

CONFIRMED MINUTES

BOARD MEETING - JUNE



At the **August Board Meeting** on **25 Aug 2022** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 30 June 2022
Time:	6:00 pm to 8:16 pm
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Iaeen Cranwell (Chair), Brendan Jackman, Maaia Te tohu a tu Gerrard, Sam Henry, Teresa Wooding, Tim Grocott
Attendees:	Jane Forster, Rob Wilson-Pyne
Apologies:	Dr John Pirker, Jeremy Faumuina

1. Administration

1.1 Present

Iaeen Cranwell (Board Chair), Teresa Wooding (Deputy Chair), Sam Henry, Tim Grocott (Tumuaki), Brendan Jackman (Staff Representative), Maaia Te tohu a tu Gerrard (Student Representative).

In attendance: Jane Forster (Board Secretary), Robbie Richards (HOD Science - for first 15 minutes)

1.2 Opening Karakia

The Chair, Iaeen Cranwell opened the meeting with acknowledging Matariki, this year marking the first time the celebration was formally and legally recognised, making it the country's first indigenous public holiday.

Karakia timatanga

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

Haumi e, Hui e! TĀIKI E!

1.3 Apologies

Noted Apologies: John Pirker and Jeremy Faumuina

1.4 Science Faculty Review

Science Department Review

The Chair, laean Cranwell handed over to HOD of Science, Robbie Richards to speak to the review that was carried out with the Science Faculty.

Keys points:

- The department is a very strong and experienced department with a lot of knowledge.
- Staffing - there may be a vacancy at the end of this year so will be looking to appoint someone for next year.
- Shirley Boys' High School is running one of the mini pilots in Biology and Chemistry and Physics and Earth Science at Year 11. Brent Patrick and Jo Readman are running the Biology and Chemistry and Mike Li and Robbie Richards are running the Physics and Earth Science. The courses are going very well, Shirley Boys is one of five schools participating in the mini pilots. Robbie explained how the pilots work and what is involved for the department.
- Challenges within the department currently is teaching scientific content and weaving in mātauranga māori, this is a mind shift for many but all staff are onboard and learning and developing to enable doing this. The challenge is with resources available and trying not to draw on the same resources. Community and relationships are key.

A robust discussion was had regarding resources available, place based learning within the community and relationships.

1.5 Interests Register

1.6 Action Item List

Due Date	Action Title	Owner
31 Mar 2022	Pānui to whānau Status: Completed on 1 Jun 2022	Dr John Pirker
30 Jun 2022	Returning Officer for Board elections September 2022 Status: Completed on 4 Jul 2022	Jane Forster
30 Jun 2022	Giving Effect to Te Tiriti Waitangi - questions Status: Completed on 1 Jul 2022	laean Cranwell
14 Sep 2022	Letter to the Ministry under the OIA to get the figures on directed enrolments. Status: In Progress	Tim Grocott

Board Elections 2022

The main date being 7 September 2022 was accepted by the Board.



Adoption of Returning Officer for Parent Board Elections

Moved that the Returning Officer for the Parent Elections is Bernardine Vester of My School Elections and the Returning Officer for the Staff and Student Elections is Rob Wilson-Pyne.

Decision Date: 30 Jun 2022
Mover: Sam Henry
Second: Teresa Wooding
Outcome: Approved

2. Strategic decisions

3. Monitoring

3.1 Tumuaki's / Headmaster's Report

Tumuaki's Report - taken as read

Key points:

- Matariki - The whole school hāngī was a great day and a wonderful experience to celebrate Matariki. Thursday 23 June the Māori form classes walked down to New Brighton beach to try and view Matariki.
- Student Achievement - our engagement is currently very mixed. Covid, the disruptions, rostering home has taken its toll on students and staff. Term 3 will have a strong focus on getting students back on track with their academic achievement.
- Sexual Harassment Survey - survey will go out to both Avonside and Shirley students, the schools will be working with Dr. Liz Gordon who is a highly experienced researcher. A robust discussion took place regarding the survey, the process and plan of delivery and the support available.



Adoption of sexual harassment survey

Moved that the Board support the survey and for the Tumuaki to look into what support options will be required.

Decision Date: 30 Jun 2022
Mover: Sam Henry
Seconder: Teresa Wooding
Outcome: Approved

Key points continued:

- Staff Leave Requests
 - Anna Speechly, Music teacher has requested leave for 2023 to work abroad
 - Jake Chalklen, Sports Assistant has requested leave for 6 months to play rugby in the UK

Recommendation: That the Board supports both leave requests



Adoption of leave requests

The Chair moved that the Board adopt the leave requests of both Anna Speechly and Jake Chalklen.

Decision Date: 30 Jun 2022
Mover: laean Cranwell
Seconder: Sam Henry
Outcome: Approved

C V Gallagher Trust

Recommendation 1 - That the Board supports the dissolution of the C V Gallagher Trust

Recommendation 2 - That the Board supports the establishment of a Donor Advised Fund with the Christchurch Foundation in the name of the C V Gallagher Trust

Recommendation 3 - That the Board appoints Tony Deavoll and laean Cranwell as their representatives on the Board Trustees



Adoption of Tumuaki's recommendations for the C V Gallagher Trust

That the Board adopt all three of the Tumuaki's recommendations for the C V Gallagher Trust, as presented at this meeting.

