to the Board are listed below:

Ngā Tama o Ōruapaeroa

Ngā Tamatāne o Ōruapaeroa

Ngā Tama o Ōrua

Ngā Tamatāne o Ōrua



#### Adoption of Māori name for Shirley Boys' High School

The Board Chair moved that the Board officially adopt Ngā Tama o Ōruapaeroa as the Māori name for Shirley Boys' High School.

**Decision Date:** 28 Oct 2021  
**Mover:** Iaeen Cranwell  
**Outcome:** Approved

Iaeen Cranwell will advise Lynne of the name choice and ask her to request a letter from Ngāi Tūāhuriri Rūnanga to provide to the Ministry of Education.



#### Letter from Ngāi Tūāhuriri Rūnanga

25.11.2021 Iaeen emailed Lynne Te Aika who advised she would do a letter but has not received this to date. Iaeen will speak to Coralanne and Lynne on Monday 30.11.2021 as at a meeting at the Ministry - Iaeen to call Tim following that meeting with an update.

Letter regarding Māori name for school (Ngā Tama o Ōruapaeroa) for the Ministry of Education.

**Due Date:** 24 Feb 2022  
**Owner:** Iaeen Cranwell

### 1.5 Interests Register

### 1.6 Action Item List

| Due Date    | Action Title   | Owner          |
|-------------|--|----------------|
| 23 Sep 2021 | Overseas travel - returning support of staff member<br><b>Status:</b> Completed on 29 Sep 2021 | Tim Grocott    |
| 1 Oct 2021  | Staff Survey<br><b>Status:</b> Completed on 29 Sep 2021  | Tim Grocott    |
| 28 Oct 2021 | Māori name for Shirley Boys' High School<br><b>Status:</b> Completed on 28 Oct 2021            | Iaeen Cranwell |

## 2. Strategic decisions

## 3. Monitoring

### 3.1 Headmaster's Report

Headmaster's Report taken as read.

Tim read to key points:

- Rules around events and gatherings are vague, communication with other Principals in Christchurch and elsewhere to see what others are doing has been useful. The biggest implication for the school is that we have moved to a option for prizegiving whereas it will be students only. The plan is for a Year 13 prizegiving and graduation on Monday 15 November and Year 11 and 12 prize winners only on Tuesday 16 November. Due to the rules of the gatherings, we have enough space in the large theatre to separate people, even though the group is one bubble. This will mean no parents, whanau, care givers or Board members but will live stream the event.
- The Senior formal has also had to be cancelled, which is difficult for the senior cohort.
- STP - data within the report. Shirley Boys' has a number of students attending STP one or two days per week, it is a successful pathway for those that get involved in that program and provides further training and career opportunities.
- NCEA Pilots are available at NCEA level 2 in 2022. Shirley Boys' applied to be involved in a number of those. These are designed to test some of the materials being developed and trail some of the standards that are in place. The school was successful in Drama, Sciences, Languages, PE and Visual Arts, which gives people a really valuable opportunity to see what the new standards will look like and as a school it will be beneficial to see what is happening at the cutting edge and for staff to learn from each other. Professionally it will really benefit the staff.
- Head of Guidance position was advertised but the interest was low due to timing, this position will be re-advertised and also for a guidance counsellor. Currently we have Mel Kime working in Guidance who is doing a fantastic job and Rods Hayes has come back for three days per week until the end of the year to cover that load follow Steve Shaw's departure.

