

CONFIRMED MINUTES

BOARD MEETING - FEBRUARY



At the **Board Meeting - March** on **31 Mar 2022** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 24 February 2022
Time:	6:00 pm to 8:10 pm
Location:	Online meeting, NZ
Board Members:	Iaeon Cranwell (Chair), Brendan Jackman, Dr John Pirker, Sam Henry, Teresa Wooding, Tim Grocott, Maaia Te tohu a tu Gerrard
Attendees:	Jane Forster, Rob Wilson-Pyne
Apologies:	Jeremy Faumuina

1. Administration

1.1 Present

Iaeon Cranwell, Teresa Wooding, Sam Henry, John Pirker, Tim Grocott (Headmaster), Brendan Jackman (Staff Representative), Maaia Te tohu a tu Gerrard (Student Representative)

Rob Wilson-Pyne (Deputy Headmaster), Jane Forster (Board Secretary)

1.2 Opening Karakia

Kia hora te marino

Kia whakapapa pounamu te moana

Hai huarahi mā tātou i te rangi nei

Aroha atu, aroha mai

Tātou i a tātou katoa

1.3 Apologies

Apology for Jeremy Faumuina was noted.

The Chair welcomed Maaia Te tohu a tu Gerrard as the Student Representative on the Board for 2022.

1.4 Interests Register

The Chair advised if anything needed to be added to the Interest Register to email the Board Secretary, Jane Forster.

1.5 Action Item List

Due Date	Action Title	Owner
24 Feb 2022	Deputy Chairperson Vacancy Status: Completed on 25 Feb 2022	laean Cranwell
31 Mar 2022	Letter from Ngāi Tūāhuriri Rūnanga Status: Completed on 22 Mar 2022	laean Cranwell
31 Mar 2022	Returning Officer for Board elections September 2022 Status: In Progress	Jane Forster

2. Strategic decisions

2.1 Election of Officers



Election of Deputy Chair for the remainder of the term of the Board

The Chair nominated Teresa Wooding for the position of Deputy Chair.

-Unanimous decision

Decision Date: 24 Feb 2022
Mover: laean Cranwell
Seconder: Sam Henry
Outcome: Approved

2.2 Delegation of Authority



Delegation of Authority to Headmaster/Tumuaki

That the Board delegates the day-to-day management of the school to the Headmaster/Tumuaki Tim Grocott.

-Unanimous decision

Decision Date: 24 Feb 2022
Mover: laean Cranwell
Outcome: Approved



Delegation of Authority to Deputy 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: 24 Feb 2022
Mover: laean Cranwell
Seconder: Tim Grocott
Outcome: Approved



Delegation of Authority - Resource 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: 24 Feb 2022
Mover: laean Cranwell
Seconder: Dr John Pirker
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: 24 Feb 2022
Mover: Dr John Pirker
Seconder: Brendan Jackman
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: 24 Feb 2022
Mover: laean Cranwell
Seconder: Dr John Pirker
Outcome: Approved



Nomination of Board member onto Resource Committee

The Board Chair moved to nominate Teresa Wooding, Deputy Chair as the Board representative on the Resource Committee.

-Unanimous decision

Decision Date: 24 Feb 2022
Mover: laean Cranwell

2.3 Review 2021 Annual Goals

Analysis of Variance document taken as read.

The Headmaster read to key points:

- Targets around NCEA:
 - Year 11 was not met which was disappointing;
 - Years 12 & 13, although also did not meet, it was only by a very small percentage;
 - Endorsements were basically on target;
 - eAstle results were pleasing, great to see the shift that has been made with those and also the shift that has been made across the board;
 - Māori and Pasifika have made some significant shifts.
- Attendance:
 - This has been achieved which is a very pleasing result;
 - The aim was to reduce the amount of students who were attending school between 70-79%, overall that has dropped by 4% with the reduction going upwards, so the number of students attended above 80% has increased;
 - In the junior cohort the numbers are still slightly lower, whereas in the senior school we have seen the attendance increase.

3. Monitoring

3.1 Headmaster's Report

Headmaster's Report taken as read.

Tim read to key highlights:

- Omicron
 - The year has started off really well despite the disruption of Omicron.
 - Teachers and Support Staff certainly need acknowledgment of the work they have carried out, which the Headmaster has tried to do whilst also staying positive in this environment.
- Charter and Annual Goals
 - The Headmaster thanked the Board for their work carried out in January to assist with the completion of the Charter and to set some annual goals for 2022.
 - These were very similar to the 2021 goals, making sure the school is being consistent.
- School Roll
 - The school is at capacity with 1289 boys enrolled.
 - Māori roll continues to increase with 265 boys identifying as Māori, 67% of those identify as Ngā Tahu.
 - From the full roll the school has 60 students currently doing Secondary Tertiary Pathways.
 - The school currently has 12 foreign fee-paying students who are additional to the roll of 1289.
- Out of zone enrolments
 - This is currently about a third of the school.
 - The numbers are decreasing down from Years 13-9, which is something the school will need to monitor.
 - This year the school has received a number of Ministry directed enrolments of students that are out of zone. The Chair and the Headmaster have contacted the Ministry in regard to this and will continue to monitor and feedback to the Board.
- New staff for 2022:
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Ling He	Mathematics
Rachael Climo	English
Grace Dudfield	English
Michael Whales	Commerce & Social Science
Michael Miller	Guidance Counsellor
Sam Tatupu	Health and PE (part-time)
Amanda Bunckenburg	OE Assistant (part-time)
Rick Godfrey	Teacher Aide (part-time)

- There are a number of staff changing internal roles.

