

CONFIRMED MINUTES

BOARD MEETING - MARCH



At the **Board Meeting - May** on **26 May 2022** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 31 March 2022
Time:	6:00 pm to 8:26 pm
Location:	Online meeting, NZ
Board Members:	Iaeon Cranwell (Chair), Brendan Jackman, Jeremy Faumuina, Dr John Pirker, Sam Henry, Teresa Wooding, Tim Grocott, Maaia Te tohu a tu Gerrard
Attendees:	Jane Forster
Apologies:	Rob Wilson-Pyne

1. Administration

1.1 Present

Iaeon Cranwell (Chair), Teresa Wooding (Deputy Chair), John Pirker, Sam Henry, Jeremy Faumuina, Maaia Te tohu a tu Gerrard (Student Representative), Brendan Jackman (Staff Representative), Tim Grocott (Headmaster), Jane Forster (Secretary)

The Chair opened the meeting by acknowledging the passing of Dr Moana Jackson today, an outstanding Māori lawyer specialising in constitutional law, the Treaty of Waitangi and international indigenous issues.

1.2 Opening Karakia

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

1.3 Apologies

Noted: Rob Wilson-Pyne's apology.

1.4 Interests Register

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	Excellence and Merit result for Māori students. Status: Completed on 30 Mar 2022	Tim Grocott
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: In Progress	Jane Forster

2. Strategic decisions

2.1 Headmaster/Tumuaki's Appraisal

The Headmaster, Tim Grocott spoke to the Professional Growth Cycle and how this would work if the Board was to carry out the Headmaster's Appraisal for 2022. If the Board was to carry out the appraisal the Headmaster would engage with a network colleague, being an experienced Principal of another secondary school.

The Headmaster's Recommendation: *That Jeff Smith of Papanui High School be nominated as the Network Colleague, if the Board is to carry out the Headmaster's Appraisal.*



Adoption to carry out the Headmaster/Tumuaki's Appraisal

The Chair moved that the Board adopt carrying out the Headmaster/Tumuaki's Appraisal for 2022 and to engage Jeff Smith, Principal of Papanui High School as the network colleague.

Decision Date: 31 Mar 2022
Mover: laean Cranwell
Outcome: Approved

3. Monitoring

3.1 Headmaster's Report

Headmaster's Report taken as read.

The Headmaster, Tim Grocott read to key points of the report.

March Update:

- In March, much of what was happening has been dominated by the Omicron pandemic. The school has been operating on a rostering home timetable. This has been quite successful in taking the pressure off the site, it has allowed the school to operate with fluctuating staff numbers.
- A survey was carried out across the staff this week. The focus on the teaching staff was around teaching and engagement, the results showed that boys have not been significantly impacted by the rostering home timetable. As part of that survey we asked if teachers wanted students back onsite or to continue with the rostering home until the end of the term, that came back that 82% were in favour of continuing rostering home. The school has decided to continue with the rostering home timetable until the end of this term.

- Omicron Update - we have had 300 positive cases amongst the students and 600 positive/household contacts, so nearly half the school population has been affected by covid or having to isolate as a household contact. Currently we have 95 isolating at home because they are positive and an additional 75 are isolating because they are household contacts.
- Attendance of students is good, the number of students coming to school when they are supposed to be at school is very high and they are engaging well. Whilst they are at home the engagement is slightly lower.
- Tim acknowledged Mr Rob Wilson-Pyne, Deputy Headmaster for the work he carried out whilst Tim was in isolation as a household contact. Tim also acknowledged Mr Craig Croft, Assistant Principal Operations for the work he has done.

Strategic Reporting:

- There is some really good work being carried out by our Learning Support Co-ordinators, Gail Collier and Elizabeth Wilson and also Rebekah Johnson, Literacy Co-ordinator. They have started the year extremely well and have managed to gain a lot of data on students. This has given the school a good profile of the students, in particular those students who are struggling at school with their academic learning.
- The Headmaster spoke to the reading asTTle results, highlighting the concerns from the report. The school has a significant number of boys sitting lower than Level 4 for reading and this will be reciprocated in writing and comprehension. The Headmaster raised the concern around literacy, not just at Shirley Boys' but around the whole country. A large number of those students are Māori and Pasifika which is another concern.
- The Introduction of the Aotearoa History Curriculum has now been launched. Within the Kāhui Ako our Assistant Principal, Louise Richards has a role to coordinate the implementation of Aotearoa Histories across Ōtākaro Kāhui Ako.
- The Kāhui Ako has recently advertised for an Across School Teacher, someone who is working across the whole Kāhui Ako focused solely on the introduction of the Aotearoa Histories curriculum. The Kāhui Ako has now made an appointment to that role, which is John Thurston who is a History, Media Studies and Social Studies teacher, also one of our Deans.
- Throughout Term 1, Wakaāma has been implemented, the Headmaster thanked laean Cranwell, Board Chair for his involvement in that.
- The school has reconnected with Puhoro which focus on STEM subjects. They provide additional support for students Year 11-13 and also connected with KUTT which focuses on learning and wellbeing.