*A robust discussion took place regarding the guidance area, the work load and support needed for the students. John Pirker advised his workplace introduced mental first aid and advised this was extremely valuable, suggested this is something the Headmaster could look at for staff. The Headmaster advised the school would like to have two counsellors in place for next year and through the work Mel Kime has carried out the school will have two interns for next year, two people here one day per week. The 24/7 Youth Workers are also onsite.*

- A cultural exchange is being looked at for next year, quite a large commitment and a process to be worked through. Some of the boys involved in our very successful kapa haka were able to gain some credits which was a nice surprise and to get them at merit was very good.
- Staffing is about 78.64, based on a roll of 1238, we might go slightly above that but it has required us to look very closely at our numbers and fixed term employees.
- Staff Celebrations:
  - Tony Chrisite has been appointed Assistant Coach of Matatu which is the professional rugby team for the South Island in the Woman's Super Rugby competition in 2022.
  - Dave Grocott has been made a Life Member of the Christchurch Metro Cricket Association for his service to both school and club cricket for over 30 years.
  - Yuki Muira has extended her stay in Japan until the end of the year. Yuki is expected to be back for the beginning of the 2022 school year.

- Karly Murdoch has resigned, Karly has been with school for about 18 years and is a outstanding English teacher, but her husband has been given a fantastic opportunity elsewhere.
- Kahui Ako Update
  - Lisa McKay who has been our Across School Literacy teacher has been reappointed and will do that for another two years.
  - We are currently looking at Hauora, a different role has been created for that for Avonside and Shirley. Shirley will be looking at our positive behaviour and our values, we have a woman Kelly O'Carol currently in this position and she will continue in that role.
  - We have not been able to staff the Culturally Responsive Position, Enoka Taufau has been doing this role and will continue with that for the next 12 months. This position was created with the department of Joseph Houghton to covered someone looking at changes around NCEA and mātauranga Maori, looking at the inductions of the Aotearoa Histories Curriculum, and liaising with iwi. This was a very big job and there is not many people capable of doing it in our Kahui Ako. This position is still sitting there and the Kahui Ako needs to consider the next steps.
- Branding - we would like to make sure there are no rogue sports or groups doing their own thing when it comes to sports uniforms etc. We will continue to monitor this.

### 3.2 NCEA Change Hub

NCEA Change Hub presentation - taken as read.

The Headmaster read to his presentation, key points below:

Shirley Boys' High School was invited to be part of a NCEA Change Hub, there are about 10-15 schools around the country involved and has been setup to provide feedback to the Ministry of Education so they get an understanding with where they are at with NCEA. We will obtain feedback from our students, staff and community and feeding that back to the Ministry of Education. The Ministry will get some general feedback and will most likely ask for more specific feedback.

The Ministry will come into school about four times per year and potentially meet with students, do some focus groups and run some engagement groups with parents and whānau etc.

The feedback will be carried out in a range of ways. Shirley Boys' has signed a Memorandum of Understanding and that has gone back to the Ministry of Education.



#### Adoption of the Headmaster's October Report

The Headmaster moved that the Board adopt his report for the month of October.

|                       |             |
|-----------------------|-------------|
| <b>Decision Date:</b> | 28 Oct 2021 |
| <b>Mover:</b>         | Tim Grocott |
| <b>Secunder:</b>      | Sam Henry   |
| <b>Outcome:</b>       | Approved    |

### 3.3 Policy Review

Policies for review for Term 4, as previously circulated:

- Māori Educational Success (BOT/Staff/Parents)
- Harassment (BOT/Staff)

*Board members asked to login into SchoolDocs and review these policies.*

The Headmaster read to the new policy, as previously circulated (taken as read):

New Policy "Investigation of Bribery, Corruption, Fraud and Theft".



### **Adoption of new policy "Investigation of Bribery, Corruption, Fraud and Theft"**

The Headmaster moved that the Board adopt the new policy being Investigation of Bribery, Corruption, Fraud and Theft.