- Mandatory Vaccinations
 - This now includes the third vaccination or booster.
- Student Leadership
 - The leadership camp was very successful.
 - This was held at Wai-Ora Trust which was an excellent venue.
 - Ricky Ehau, on the Board of Wai-Ora and a parent of Shirley Boys' High School spoke to the boys about service to his community. He got the boys to reflect on his experiences and how they could help their communities.
- Head Students for 2022
 - Head Boy - Kururangi Wetini
 - Associate Head Boys - Te Kaio Cranwell and Thomas Hopgood
 - Deputy Head Boys
 - Aoraki House - Charlie Wise
 - Blake House - Daniel McKay
 - Mullins House - Kyan Kahou-Soli
 - Snell House - Nile McKeffrey
- Mufti Day
 - On Thursday 17th February the school held a mufti day to raise funds to support disaster relief in Tonga.
 - The Headmaster reached out to the Acting High Commissioner in Tonga, Peter Lund who was the Head Boy at Shirley Boys' High School in 1979, he sent a video message to the school thanking us for our support.
- Omicron
 - Mask use is pretty good, it is not perfect but going well and there is constant reminders around that throughout the school.
 - The school shared a plan with the community on how we would notify them around a positive case, household case, and close contacts etc, as we have moved on very rapidly we have entered Phase 3, there is no such thing as a close contact and tracing is now not required.
 - The school has not had a positive case to date, but we do have close contacts and some isolating around that.
 - The Headmaster shared with the Board the plan for rostering students home, if and when required, this will be shared with the community on Friday 25 February.
 - Rapid Antigen Self-Tests will be available from the MOE but they have advised this is a last resort and schools need to apply online, a supply will not just be given to schools currently.
- School Sport - mandatory vaccinations
 - School Sport New Zealand and School Sport Canterbury both have made playing a school sport you need a mandatory vaccination. The government and the Ministry of Education have decreed that will not happen and students should not be denied the right to play sport based on their vaccination status.
 - This will mean more students will gain access to school sport however, the schools will need to operate under the covid protection framework and there are limitations on how many students you can have playing sport if they are not vaccinated.
 - Venues that we use such as City Council Centres are vaccinated venues, this will mean playing at those facilities will not be possible.

- The Headmaster explained the school will not be sending any teams to the North Island for competitions due to the risks involved.



Adoption of the Headmaster's February 2022 Report

The Headmaster moved that his February be adopted by the Board.

Decision Date: 24 Feb 2022
Mover: Tim Grocott
Seconder: Dr John Pirker
Outcome: Approved

- School Values
 - The Headmaster read to the values and how they are weaved within the School Charter.
- UE Results
 - 41% of students gaining UE, which is lower than other schools of a similar decile, yet NCEA Level 3 results are 71%. This could be due to a large number of the students attending Shirley Boys' go onto other pathways, such as apprenticeships and don't require UE entrance. The school's aim is to look further into the students gaining UE to see what percentage of those students intended to go to university. Look to also increase the percentage of students gaining UE.



Excellence and Merit result for Māori students.

30-03.2022 - Please note this has been added under section 3.1 Headmaster's Report.

John requested to have the excellence and merit result for Māori students broken down for all years 2017-2021 across ethnicities. 2018-2019 there was a large dip, could be due to the loss of the Te reo Māori teacher and the move to the new site and to look to see if that can be avoided in the future.

Due Date: 31 Mar 2022
Owner: Tim Grocott

3.2 Policy Review

SAAR – School Annual Accrual Report Reconciliation certificate – for signing by The Headmaster and Board Chair.

This is required for school's Annual accounts – noted Board Chair, Iaeen Cranwell authorised Jane Forster, Board Secretary to sign with his electronic signature.

Headmaster's Annual Leave - taken as read



Adoption to roll over balance of Headmaster's leave

Board member Sam Henry moved that the Board approve and adopt rolling over of the balance of the Headmaster's annual leave from 2021, being 22 days.

Decision Date: 24 Feb 2022
Mover: Sam Henry
Seconder: Teresa Wooding

Outcome: Approved

COVID-19 Booster vaccination – for Board information
Taken as read

SchoolDocs

Review Schedule for 2022 - taken as read

In Term 1, the focus is on the **Health and Safety Management** and **Emergency, Disaster, and Crisis Management** sections.

All feedback from Term 1 Policy review to come to the next Board.

3.3 Rostering Home Information - Covid

As read to in the Headmaster's Report - 3.1

3.4 Staff Representative Report

Staff Representative's Report and recommendations taken as read.

