

CONFIRMED MINUTES

BOARD MEETING - SEPTEMBER



At the **Board Meeting - October** on **28 Oct 2021** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 23 September 2021
Time:	6:00 pm to 7:52 pm
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Iaeen Cranwell (Chair), Brendan Jackman, Jeremy Faumuina, Sam Henry, Tim Grocott
Attendees:	Douglas Boniface, Tye Lawson, Jane Forster, Rob Wilson-Pyne
Apologies:	Teresa Wooding, Dr John Pirker

1. Administration

1.1 Present

Iaeen Cranwell (Chair), Doug Boniface (Deputy Chair), Sam Henry, Jeremy Faumuina, Brendan Jackman (Staff Rep), Tye Lawson (Student 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

Apologies noted for: Teresa Wooding and John Pirker

1.4 Interests Register

1.5 Action Item List

Due Date	Action Title	Owner
23 Sep 2021	Overseas travel - returning support of staff member Status: Completed on 29 Sep 2021	Tim Grocott
1 Oct 2021	Staff Survey Status: Completed on 29 Sep 2021	Tim Grocott

2. Strategic decisions

3. Monitoring

3.1 Headmaster's Report

Headmaster's Report - taken as read.

Tim Grocott read to some key points as listed below:

- Te Wiki ō te reo Māori - Shirley Boys' High School has 253 boys who identify as Māori and we are very proud of this. Our celebration of the week went well, acknowledgement to laean Cranwell who came in and spoke to the staff on the Monday morning, first of all to thank them for their work over the lockdown but also to speak about the importance of Te Wiki ō te reo Māori and his own journey which was a nice touch.
- Return to school following lockdown has been business as usual, but not quite. The boys wanted to be back and the staff felt that same way. We are not currently running assemblies whilst in level 2.
- School examinations will start tomorrow.
- Course selection was successful, not done in the usual way but it worked and went well.
- NZQA has modified the requirements for NCEA for all schools outside of Auckland with the learning recognition credits.
- Māori language week - the ability to do things digitally has made a difference and it was nice to have those recordings to share with the community. Would have been nice to have more whānau involved but unfortunately being in level 2 meant we couldn't.
- George Inwood and partner had a baby during lockdown.
- Juliet Duder, Juliet is a permanent full-time teacher who has been on maternity leave for approximately 2 years, she has requested to return on a part-time basis which we will work through and will be nice to have her back.
- HOD Guidance, with Steve leaving we have advertised the HOD position for Guidance, that closes on Wednesday 29 September. Unfortunately we will not have anyone in place for Term 4, but current staff will pick up some of that work.
- Yuki, HOD Languages has to head back to Japan on family business and will be away for 5-6 weeks but includes the holiday break. Leanne Russ, International Administrator will relieve Yuki's classes, Leanne is a qualified Japanese teacher.
- We currently have 270 enrolments for Year 9 for next year.
- Acknowledgment to Staff involved in Te Wiki ō te reo Māori:

- Hannah Cook who took a lead role, our te reo teacher Hone Rask was on leave that week
- Uli Pesefea
- Enoka Taufua



Adoption of the Headmaster's September Report

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

Decision Date: 23 Sep 2021
Mover: Tim Grocott
Seconder: Sam Henry
Outcome: Approved

3.2 Policy Review

Term 3 Policy Review & Assurances - taken as read

The Headmaster gave a verbal update:

Policies for review this term were:

Concerns and Complaints & Behaviour Management, no changes were recommended for either policy.

New Policy:

Concurrence, The Headmaster read to this and as previously circulated.

Addition to existing policies:

Giving Gifts and Entertainment Expenditure - take as read



Adoption of Term 3 Policies and new Concurrence Policy

The Chair moved that the Board accept and adopt the Term 3 policies and the new Concurrence policy.

Decision Date: 23 Sep 2021
Mover: Iaeen Cranwell
Outcome: Approved

3.3 Staff Representative Report

Brendan Jackman gave a verbal report:

- Nothing has come through from staff.
- Staff seem to be in good spirits following lockdown.
- Māori Language week - staff feedback has been that it was less of a big thing in a positive way, they felt like they were implementing it on a regular basis rather than waiting for a week, felt more natural.
- Staff are looking at exams coming through with a number looking at marking in the school holidays.
- The extension of the NCEA exams by another two weeks has been of benefit to both staff and students to get through that workload.

3.4 Student Representative Report

Tye Lawson gave a verbal report:

- The formal has been postponed due to the covid lockdown, previously it was scheduled for the 18th September and was to be held at the Christchurch Town Hall, it is now being held on Saturday the 6th November and tickets are on sale until early next term. There is going to be a head cap of 300 people, so it will be in first in first served. This can only go ahead in Level 1.
- The Board Student Representative nomination forms were released two weeks ago with the deadline being Friday last week. We have had six nominations with students ranging from Year 9- 12 which is good to see. The campaign drive for elected students start tomorrow and we will have electronic billboards from next week and videos by the end of the term. The electronic election will be done on the first Friday back at school next term and we hope to have another high voting turn out.
- Starting from tomorrow senior students will have their mock exam week, students will sit their derived grade tests for their subjects and if their subject does not require a mock they will be at school for a two hour teaching slot. It is crucial that students do well this year in their mock exams with the risk of a level 3 or 4 lockdown during their exams later this year.
- Year 13 leavers gear has been released with a basketball singlet, swanndri and a rugby long sleeve polo. Year 13's have had two fit outs and can now purchase online with Kindo and can get their names printed on the singlet and long sleeve if they wanted too.
- As of one or two months ago cheese bread is finally back at Shirley! With the café selling them for \$2.00.

