

# MINUTES (in Review)

## MARCH BOARD MEETING



<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 23 March 2023
<b>Time:</b>	6:00 pm to 8:08 pm (NZDT)
<b>Location:</b>	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
<b>Board Members:</b>	Dani Thompson, Garth Jones, Andrew Swift, Maaia Te tohu a tu Gerrard, Melody Tuliau, Seira Sio, Tim Grocott
<b>Attendees:</b>	Jane Forster, Rob Wilson-Pyne
<b>Apologies:</b>	Iaeon Cranwell (Chair)

### 1. Administration

#### 1.1 Present

Dani Thompson - Chair, Andrew Swift, Melody Tuliau, Seira Sio, Maaia Te tohu a tu Gerrard - Student Representative, Garth Jones - Staff Representative, Tim Grocott - Tumuaki

Rob Wilson-Pyne - Deputy Headmaster, Jane Forster - Secretary

#### 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

Iaeon Cranwell's apology noted.

#### 1.4 Interests Register

#### 1.5 Action Item List

Due Date	Action Title	Owner
28 Jan 2023	Property spreadsheet of desired modifications <b>Status:</b> Completed on 28 Feb 2023	Tim Grocott
23 Mar 2023	Guidance Staffing and Reporting <b>Status:</b> Completed on 23 Mar 2023	Tim Grocott

Due Date	Action Title	Owner
23 Mar 2023	Weightlifting/Powerlifting equipment <b>Status:</b> Completed on 27 Mar 2023	Tim Grocott
23 May 2023	Property Sub-committee <b>Status:</b> In Progress	Iaeen Cranwell
23 May 2023	Uniform/Dress code policy <b>Status:</b> In Progress	Tim Grocott
23 May 2023	Uniform sandals <b>Status:</b> In Progress	Rob Wilson-Pyne
23 May 2023	Whānau Representative <b>Status:</b> Completed on 21 Apr 2023	Melody Tuliau
25 May 2023	Canteen pricing and options <b>Status:</b> Completed on 23 Mar 2023	Tim Grocott

## 2. Resources Committee Section

### 2.1 Finance, Property

Business Manager's Report - Te Tumu Tahua Ripoata ~ *taken as read along with supporting reports and documents*

Dani Thompson read to the key highlights:

- Resources Committee meeting was held Tuesday 21 March 2023 where the Business Manager presented the committee with a very comprehensive draft budget, noted the amount of work put into the budget by the Business Manager, Cheryl English - very appreciated.
- The school is still tracking in a very strong financial position, noted the amount of transactions early in the year, the significant amount of expenditure is due to departments and teams buying in preparation for the year and leases falling due.
- The school is looking at a break even position for the 2023 Budget, which is a good result.



#### 2023 Budget Approval

Moved that the 2023 Budget be approved;  
 Operating surplus/deficit of \$-(nil)  
 Finance lease repayments of; \$98,598  
 Capital purchases \$537,000

*NB: the budgeted balance sheet will be reviewed and presented to the Board once the audited accounts have been finalised.*

**Decision Date:** 23 Mar 2023  
**Mover:** Dani Thompson  
**Seconder:** Garth Jones  
**Outcome:** Approved



#### Financial Statements and reports to 28 February 2023

Moved that the Interim financial statements (draft to audit) and associated reports to 28 February 2023 reporting an operating surplus of \$18,198 working capital of \$2,625,164 and public equity of \$4,587,595 be accepted.

**Decision Date:** 23 Mar 2023  
**Mover:** Dani Thompson  
**Seconder:** Andrew Swift  
**Outcome:** Approved

## 2.2 Credit Card for staff travelling overseas

Request for overall credit card limit to be increased from \$35,000 to \$50,000 to allow for staff going on international trips to be issued a credit card.



### Credit card limit increase

Moved that the limit be increased from \$35,000 to \$50,000 and a card be issued to Elizabeth Wilson for the purpose of the international student trip to Japan and China.

**Decision Date:** 23 Mar 2023  
**Mover:** Dani Thompson  
**Seconder:** Melody Tuliau  
**Outcome:** Approved

## 3. Strategic decisions

### 3.1 Work Plan 2023 - Te Tiriti o Waitangi

Te Tiriti o Waitangi

- The Tumuaki reports on this monthly in the Tumuaki's Board Report
- The Director of Māori and Pasifika to be invited to a Board meeting to talk about progress towards Te Tiriti and discuss some of the mahi in that area
- Re-appointment of whānau representative on the Board is underway
- Māori succeeding as Māori is one of the priorities - looking at what this means and where do we get the information, how are we partnering with our whānau Māori and enabling their participation of what that looks like, re-appointment of a whānau representative will help with this work.
- Academic results for Māori and the supports required around that, look at whether the supports in place are reflective of our rangatahi that require that extra support, Board to review annually.

## 4. Monitoring

### 4.1 Tumuaki / Headmaster's Report

Tumuaki's Report ~ *taken as read*

Key highlights:

- Busy start to the year with events taking place such as;
  - Athletics
  - Sports Exchanges
  - Polyfest this Saturday which was a fantastic occasion and great to see how well our boys did and terrific support from staff and whānau
  - PPTA Strike - Thursday last week
- School Roll 1313 - this is made up of 1210 regular students (funded per pupil), 71 STP students (partially funded) and 27 International students (fee paying).
- School Zone - about 75% of our students are from our school zone.

