

# CONFIRMED MINUTES

## BOARD MEETING - MAY



At the **Board Meeting - June** on **30 Jun 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 26 May 2022
<b>Time:</b>	6:00 pm to 7:51 pm
<b>Location:</b>	Online meeting, NZ
<b>Board Members:</b>	Iaeon Cranwell (Chair), Brendan Jackman, Jeremy Faumuina, Dr John Pirker, Maaia Te tohu a tu Gerrard, Sam Henry, Tim Grocott
<b>Attendees:</b>	Jane Forster, Rob Wilson-Pyne
<b>Apologies:</b>	Teresa Wooding

### 1. Administration

#### 1.1 Present

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

The Chair opened with an acknowledgment of the passing of Damn Aroha Reriti-Crofts (Ngāi Tūāhuriri), former national president of the Māori Woman's Welfare League, very heavily involved in the Rātuna Church but also in Māori development, the community and the wellbeing and advancement of Māori. Also acknowledged was the passing of Karen Morgan from Ōnuku, she looked after a lot of Oranga Tamariki children and her home was open to many people that she supported over the years. To them both we acknowledge their passing and immense work they have done for Ngāi Tahu, Māori and the community.

#### 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: Teresa Wooding's apology

### 1.4 Interests Register

### 1.5 Action Item List

Due Date	Action Title	Owner
31 Mar 2022	Pānui to whānau <b>Status:</b> Completed on 1 Jun 2022	Dr John Pirker
14 Apr 2022	Invite to Board - ANZAC Assembly <b>Status:</b> Completed on 2 May 2022	Jane Forster
1 May 2022	Removal of Brendan and addition of Teresa on ApprovalMax <b>Status:</b> Completed on 2 May 2022	Jane Forster
30 Jun 2022	Returning Officer for Board elections September 2022 <b>Status:</b> Completed on 4 Jul 2022	Jane Forster
30 Jun 2022	Giving Effect to Te Tiriti Waitangi - questions <b>Status:</b> Completed on 1 Jul 2022	laean Cranwell

## 2. Strategic decisions

## 3. Monitoring

### 3.1 Tumuaiki's / Headmaster's Report

Headmaster's Report - taken as read.

Key Highlights:

- COVID Update - Numbers have been reasonably low which is very positive.
- NCEA is tracking well.
- Attendance is looking very positive, this could have been boosted by the rostering home.
- Year 9 survey - Numbers were very similar to what we saw in 2021 which was good. Everything around relationships and respect was very positive , whereas there is a much greater spread around teaching and learning.
- Busy start to the term with Staff Only Day, Parent Interviews, Open Night. Open Night was very successful but was not as well attended as previous years, due to varying factors.
- Guidance (report taken as read) - The staffing situation in Guidance is currently very good, Mel has brought in some interns who are in the department a day a week and their case load is very carefully managed to ensure nothing too intense or beyond their skill sets. In the past few years we have increased our investment in guidance and that will continue we and will need to manage that carefully.
- Te Tiriti o Waitangi workshop - We are getting a lot better as a school, although there is some work still to be done. The Board is in an excellence position to start looking at their governance role and looking at the questions Teresa sent through and what is the Board's role in ensuring the Treaty principles and partnership are in action.
- Events:
  - ANZAC Assembly - It was really nice to be able to hold this assembly and to support the New Brighton RSA. It was lovely to have Board member Jeremy Faumuina attend along with special guests Celeste Donovan, Councillor for the Coastal Ward; Kelly Barber, Community Board Chair of the Coastal-Burwood

Ward. The Principal Catherine Law and Head Students from Avonside also attended the ceremony.

- Founders' Assembly - Old Boy, Duncan Webb spoke at the assembly and that was well received.
- 5 Schools Cultural and Educational Exchange - The exchange is once again on after a 2-year delay, but involves travel overseas. There is a element of risk involved in that. (Tim read to the risks)

### **Recommendation**

*That the Board approves Shirley Boys' High School participating in the 5 Schools Exchange in 2022.*



### **Adoption of Headmaster's recommendation to attend the 5 Schools Exchange for 2022**

The Chair moved that the Board approves of Shirley Boys' High School participating in the 5 Schools Exchange in 2022.