Decision Date: 30 Jun 2022
Mover: laean Cranwell
Seconder: Teresa Wooding
Outcome: Approved

Equity Index

Tim Grocott, Tumuaki explained what is known of the equity index which will replace the decile system.

3.2 Staff Leave Requests

As discussed under the Tumuaki's Report.

3.3 Policy Review

In Term 2 , **Healthcare** and **Behaviour Management** sections were reviewed.

In **Healthcare policies** section, amendments made to:

- **Managing Minor/Moderate Injury**
- **Immunisations**

Attachments - taken as read.

All **Behaviour Management** policies and sub-policies have been reviewed.

No amendments required.

Due to concern raised earlier this year, **Timetable procedures** have been developed to supplement **Timetable** policy.

Attachment taken as read.



Adoption to amendments to Healthcare policies, Managing Minor/Moderate Injury and Immunisations

The Tumuaki moved that the amendments to Healthcare policies, Managing Minor/Moderate Injury and Immunisations be adopted.

Decision Date: 30 Jun 2022
Mover: Tim Grocott
Seconder: Brendan Jackman
Outcome: Approved

3.4 Staff Representative Report

Staff Representative Report

Letter for Board approval for French Trip 2024 - taken as read.

Brendan Jackman spoke to the letter asking for Board approval for the French trip to go ahead in 2024.

The Tumuaki, Tim Grocott recommended awaiting a decision until further investigation and consideration around risks for overseas trips for groups has been carried out. Jane Forster and Hanka Scott will be working on the policy for international travel and procedures around this in the July holiday break, this information will be shared with all staff. Brendan Jackman to feedback to the French teacher.

3.5 Student Representative Report

Maaia Te tohu a tu Gerrad gave a verbal report

Key highlights

- Matariki - all the students enjoyed getting together and getting their first 'taste' of te reo māori with the hāngī and for Maaia and some of the other māori students they rely on event such as this to feel their culture and knowledge is appreciated in the school. Maaia thought this would be a very good tradition for Shirley Boys' High School to continue, he suggested adding other events such as Kī-o-Rahi or Mau rākau to form a showcase of māori culture around Matariki to bring the whole school together.
- Shared Courtyard - Maaia explained two students emailed him with regards to opening the Shared Courtyard to both schools for all year levels. *Mr Grocott advised he has met with the students today and working through a process regarding that.*
- Weight Lifting - a few students that participate in weight lifting believe the weight lifting boys and other bronze sports are not getting as much recognition as other sports. This is around receiving badges and ties.



Weight lifting and other bronze sports

25.08.2022 Assembly running today acknowledging sports, this is underway.

The Tumuaki to discuss the badges and ties with Lee Attrill and Jamyn Keats.

Due Date: 25 Aug 2022

Owner: Tim Grocott

3.6 Whānau Committee Report

No report this month.

3.7 Finance, Property and H&S

Business Manager's Report - taken as read

Key Highlights

- The school is currently tracking in a surplus position which is a pleasing result, this is due to some one off grants received from the Ministry, Relief funding and the STP Programme with students staying on longer.
- To end the year with a break even would be a good result, but to end the year with a surplus would be a great result.
- Departments are tracking to their budgets.



Adoption of interim financial statements to 31 May 2022

Moved that the interim financial statements and associated reports to 31 May 2022 reporting an operating surplus of \$149,228, working capital of \$3,658,200 and public equity of \$4,411,173 be accepted.

Decision Date: 30 Jun 2022

Mover: Brendan Jackman
Seconder: Maaia Te tohu a tu Gerrard
Outcome: Approved



Adoption of entering into the Ministry of Education Donation Scheme for 2023

Moved that the Board adopt that Shirley Boys' High School enter into the donation scheme for 2023.

Decision Date: 30 Jun 2022
Mover: Brendan Jackman
Seconder: Sam Henry
Outcome: Approved

Noted: that the stamped annual accounts have only been returned from the auditor today, due date for loading to Ministry was 31 May 2022.

Property:

- Discussion took place with regard to the Build and Construction area.
- Confirmed the Hockey Turf lights have now been adjusted and the timer has been fixed.
- The Ministry have developed a resource for Boards about PPP.
- Toilet vandalism is an ongoing concern.

4. Identify agenda items for next meeting

4.1 Preparation for next meeting

Giving Effect to Te Tiriti Waitangi , add section to start of the August meeting.

5. Administration

5.1 Confirm Minutes

Board Meeting - May 26 May 2022, the minutes were confirmed as presented.



Adoption of minutes from Board meeting held 26 May 2022

Moved from the Chair that the minutes from the Board meeting held 26 May 2022, having been circulated, be approved as true and correct record of that meeting.

Decision Date: 30 Jun 2022
Mover: laean Cranwell
Outcome: Approved

5.2 Correspondence

Noted the staff leave requests, covered under Tumuaki's report.

5.3 General Business

Communication around tight deadlines was discussed, along with sub-committees of the Board.

6. Close Meeting

6.1 Closing Karakia

Karakia whakamutunga

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: August Board Meeting - 25 Aug 2022, 6:00 pm

Signature: _____

Date: _____