Brendan gave a verbal update on how staff are feeling with the ever changing processes around covid and the time and administration hours this puts on staff, especially senior leadership.

Brendan read to the recommendations.

Recommendation 1 - taken as read

Brendan read to the first recommendation seeking a card or letter from the Board congratulating Provisionally Registered Teacher's on completing the 2-year programme and becoming fully qualified.



Card or letter of congratulations to fully registered teachers

The Staff Representative, Brendan Jackman moved that the Board approve and adopt to write a card or letter congratulating Provisionally Registered Teacher's on completing the 2-year programme and becoming fully registered.

Decision Date: 24 Feb 2022
Mover: Brendan Jackman
Seconder: Tim Grocott
Outcome: Approved

Recommendation 2 - taken as read

Brendan read to his second recommendation, as previously circulating. Brendan explained there are several staff members that have family members overseas and currently the policy around overseas travel and with MIQ falling away if the Board would look to tying it in with the current Covid Protection Framework, where as if a staff member did go home to visit family that if they did get covid whilst over there and came back that the isolation period would be treated under the same Covid Protection Framework apposed to the current framework where the leave would be without pay.

Being an operational issue the Board was happy for the the previous wording around travel restrictions be rescinded and to follow the normal leave process.



Rescind of Travel Recommendation resolution dated 30 April 2020

Sam Henry moved that the Board rescinds the relevant resolution dated 30 April 2020.

Decision Date: 24 Feb 2022
Mover: Sam Henry
Seconder: Dr John Pirker
Outcome: Approved

3.5 Student Representative Report

Student Representative, Maaia Te tohu a tu Gerrard explained he didn't have a report for the month but had gone around the school and introduced himself to Year 9's and asked how they had been adjusting to the school. Maaia explained they have adjusted well but they don't really like the masks, although understand they are necessary.

Maaia's goal on the Board is around communication, he explained in his previous years at Shirley Boys' High School he didn't have a clear understanding what the Board was or who the Student Representative was or what their role was. He would like to make students fully informed around what was happening. Maaia suggested he could achieve this by addressing students at the Friday assemblies so the information is then given to all year levels.

3.6 Finance, Property and H&S

Business Manager's Report - taken as read

Brendan Jackman, Staff Representative gave a verbal report of the highlights:

- 31st December 2021, operating surplus of \$264,305, which is a very pleasing result
- The Business Manager will look over the draft 2022 budget and dive a little deeper into the budgets that were unspent
- The budget is in a much better shape than prior years and a pattern is clear where some extra work needs to be done
- Staff have a greater understanding of their budgets and planning accordingly
- Sport, extra curriculum is now a user pays environment, which is great work by Jamyn Keats
- School Magazine ran at a loss, school to look at presales mid-year and online options



Adoption of the Interim financial statement to 31 December 2021

The Staff Representative, Brendan Jackman moved that the Board adopt the Interim financial statements and associated reports to 31 December 2021 reporting an operating surplus of \$264,304, working capital of \$3,549,960 and public equity of \$4,212,781.

Decision Date: 24 Feb 2022
Mover: Brendan Jackman
Seconder: Dr John Pirker
Outcome: Approved



Adoption to defer finalising the 2022 approved budget

The Staff Representative, Brendan Jackman moved that finalising the 2022 approved budget be deferred to the March Board meeting to allow time for review of the 2022 budget and for any increased costs associated with the impact of the Covid Omicron variant to be assessed.

Decision Date: 24 Feb 2022
Mover: Brendan Jackman
Seconder: laean Cranwell
Outcome: Approved

3.7 Whānau Committee Report

No report this month.



Pānui to whānau

John to write a pānui, pass to laean for any feedback prior to sending to Jane to send out to māori whānau.

Due Date: 31 Mar 2022
Owner: Dr John Pirker

4. Identify agenda items for next meeting

4.1 Preparation for next meeting

Items for agenda for March meeting:

- Headmaster/Tumuaki's Appraisal
- 2022 Budget
- Term 1 policies for review
- Sub-committee update

5. Administration

5.1 Confirm Minutes

Board Meeting - November 25 Nov 2021, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 25 November 2021

The Chair moved that the minutes of the Board meeting held on 25 November 2021, having been circulated, be approved as a true and correct record of that meeting.

Abstain: Sam Henry

Decision Date: 24 Feb 2022
Mover: laean Cranwell
Outcome: Approved

5.2 Correspondence

Letter from Lynne Te Aika - Chair Ngāi Tūāhuriri. The Headmaster will now write to the Ministry of Education enclosing the letter of support from Lynne Te Aika.

5.3 General Business

Nil

6. Close Meeting

6.1 Closing Karakia

Unuhia, unuhia

Unuhia ki te uru tapu nui

Kia wātea, kia māmā, te ngākau, te tinana, te wairua i te ara takatā

Koia rā e Rongo, whakairia ake ki runga

Kia tina! TINA!

Hui e! TĀIKI E!

6.2 Close the meeting

Next meeting: Board Meeting - March - 31 Mar 2022, 6:00 pm

Signature: _____

Date: _____