**Decision Date:** 26 May 2022  
**Mover:** Iaeen Cranwell  
**Outcome:** Approved

### Continuation of Highlights:

- Hockey Turf lights - The issue has been resolved. We have now got a timer on the lights and they will automatically turn off from 9.00pm - 6.30am and the angle of the lights will be adjusted on Monday 30th May 2022. Spotless and Southbase are to resolve the consent issue.
- Enrolments 2023 - We received an email from the Ministry that explained the schools are adhering to the spirit of the MOU to reduce out of zone enrolments and working to meet the Agreed Maximum Roll numbers. The Advisory Group commends schools for this. It was nice to be commended for our approach.
- Directed and late enrolments - Tim handed over to the Deputy Headmaster who advised the Board that Shirley Boys' has received 7 directed enrolments and another 2-4 enquires. This is putting pressure on the school and is challenging for the staff. The Board discussed how they could support the school.

Robust discussion took place regarding the directed enrolments, the new zone, where the students are coming from and the issues this causes from schools, more so on the east side of Christchurch where housing is more affordable. The Board suggested with the next directed enrolment that is received the school refuses due to the high volume and the issues this causes and that the Board write to the Ministry of Education under the OIA and get the figures on directed enrolments for schools in Christchurch.



### **Letter to the Ministry under the OIA to get the figures on directed enrolments.**

30.06.2022 Tim to work on this over the school holiday break.

The Board to write to the Ministry of Education under the OIA and get the figures on directed enrolments for schools in Christchurch.

**Due Date:** 30 Jun 2022  
**Owner:** Tim Grocott

### Values and The Shirley Man

A robust discussion took place regarding the new Values and the term The Shirley Man.



### Adoption of the Tumuaki's Report for May 2022

The Tumuaki moved that the Board adopt his report for May 2022.

<b>Decision Date:</b>	26 May 2022
<b>Mover:</b>	Tim Grocott
<b>Seconded:</b>	Dr John Pirker
<b>Outcome:</b>	Approved

### 3.2 Board Work Plan 2022

Board Work Plan 2022 - taken as read

### 3.3 Policy Review

Payroll Processes and Controls check – Deputy Chair met with HKS on 6 May to check the compliance and signed off the payroll report for pay period 2. Next check will be in Term 3.

Banking Staffing End of Year 2021 from the MoE (attached) stating that the banking staffing usage for 2021 matched our entitlement – taken as read

Environmental Scan' Letter – re Staffing Entitlement for 2022 (attached) – taken as read

#### School Policy Review – Term 2

In 2022, we will review the **Health, Safety, and Welfare Policy** section throughout the year. The main, overarching policy will be reviewed at the end of the year.

In Term 2, the focus is on the **Healthcare** and **Behaviour Management** sections.

Board asked to login and review the Term 2 policies and submit any feedback, if any at the June meeting.

### 3.4 Staff Representative Report

No report for May 2022

### 3.5 Student Representative Report

No Report for May 2022.

### 3.6 Whānau Committee Report

John gave a verbal report following the hui this week at Ōruapaeroa.

Highlights below:

- Good conversation around the Values looking at where we want to see our Māori boys.
- There was a presentation for our boys from Year 11, 12 and 13 who are at excellence level, that was good to see recognition of those at the whānau hui.
- Discussions around Hauora aand the excellent work that is happening from Waikato supporting our Years 11 - 13, how that was quite heavily subscribed and having groups of 15 per group focusing on the academic success, but also imbedding of mātauranga Māori and being proud to be Māori.
- Topics covered by John at the hui:

- Called for new members to join the whānau committee.
- Upcoming elections.
- Staff Only Day with Hana O'Regan being the keynote speaker
- Hone gave a good overview at the end of the hui about the upcoming Manu Kōrero Competitions between 30th June - 1st July. Kapa haka and Polyfest were also discussed, along with funding. Maitariki plans for the week before the 24th June were discussed and how the school plans to run that. Hone also reminder the boys are attendance and uniform etc.
- It was a good night and was well attended.

Jeremy Faumuina explained it was great to see the unity between the Māori and Pasifika community on the night. It was discussed on the night how to involve the Pasifika families more as they are very willing and how the school can get out communication around events. Post COVID anxiety/fear was discussed from a community perspective.