3.5 Finance, Property and H&S

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

Finance

- Tracking similar to last few months and tracking towards a surplus, which is a very pleasing result.
- AOG contract have been very beneficial, refunds for tournaments, professional development etc due to lockdown have been much easier to track and arrange.
- Budget freeze 2021 - look to do at end of term 3, Cheryl to address staff.
- Van purchase - one secured via Hopman and another via LDV on a 36 month lease.
- Deloitte Audit Fee Proposal - refer to Correspondence 5.2

Cheryl's recommendation: Hold off signing off the audit fee, go back to Deloitte and ask if there has been consideration for the colocation, audit time savings etc and why there is such a big difference in fees between the two schools.



Adoption of financial statements to 31 August 2021

Brendan Jackman moved that the financial statements to 31 August 2021 reporting operating surplus of \$242,810, working capital of \$3,490,173 and public equity of \$4,240,450 be accepted by the Board.

Decision Date: 23 Sep 2021
Mover: Brendan Jackman
Seconded: Douglas Boniface
Outcome: Approved

Property

- There was a property meeting on Thursday and the paving stones initiative was accepted and the school is working through how that will work, a proposal for modification to the senior leadership area was discussed and some markups were given. In the holidays the

Headmaster will carry out some draft plans for some of the learning areas. The school would like to bundle together the modification jobs as this will reduce the overall cost. One the leadership team has the cost of these modifications, the Headmaster will bring those back to the Board for discussion/approval.

- The fields were verti ploughed over the last week.
- Hard materials area - leadership team are waiting for drawings to be completed for this area.
- Bike sheds - awaiting the new drawings and price for the suggested more simply design.
- Temperature of school - staff had mentioned in certain areas the temperature was very low, a check was carried out and faults were discovered so are being fixed or have been fixed.

Brendan advised the Board it was minuted in the Finance and Property meeting that property is still taking up a significant amount of time and under the PPP we are not funded for a property person as it was deemed there wouldn't be any property issues yet two and half years later we are still dealing with a large amount of property issues. Due to the PPP it takes a greater amount of time to sort issues. The Headmaster and Business Manager to discuss options over the term break.

3.6 Board Governance Manual

Board Governance Manual - taken as read



Adoption of Board Governance Manual 2021

The Chair moved the Board accept and adopt the Shirley Boys' High School Board Governance Manual 2021.

Decision Date: 23 Sep 2021
Mover: Iaeen Cranwell
Outcome: Approved

4. Identify agenda items for next meeting

4.1 Preparation for next meeting

Tim and Cheryl to report back around the property workload and possible outcomes, to be added to section 3.5 Finance, Property and H&S.

Shirley Boys' High School has been invited to be an NCEA Change Hub for next year, this is an opportunity for our school to be part of some feedback around the NCEA review. There are only ten schools in the country that are part of this and two in Canterbury being Shirley Boys' and Ashburton College. The Headmaster will give some feedback to the Board around the commitment to this.

Branding - the school has had situations where people get sport kit or the other items and it doesn't reflect the school's branding, would like to look into this from a governance perspective as our Director of Sport, Jamyn Keats has done a tremendous amount of work around this.

Suggested review of Pastoral Department - tbc.

5. Administration

5.1 Confirm Minutes

Board Meeting - August 26 Aug 2021, the minutes were confirmed as presented.



Adoption of minutes from Board meeting held 26 August 2021

That the minutes from the Board meetings held 26 August 2021, having been circulated, be approved as a true and correct record of that meeting.

Abstain: Sam Henry

Decision Date: 23 Sep 2021
Mover: laean Cranwell
Outcome: Approved



Māori name for Shirley Boys' High School

laean and John to discuss and bring to the October meeting.

Due Date: 28 Oct 2021
Owner: laean Cranwell

5.2 Correspondence

Correspondence - inward received and taken as read

5.3 General Business

Van Update - taken as read and covered in section 3.5 Finance

Christmas Function - Board subsidy of \$20.00 per head



Adopt of staff subsidy for Christmas function

That the Board approve and adopt to paying \$20.00 per head for the Christmas function to be held 16 December 2021.

Decision Date: 23 Sep 2021
Mover: Douglas Boniface
Second: Sam Henry
Outcome: Approved

The Headmaster advised there has been a request to have a vaccination clinic at Shirley Boys' High School, he went back to the organisation and said the Board would prefer it open to the whole community not just Māori and Pasifika, but their view is it is only for Māori and Pasifika. The Headmaster was contacted by the Press today who asked about the vaccination clinic we were hosting, he explained to them that we had not confirmed any details to date. The school would like to support this but further discussion and logistics need to be worked through.

The Headmaster announced that Avonside Girls' High School have appointed a new Principal, Catherine Kelsey(Law), currently Deputy Principal at Hastings Girls' High School.

Application for Leave - Term 1 2022

Tony Christie, Teacher in Charge of Health and Assistant Dean of House - Aoraki has requested leave for Term 1 2022 as he has been offered a position as Assistant Coach of the South Island Rugby Team who are playing in the Woman's Elite Competition in 2022. The Headmaster discussed the details of the different options of leave available and the considerations around these.



Adoption of discretionary leave (without pay) for Term 1 2022

That the Board approve and adopt discretionary leave without pay to Tony Christie for Term 1 2022.

Decision Date: 23 Sep 2021
Mover: Tim Grocott
Seconder: Sam Henry
Outcome: Approved

The Board chair advised Shirley Boys' High School has had two Ministry directed enrolments for 2022, both Year 9 students.

6. Public Excluded Section

6.1 Discipline 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, discipline matters.

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
Discipline Meetings	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: 23 Sep 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 7.47pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions, if any, be made public.

Decision Date: 23 Sep 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 - October - 28 Oct 2021, 6:00 pm

Signature: _____

Date: _____