School Sport:

- School sport has continued and we have had tournament week this week. The school has four Volleyball teams participating in a satellite tournament here in Christchurch, Ultimate Frisbee was on yesterday and our Rowers are down at Twizel at the Maadi Cup, which is a huge event, 16,000 athletes are down in Twizel under very strict protocols.

Change of School Name:

- The Headmaster wrote to the Ministry of Education requesting the incorporation of a Te Reo Māori name for Shirley Boys' High School, we have been informed this has been accepted, we are just awaiting the documentation to be processed.

International Students:

- The school had an opportunity to apply through the government for some places for some international students to come to new Zealand to study, we applied and have been granted six places.
- The school has one they believe will be here and possibly another three interested.

- It would be very beneficial if the school could get at least three or four students here before the end of the school year. The school has been given until July to fill those spaces and if we don't manage that they will be removed and offered elsewhere.
- The Board will need to review and approve the fees for International Students of \$16,000 which is in align with other schools in Christchurch.



Adoption of the International Student fees for 2023

The Headmaster moved that the Board approve and adopt the International Student fee of \$16,000 for 2023.

Decision Date:	31 Mar 2022
Mover:	Tim Grocott
Seconder:	Teresa Wooding
Outcome:	Approved

C V Gallagher Memorial Trust:

- The trust recently met to discuss the future of the trust. It currently holds approximately \$100,000 but is not generating any income. The trust has some options, it can either come back into the school accounts which would require dissolving the trust or the other idea is to transfer that fund into the Christchurch Foundation, which is a philanthropic organisation in Christchurch.
- We would put the \$100,000 into their foundation and they use that money to invest with higher rates of return.
- The level of return would be higher than in a bank, we could stipulate what we want to do with the original transfer and any interest the school would receive we can use for prizes or supporting students.
- The Christchurch Foundation would take care of all the administration, they would take care of the audit so there would be no fee for us.
- The trust will meet again on 11 April to discuss these options.

Timetable Policy:

- The Headmaster explained the school has a Timetable Policy, it has been questioned by the PPTA as to whether that policy is thorough enjoy and meets the collective agreement.
- The Headmaster and Chair of the Policy Committee met with some representatives of the PPTA branch earlier this week.
- The policy is very robust but we are looking at putting some procedures in around the policy to align how the policy comes to life.

Māori Endorsements 2017-2019:

Taken as read.

A robust discussion took place regarding the data provided to the Board and the literacy results as per the Headmaster's Report.

Some key points:

- Students are arriving at secondary school with low literacy levels, how can we assist contributing schools to raise literacy awareness and levels
- A considerable number at Level 3 or below are arriving from two of our contributing schools, look at how we can we support them
- Need to consider if the way in which we are testing is the best way to be testing
- Shirley Boys' is looking to introduce a reading programme for our Year 9 students to support and raise awareness around reading



Adoption of the Headmaster's Report for March

The Headmaster moved that the Board receive and adopt his March Board report.

Decision Date: 31 Mar 2022
Mover: Tim Grocott
Seconded: Teresa Wooding
Outcome: Approved

Letter to Board - taken as read

Key points below from a robust conversation:

- The Board cannot fund disregarded sick leave, this has to come from the Ministry of Education
- Would the Board therefore be willing to fund discretionary leave (the Board would not have to approve discretionary leave because it is part of the school leave policy - up to 5 days)
- The school needs to stick to the NZEI Agreement that is in place and Shirley Boys' High School Policy, which would allow the Headmaster to grant discretionary leave on a case by case basis (up to 5 days without Board approval)
- The Board cannot predetermine anyone's application for leave and would therefore be an operational matter for the Headmaster to deal with based on individual circumstances and facts, also from a legal perspective the Board could not vary the employment agreements for those individuals because it would need to be negotiated independently with each person.
- The Board is happy to support the Headmaster writing a letter to NZEI asking them to refer the issue to the Ministry of Education.



Support of Headmaster's letter to NZEI

The Chair moved that the Board supports the Headmaster writing a letter to NZEI referring the issue of disregarded sick leave for Support Staff back to the Ministry of Education.

Decision Date: 31 Mar 2022
Mover: Tim Grocott
Seconded: Jeremy Faumuina

3.2 Policy Review

School Policies for Term 1 - taken as read.

Health and Safety Management policies reviewed

- Visitors
- School closure
- Health and Safety Induction

Noted: Tsunami policy pending and following amendment will be presented to the Board in May 2022

Concerns and Complaints Policy - updated by SchoolDocs and checked by Policy Committee and accepted.

School Van Policy - amended to include boat and trailer.

Term 1 Assurances - taken as read

EEO Assurance - taken as read



Adoption of Term 1 Policies

The Headmaster moved that the Board adopt the Term 1 Policies along with all amendments presented.

Decision Date: 31 Mar 2022
Mover: Tim Grocott
Seconded: Dr John Pirker
Outcome: Approved

3.3 Staff Representative Report

Brandan Jackman gave a verbal update:

- School is ticking along and staff are appreciative of the extra support that is coming in under covid times and enabling them to deliver a good education to all students.