**Decision Date:** 28 Oct 2021  
**Mover:** Tim Grocott  
**Seconder:** Brendan Jackman  
**Outcome:** Approved

The Headmaster read to the changes to existing policies:

SchoolDoc Advisory:

**Trespasser on School Grounds** - amendment made due to an Ombudsman decision earlier in 2021. The following wording will be added at the start of Term 4:

*"If the trespass notice is for a parent/guardian of a currently enrolled student they must be given an opportunity to respond before the trespass notice is issued".*

**School Values and Behaviour Expectations - Amendment of policy by adding the below sentence and link:**

*We expect all students and staff to behave in a manner that reflects school's core values as stated in The Gold Standard*

*(the link for the Gold Standards was also added)*

**Update from SchoolDoc - COVID-19 information and procedures (as previously circulated)**

*(to be discussed under general business)*

## **3.4 Staff Representative Report**

Brendan Jackman gave a verbal report

- Staff are currently working hard to prepare students for the NCEA externals exams and towards deadlines towards derived grades.
- Vaccine mandate for all education staff, statistics show to expect to see a few issues.
- There is a very different feel to the end of the year at school at the moment with large events being prerecorded or live streamed such as Sportsman of the Year and our Prizegivings.
- We are continuing with PD on Literacy this morning for staff.

## **3.5 Student Representative Report**

Tye Lawson gave a verbal report:

- The formal, which had been rescheduled for the 6th November has now been cancelled, which is due to the uncertainty around covid and the large amount of preparation which would need to be done in the weeks prior.

- The Student Representative Elections were held last Friday after showing videos in form class, all candidates had promising speeches. After what was a close voting the students elected Maaia Te tohu a tu Gerrard as the Student Representative for 2022. Maaia is currently a Year 10 student and the youngest student to be elected onto the Board for a number of years. Maaia will be joining the Board at the next meeting in November.
- Movember is approaching and the Wellbeing Council is working hard to provide engaging content for students. They have begun putting posters and electronic billboards up and are in the process of making a video in support of Men's Mental Health and Wellbeing. Some male staff members will be growing a 'mo' to raise awareness and donations.
- Today there was a vaccination clinic here at Shirley, which had a large number of attendees from both Avonside and Shirley, students who were yet to have their first vaccine or waiting on their second vaccine were able to attend and was run in a non booking required, walk-in manner.
- Scholarship results for universities have come back and it has been bumped up to fourteen Year 13 students that have gained scholarships for a wide range of universities.

### 3.6 Finance, Property and H&S

Business Manager's Report taken as read.

Brendan Jackman gave a verbal update of key points:

- The school is still tracking towards a surplus.
- Budgets for curriculum have been frozen and large expenditure to go through Cheryl for approval.
- Refunds from cancellations due to covid are well underhand, Cheryl and her team have been working hard to get that through.



#### **Adoption of consolidation of multiple small ledgers into one reserved equity prize fund**

Brendan Jackman, Resources Committee Chair moved that the Board adopt the consolidation of the multiple small prize accounts into one reserved equity prize fund.

**Decision Date:** 28 Oct 2021  
**Mover:** Brendan Jackman  
**Seconder:** Sam Henry  
**Outcome:** Approved



#### **Adoption that Jane Forster (Office Manager) be added as an approved school credit card holder**

Brandan Jackman, Resources Committee Chair moved that Jane Forster (Office Manager) be added as an approved school credit card holder with the limit to be set within the school approved limit.

**Decision Date:** 28 Oct 2021  
**Mover:** Brendan Jackman  
**Seconder:** Sam Henry  
**Outcome:** Approved



#### **Adoption of the financial statements to 30 September 2021**

Brendan Jackman, Resources Committee Chair moved that the Board adopt the financial statements to 30 September 2021 reporting operating surplus \$169,992; working capital of \$3,435,476 and public equity of \$4,167,633.

**Decision Date:** 28 Oct 2021  
**Mover:** Brendan Jackman

**Seconder:** Teresa Wooding  
**Outcome:** Approved

### Property Update

- It was discussed at the Resources Committee held Wednesday 27 October that property continues to take up a large amount of time.
- Property workload and Colocation Committee are reviewing the property workload. A site meeting had been arranged with the Ministry of Education Property Advisor, Karren Madden to resolve unresolved property issues and scope next proposed projects that the school is looking at. This is in the beginning stages and will be an ongoing project for the foreseeable future and we will report back to the Board on an ongoing basis. Key areas being looked at are:
  - Reception Area
  - Hard Materials Learning Area
  - Senior Leadership Area
  - Bike Sheds
  - Learning Areas



### Adoption of the Finance and Property Report (verbal)

Brendan Jackman, Resources Committee Chair moved that his verbal report be adopted by the Board.