- Ethnicity - the school is made up of : European 60%, Māori 20%, Pasifika 6%, Asian 8% and MELAA 1%, but keeping in mind the data only shares the ethnicity listed first on the enrolment form when the student was enrolling.
- Student Attendance 2023- there is a slightly concerning pattern with a reasonable proportion of students below 80% attendance, this could be due to a number of factors and is something the school is working on.

#### Guidance Report ~ *taken as read*

- Dai Williams - Head of Guidance for 2023 provided the detailed report, Dai has made some very positive changes in Guidance, he is fulltime and has a team supporting him made up of Mr Miller who is here 3 days per week and then 4 interns.
- Staffing in Guidance - currently they are comfortable with the number of staff in Guidance.
- The number of Māori and Pasifika engaging with Guidance has increased this year which is very positive.

#### Learning Support ~ *taken as read*

- Gail Collier - SENCO provided another detailed report, giving a real insight into the range of needs at the school, some very complex needs.
- Staffing in Learning Support - with students presenting that require support staffing in the department is a topic Ms Collier has requested the Board consider, she would like the Board to fund an additional Teacher Aide to support those growing needs. This would potentially cause a deficit on the budget the Board has approved but is manageable and the Finance Committee were supportive of that.
- There are lower numbers of approved special assessment conditions for Māori and Pasifika, this could be due to lack of early identification of those needs, applications not being completed and lack of understanding around the support that is on offer.



#### **Board funded Teacher Aide**

Moved that the Board supports funding an additional Teacher Aide for the remainder of 2023.

<b>Decision Date:</b>	23 Mar 2023
<b>Mover:</b>	Tim Grocott
<b>Seconder:</b>	Andrew Swift
<b>Outcome:</b>	Approved

#### Tumuaki's Report - *highlights continued*

- Iwi representation was included in the report for March, noted this only lists the first affiliation a student has.
- Staffing - Tumuaki's goals taken as read and recommended the Board have a sub-committee to work with to review performance throughout the year against goals. The Tumuaki is also required to be involved in a professional growth cycle which is likely to be with other Principals.
- PTA has been running some fundraisers to grow their funds in order to support the students further, a very committed group of people.
- The school has started their Education Review Office Evaluation and the Tumuaki has met with Juliette Hayes to discuss the review.
- Enrolment MOU is up for review, the school did not sign this originally and the Tumuaki's recommendation to the Board is that the school wait and see what the recommendations are from the Advisory Group to the Canterbury West Coast Secondary Principals Association Executive.
- PPTA Industrial Action is ongoing - potential strike for Wednesday 29 March 2023.

## 4.2 Staff Leave Requests

The Board has received two parental leave requests ~ *taken as read*.



### Adoption of Parental Leave requests

Moved that the Board approve the two parental leave requests presented to the Board at this meeting.

**Decision Date:** 23 Mar 2023  
**Mover:** Dani Thompson  
**Outcome:** Approved

## 4.3 Policy Review

- New policy for Board approval, Firearms Permitted for Specific Events/Activities
  - *Further Board amendments noted: remove wording around dress up day and add 'an' before Assistant Principal*
- Term 1 Policies:
  - Student Attendance – two reviews were submitted and considered in final amendment.
  - Enrolment – amendments for approval
    - *Further Board amendments noted: Update legislation from 1989 to Education and Training Act 2020*
  - Uniform/Dress Code – ongoing work (TMG/RNW)



### Adoption of Policies presented at the March Board meeting

Moved that the Board adopt the Policies as presented at the March meeting along with the amendments discussed and noted.

**Decision Date:** 23 Mar 2023  
**Mover:** Seira Sio  
**Seconded:** Dani Thompson  
**Outcome:** Approved

Board Assurances ~*taken as read*

## 4.4 Staff Representative Report

No report for March.

## 4.5 Student Representative Report

No report for March.

## 5. Identify agenda items for next meeting

### 5.1 Preparation for next meeting

Andrew Tolman has been invited to speak at the start of the May 2023 meeting.

## 6. Administration

### 6.1 Confirm Minutes

**February Board Meeting 23 Feb 2023**, the minutes were confirmed as presented.



#### Adoption of minutes from the Board meeting held 23 February 2023

Moved that the minutes from the Board meeting held 23 February 2023, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 23 Mar 2023  
**Mover:** Dani Thompson  
**Outcome:** Approved

### 6.2 Correspondence

Inward:

- Email - Canterbury Education Services
  - Company Profile
  - Director Nomination Form
  - Letter to Shareholder Schools re nominations

### 6.3 General Business

Nil

## 7. Public Excluded Session

### 7.1 Property & Discipline Matters



#### Move to Public Excluded Session

Moved at 7.27pm that the public be excluded from the following parts of the proceedings of this meeting, namely property and 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	Ground(s) under s48(1) for the passing of the resolution
Property Discipline Update	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	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

	Official Information Act 1982 ("OIA")	good reason for withholding under OIA.
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The resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by section 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:** 23 Mar 2023  
**Mover:** Dani Thompson  
**Outcome:** Approved



### Move out of Public Excluded Session

Moved that the meeting move out of Public Excluded session at 8.02pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions, if any, be made public.

**Decision Date:** 23 Mar 2023  
**Mover:** Dani Thompson  
**Outcome:** Approved

## 8. Close Meeting

### 8.1 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!

### 8.2 Close the meeting

**Next meeting:** May Board Meeting - 25 May 2023, 6:00 pm

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

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