3.4 Student Representative Report

Maaia gave a verbal report:

- Following the last meeting Maaia looked at how get the student ideas to him so he could present them to the Board.
- Maaia created a google form and sent it out to the student body with three simple questions:
 - What are you enjoying about school so far
 - Are there any problems you have
 - What is your idea to improve our school/your school life
- Maaia is taking the ideas and focusing on them so he can present them to the Board.
- Maaia has received about 180 responses to date, some of the main answers were:
 - Year 13 privileges, shorter lunch times and some issues around the canteen food.

3.5 Finance, Property and H&S

Business Manager's Report - taken as read

Brendan Jackman, Staff Representative and Resources Committee Chair gave a verbal report of the key points:

February 2022 Accounts

- The school is sitting at a \$35,790 operating surplus, compared with March 2021 where the school was sitting at approximately \$70,000 surplus.
- Large spending for most areas at the start of the year, which is tracking well and what the school wants to see as means the students get the full benefit of resources.
- Due to covid, costs are low when it come to tours, sporting trips etc.
- The school has purchased a new server, which was a shared expense but a large cost to both schools. A robust discussion was had at the Resources meeting around the ongoing cost of such an item and whether the school looked at cloud based for the future.



Adoption of interim financial statements to 28 February 2022

Resource Committee Chair, Brendan Jackman moved that the interim financial statements and associated reports to 28 February 2022 reporting an operating surplus of \$35,790, working capital of \$3,511,981 and public equity of \$4,297,734 be accepted by the Board.

Decision Date: 31 Mar 2022
Mover: Brendan Jackman
Seconded: Teresa Wooding
Outcome: Approved

Budget 2022 - taken as read

Brendan Jackman spoke to the approval of the 2022 Budget with an operating deficit of \$265,416 and noted some key points.

- 2021's Budget had a forecast for a deficit but the school came out with a surplus.
- Budgets are realistic and align much closer to actuals from previous years.
- There are a few areas that make it very hard to predict such as:
 - Staffing
 - Number of students enrolled and 1 March roll return numbers
 - The projected numbers for students enrolled in STP and the actual is down by about 5 students (look to be more conservative with numbers)



Adoption of then 2022 Budget

Brendan Jackman, Staff Representative and Resources Committee Chair moved that the 2022 Budget be approved incorporating the recommendations with the Business Manager's report. Operating deficit of \$265,416.

Finance Lease repayments of;

TELA \$28,600

Flexicommercial \$51,485

Ricoh \$18,513

Capital purchases \$308,383 (detailed above)

Resulting in a net working capital of \$3,208,508 and Public Equity \$3,996,529 be approved and adopted by the Board.

Decision Date: 31 Mar 2022
Mover: Brendan Jackman
Seconded: Iaeen Cranwell
Outcome: Approved

Board Approvals - taken as read

Brendan Jackman read to the Board Approvals as the Chair of the Resources Committee. Teresa Wooding has joined the Resources Committee and the Chair suggested that Teresa take over the signing of such invoices from April 2022.



Removal of Brendan and addition of Teresa on ApprovalMax

Removal of Brendan and addition of Teresa on ApprovalMax - Jane to speak with accounts.

Due Date: 1 May 2022
Owner: Jane Forster

3.6 Whānau Committee Report

No report this month.

4. Identify agenda items for next meeting

4.1 Preparation for next meeting

Board Work Plan - to be attached

Giving Effect to Te Tiriti Waitangi - questions added as an action point for board members

5. Administration

5.1 Confirm Minutes

Board Meeting - February 24 Feb 2022, the minutes were confirmed as presented.



Adoption of the minutes from the Board meeting held 24 February 2022

The Chair moved that the minutes from the Board meeting held 24 February 2022, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 31 Mar 2022
Mover: Iaeen Cranwell
Outcome: Approved

5.2 Correspondence

Letter to the Ministry of Education - as mentioned under the Headmaster Report.

5.3 General Business

Giving Effect Te Tiriti o Waitangi - NZSTAR Workshop - presentation taken as read

Teresa Wooding spoke to the workshop she attended and the questions for the Board to review.

The Headmaster advised that the school will be holding an ANZAC assembly on Thursday 14 April 2022 at 11am.



Invite to Board - ANZAC Assembly

Jane to send an invite to Board members once the time is set. Will be late morning, around 11am.

Due Date: 14 Apr 2022
Owner: Jane Forster



Giving Effect to Te Tiriti Waitangi - questions

26.05.2022 Park this until June when the board meets face to face.

Following Teresa's presentation at the March board meeting the board was asked to consider the following questions:

Questions to consider at your next board meeting

1. How do we currently integrate tikanga Māori values into plans, policies and local curriculum?

2. What progress have we made as a result of Ka Hikitia – Ka Hāpaitia (The Māori Education Strategy) and Tau Mai Te Reo (The Māori Language Strategy, 2020)? How do we know that we have made progress? What measures/indicators could we use?
3. What are the key governance questions we should be asking in terms of planning, monitoring and review?
4. What opportunities are there for strengthening the application of te reo and tikanga Maori within our school?

Due Date: 30 Jun 2022
Owner: laean Cranwell

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: Board Meeting - May - 26 May 2022, 6:00 pm

Signature: _____

Date: _____