**Decision Date:** 28 Oct 2021  
**Mover:** Brendan Jackman  
**Seconder:** Dr John Pirker  
**Outcome:** Approved

## 3.7 Whānau Committee Report

Dr John Pirker gave a verbal report:

- A whānau committee meeting was held yesterday and covered a lot in regards to Mātauranga Māori and Aotearoa New Zealand Histories in regard to the curriculum and Hannah has been working through that and liaising but is still in it's infancy and therefore the detail is yet to come out regarding that materials, especially with Aotearoa New Zealand Histories, but it was discussed that we need to include local histories as part of that story along with the national history.
- Mātauranga Māori across all subject areas was discussed, this was a lengthy discussion. John mentioned there was a few schools that have asked the University of Canterbury, with regard to PLD, that they have a couple of courses that might compliment other PLD being running currently. There is a possibility, although a cost would be involved, that may be an option to upskill quite quickly across mātauranga across Science and then compliment with other things like self learning, would compliment local knowledge also.
- A discussion was held around the hundred free hours of PLD available via the HTK Group and Chante Botica-Hakiwai, who has been endorsed by the Ministry in terms of providing cultural support for the Heads of Faculties. Some conversations around subject associations and more engagement with mana whenua and there was some discussions that we had with Lynne Te Arika when we discussed the name of the school and how we might support that space given there is local funding there.
- Cultural Exchange - this is in the early stages of planning with Hastings Boys' High School for the first week of Term 2 2022, Kapa Haka and Polyfest Groups, sixty boys in total. Some fundraising is in the planning and it raises the profile of the huge successes that came across from the Kapa Haka Competition that were held this year and the

acknowledgement of Hone and the team that have resulted in those successes, the 38 credits that went across levels 2 and 3 in terms in merit. It was discussed that the boys in Years 9 and 10 should also be given those credits as they were part of that. They would like to take laean up as Kaumātua to support the kaupapa that is Kapa Haka and Polyfest.

- Looking at scholarships for Year 8 in terms of showing commitment to students coming in and looking at focusing on academic, sports, music but having that put on their account so they can supplement other expenditures.
- Discussion took place around the Māori and Pasifika graduation at level 2, again this will be a zoom type process. Linked in with that was the values of the school and whether there should be separate values for Māori and Pasifika but thought the values were more applicable across the whole school.
- The Kāhui Ako and Early Childhood Education (ECE) was raised about staircasing mātuaranga across, so seeing whether ECE mātuaranga Māori and te reo Māori was going across through the curriculum and where we could add value to that and staircase them through to Year 13.
- Looking at another hui but firstly for dates for the Māori and Pasifika graduation, will be calling for further interest to join the Whānau Committee before the end of the year.
- A very positive letter was received regarding the successes of the Kapa haka performances from Shirley Boys' High School, John read to this. Part of this was how are we acknowledging our success and to look at showcasing the performance on our website.



#### **Kapa haka performance on website**

Jane to liaise with Blake Wells and get the Kapa haka performance loaded on the website.

**Due Date:** 25 Nov 2021

**Owner:** Jane Forster

## 4. Identify agenda items for next meeting

### 4.1 Preparation for next meeting

- School Branding.
- Te Reo name and Values for the school in preparation of start of school year 2022.
- Headmaster's Appraisal - Tim can give a verbal report following the meeting with Gary.

## 5. Administration

### 5.1 Confirm Minutes

**Board Meeting - September 23 Sep 2021**, the minutes were confirmed as presented.



#### **Adoption of minutes from Board meeting held 23 September 2021**

The Board chair moved that the minutes from the Board meeting held 23 September 2021, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 28 Oct 2021

**Mover:** laean Cranwell



**Outcome:** Approved

## 5.2 Correspondence

Taken as read.