### 3.7 Finance, Property and H&S

Business Manager's Report and associated reports - take as read

Resources Committee Chair, Brendan Jackson gave a verbal update.

- The school continue to be tracking in a surplus position of \$125,000, so tracking very well. This is mainly due to the extra funding we are receiving for teachers relief along with using internal relief.
- The students in the STP Programme students are staying on longer than previous years which is good, again we had a robust discussion about the support we can offer to the students in this programme to ensure they complete their school year.
- Cheryl English, Business Manager has been fielding audit queries all week but the accounts look like they will be filed by the deadline of 31 May 2022.

Donation Scheme

The deadline to opt in or out of the donation scheme is fast approaching and this was discussed in depth at the Resources Committee meeting. Cheryl will put together comparisons from previous years for the committee to look over at their next meeting and Brendan will come with a clear recommendation for the Board at the June meeting. Decision needs to be made at the next Board meeting, 30 June 2022.



#### Adoption of Interim financial statements to 30 April 2022

The Resources Committee Chair, Brendan Jackman moved that the Board accept and adopt the Interim financial statements and associated reports to 30 April 2022 reporting an operating surplus of \$125,913 working capital of \$3,624,267 and public equity of \$4,387,858.

**Decision Date:** 26 May 2022  
**Mover:** Brendan Jackman  
**Seconder:** Jeremy Faumuina  
**Outcome:** Approved

## 4. Identify agenda items for next meeting

### 4.1 Preparation for next meeting

Faculty Report - Science (30 minutes slot at start of June meeting)

Te Tiriti o Waitangi - questions under action item

## Equity Index

The Tumuaki, Tim Grocott spoke to the new equity index to be introduced to schools. Tim has received some information on this and will, between himself and Brendan Jackman, familiarise themselves with the information and what that means to schools and will report back to the Board at the June meeting.

Noted: to be added to the risk register as this could effect our funding.

## 5. Administration

### 5.1 Confirm Minutes

**Board Meeting - March 31 Mar 2022**, the minutes were confirmed as presented.



#### **Adoption of minutes from the Board meeting held 31 March 2002**

The Chair moved that the minutes from the Board meeting held 31 March 2022, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 26 May 2022  
**Mover:** Iaeen Cranwell  
**Outcome:** Approved

### 5.2 Correspondence

### 5.3 General Business

The Tumuaki, Tim Grocott advised of the late funding application to Air Rescue and Community Services for the Shirley Boys' High School Water Polo Team for the South Island Secondary Schools Canoe Polo Tournament in Oamaru, 12-14 August 2022. Tim explained himself and Jane Forster have reviewed the application and it was well put together and thorough, with all quotes attached. The quotes are for 3 x kayaks, 3 x spray decks, 3 x paddle and 3 x helmets.



#### **Adoption of the Funding application to the Air Rescue and Community Services**

It was resolved on 26 May 2022 that an application for Shirley Boys' High School be made to Air Rescue Community Trust for the purchaser of Canoe Polo equipment for the Canoe Polo team for the cost of \$9,4889.00 including GST.

**Decision Date:** 26 May 2022  
**Mover:** Iaeen Cranwell  
**Outcome:** Approved

The Tumuaki, Tim Grocott took the opportunity to thank the Board for their continued support.

## 6. Public Excluded Session

### 6.1 Public Excluded Session



#### Move to Public Excluded Session

Moved from the Chair at 7.37pm that the public be excluded from the following parts of the proceedings of this meeting, namely, staffing 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	Ground(s) under s48(1) for the passing of the resolution
Staffing matter	It is necessary to exclude the public from part of the meeting 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 in 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 relevant part of the proceedings of the meeting in public as set out in the table above.

**Decision Date:** 26 May 2022  
**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 7.50pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions, if any, be made public.

**Decision Date:** 26 May 2022  
**Mover:** laean Cranwell  
**Outcome:** Approved

## 7. Close Meeting

### 7.1 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!

## 7.2 Close the meeting

**Next meeting:** Board Meeting - June - 30 Jun 2022, 6:00 pm

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

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