Board Elections 2022 - Return Officer - The Headmaster gave a verbal update:

Jane has received quotes, CES whom we have used previously has come in slightly cheaper.

Recommendation to use CES - The Headmaster suggested to park the decision as the elections will now be held in September 2022 (and will include provision for electronic voting). Look at provisions to select a school returning officer and handle the election in house or run with an external provider.

Comments:

- Ministry funds up to \$11k so cost neutral
- Currently you cannot run elections online as there is no ability under the legalisation currently
  - *current information states by moving the date the next election will have this provision*



### Returning Officer for Board elections September 2022

Park for further discussion

A lot of schools run their own elections and can be done very securely. The MoE still pay the school the same funding and the school can keep those funds.

CES still seems the best value for money, working relationship is solid, does the Board prefer this option over running in house.

**Due Date:** 24 Feb 2022

**Owner:** Jane Forster

Audit engagement letter - as per previously circulated information.



### Adoption of audit fee estimate and audit engagement letter from Deloitte

Board member Sam Henry moved that the Board approve and adopt the fee estimate and engagement letter from Deloitte.

**Decision Date:** 28 Oct 2021

**Mover:** Sam Henry

**Seconded:** Teresa Wooding

**Outcome:** Approved

## 5.3 General Business

The Headmaster gave a verbal update:

Advise from the Ministry came through about 4.30pm this afternoon. The Public Health Response Order came in to affect Monday, what that means for schools and the Board is that all staff need to have had a first dose of the vaccine by the 15th November, that is stage 1, stage 2 is they need to be fully vaccinated by the 1st January 2022. That applies to anyone that works in a school and has contact with children. That is any teachers, support staff, contractors, cleaners, caretakers and also anyone that is a volunteer so coaches etc. The general rule of thumb is that is you need to police vet someone they should be vaccinated.

In the lead up to 15 November, firstly principals will need to support staff to be vaccinated, need to discuss the benefits and encouraging people to be vaccinated. The school needs to notify all staff members of their duty to vaccinate. We have a template letter that we will develop and send to staff on Monday outlining what their responsibility is and at that point we will send out a google form asking for staff members vaccination status and also they will need to have that verified.

Come the 16th November, if they haven't been vaccinated they should not be onsite, if they are able to work offsite, that option should be available, although in a school that is a very difficult thing to do so unlikely we will be able to have staff work offsite. Medical exemption is there but also fairly tight, it is only a medical exemption.

If they are not able to be at work from the 15th November we just need to workout what that means for them. As more information becomes available the Board will be updated.

The school will follow the advise from NZSTA and the templates from the Ministry of Education and require assurance from contractors around their processes and have that documented.



### Vaccination numbers

this was emailed to Board members

Tim to add the vaccination numbers to the next Board meeting

**Due Date:** 25 Nov 2021

**Owner:** Tim Grocott

## 6. Public Excluded Session

### 6.1 Staffing Matters



#### 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, a staffing matter.

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   | Grounds(s) under s48(1) for the passing of this resolution   |
|-----------------|--|--|
| Staffing matter | It is necessary to exclude the public 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 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:** 28 Oct 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 8.42pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions, if any, be made public.

**Decision Date:** 28 Oct 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 - November - 25 Nov 2021, 6:00 pm

#### New Actions raised in this meeting

| Item | Action Title   | Owner          |
|------|--|----------------|
| 1.4  | Letter from Ngāi Tūāhuriri Rūnanga<br><b>Due Date:</b> 24 Feb 2022                   | laean Cranwell |
| 3.7  | Kapa haka performance on website<br><b>Due Date:</b> 25 Nov 2021                     | Jane Forster   |
| 5.2  | Returning Officer for Board elections September 2022<br><b>Due Date:</b> 24 Feb 2022 | Jane Forster   |
| 5.3  | Vaccination numbers<br><b>Due Date:</b> 25 Nov 2021                                  | Tim Grocott    |

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

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