

CONFIRMED MINUTES

FEBRUARY BOARD MEETING



At the **March Board Meeting** on **23 Mar 2023** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 23 February 2023
Time:	6:00 pm to 8:40 pm (NZDT)
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Iaeen Cranwell (Chair), Andrew Swift, Dani Thompson, Garth Jones, Maaia Te tohu a tu Gerrard, Melody Tuliau, Seira Sio, Tim Grocott
Attendees:	Jane Forster, Rob Wilson-Pyne

1. Administration

1.1 Present

Iaeen Cranwell, Dani Thompson, Andrew Swift, Melody Tuliau, Seira Sio, Garth Jones, Maaia Te tohu a tu Gerard, Tim Grocott

In attendance: Rob Wilson-Pyne, Dan Gilmore (until 6.40pm), Jane Forster

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

Nil

1.4 Interests Register

1.5 Action Item List

Due Date	Action Title	Owner
27 Oct 2022	Letter to the Ministry under the OIA to get the figures on directed enrolments. Status: Completed on 1 Dec 2022	Tim Grocott
16 Dec 2022	Letter to Cheryl English Status: Completed on 13 Dec 2022	Iaeen Cranwell
28 Jan 2023	Property spreadsheet of desired modifications Status: Completed on 28 Feb 2023	Tim Grocott
23 Feb 2023	New style school jacket Status: Completed on 7 Feb 2023	Tim Grocott
23 Mar 2023	Guidance Staffing and Reporting Status: Completed on 23 Mar 2023	Tim Grocott
23 May 2023	Property Sub-committee Status: In Progress	Iaeen Cranwell

1.6 Dan Gilmore - ICT Update

Dan Gilmore, Assistant Principal - Curriculum shared his ICT presentation looking at a proposal to replace the current TV screens with Commboxes around the learning areas.

Key Improvements:

- 76% increase in screen size for student visibility
- record and sharing of screens
- front facing speakers
- the units are mobile
- can use without a laptop
- made of tough material
- great for literacy

Recommendation: To purchase 20 units to be spread across the learning areas.

Dan spoke to the ICT survey carried out with the staff and the outcomes of that survey.

Dan Gilmore left the meeting at 6.44pm.

2. Resources Committee Section

2.1 Finance, Property

Business Manager's Report / Te Tumu Tahua Ripoata - Financial Statements to 31 December 2022 - taken as read

Dani Thompson, Resource Committee Chair read to the key points:

Recommendation to the Board:

2023 Budget approval - defer over to the March meeting, this will allow time to review curriculum areas heavily impacted by inflation, review capital asset priorities and senior leadership review to allocate the additional equity funding.

The school is still in an excellent financial position, this will allow the school to look at bigger ticket items.

2022 draft financial statements are currently with the auditor and although the school is not expecting anything to come back, there maybe a few tweaks. Very good result with an operating

surplus of \$307,452 and working capital of \$2,626,367. Very pleasing to see the effort all staff have made in being mindful of expenditure.

Recommendation to the Board:

Financial Statements and reports to 31 December 2022 - that the Interim financial statements (draft to audit) and associated reports to 31 December 2022 reporting an operating surplus of \$307,452 working capital of \$2,626,367 and public equity of \$4,799,983 be accepted.

Resource Committee discussed putting forward a project funding plan to the Board with potential to carry out some improvements around the grounds and within the classrooms. The Headmaster discussed the modification plan that has been drawn up following meetings with those involved with property and the senior leadership team, also discussed was the use of the Campion Estate funds for building a shade house to develop the horticulture area. The Headmaster will bring further details to the Board at the next meeting in March.

School events budget to be created for the 2023 budget.



Adoption to defer the 2023 Budget approval

Moved that the 2023 Budget approval is deferred to the March meeting.

Decision Date: 23 Feb 2023
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Adoption of financial statements and reports to 31 December 2022

Moved that the Interim financial statements (draft to audit) and associated reports to 31 December 2022 reporting an operating surplus of \$307,452 working capital of \$2,626,367 and public equity of \$4,779,983 be accepted.

Decision Date: 23 Feb 2023
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved

3. Strategic decisions

3.1 Election of Officers



Election of Board Chair for 2023

Dani Thompson nominated laean Cranwell for the position of Chair.

- Unanimous decision

Decision Date: 23 Feb 2023
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Election of Deputy Chair for 2023

The Chair nominated Dani Thompson for the position of Deputy Chair.

-Unanimous decision

Decision Date: 23 Feb 2023
Mover: laean Cranwell
Seconder: Andrew Swift
Outcome: Approved

3.2 Delegations of Authority



Delegation of Authority to Headmaster/Tumuaki

Moved that the Board delegates the day-to-day management of the school to the Headmaster/Tumuaki, Tim Grocott.

Decision Date: 23 Feb 2023
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority to Deputy Headmaster

Moved 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: 23 Feb 2023
Mover: laean Cranwell
Outcome: Approved



Delegation of Authority - Resource Committee

Moved that the Resources Committee members are delegated authority to be members of the Board's Resources Committee acting under the Finance Policy terms of reference on SchoolDocs.

Decision Date: 23 Feb 2023
Mover: Tim Grocott
Seconder: Garth Jones
Outcome: Approved



Delegation of Authority - Discipline Committee

Moved 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: 23 Feb 2023
Mover: Seira Sio
Seconder: Andrew Swift
Outcome: Approved



Delegation of Authority - Policy Review Committee

Moved 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: 23 Feb 2023
Mover: Garth Jones
Seconder: Seira Sio
Outcome: Approved

4. Monitoring

4.1 Tumuaiki / Headmaster's Report

Tumuaki's Report - *taken as read*

The Tumuaiki read to key highlights:

- Charter and Annual Priorities, following the Board's Strategic meeting in January 2023 the Tumuaiki recommended the Board approve the Charter and Annual Priorities 2023.



Adoption of the Charter and Annual Priorities

That the Board approve the Charter and Annual Priorities for 2023, with the amendment of the sentence 'preparing young men to succeed in their world' to 'preparing **our rangatahi** to succeed in their world' and to replace throughout the documents.

Decision Date: 23 Feb 2023
Mover: laean Cranwell
Outcome: Approved

- NCEA results for 2022 - taken as read.
- Year 11 and 12 Māori are significantly below the rest of the cohort. This needs to become a stronger focus and we need to be tracking these ākonga more closely. There is a lot of support for Māori and some excellent mahi happening to support Māori achieving success as Māori, and it is clear that the boys who are engaging with this mahi are succeeding. This is very pleasing and is a credit to our Kaiako who are working with them.
- Scholarship Results
 - Accounting - Daniel McKay
 - Calculus - Thomas Hopgood and Kieran Sinclair-Lomax
 - English - Daniel Powley and Tomas Broekhals - Tomas was in Year 10 when he gained this scholarship
 - Physics - Kieran Sinclair-Lomax and Thomas Hopgood - Outstanding
- School Roll
 - This is currently sitting at 1352, this includes 60 STP students and 26 foreign fee-paying students.
- Staffing News
 - Head of Performing Arts has resigned and moving up north, this position is currently being advertised.
- Principal's Collective Agreement
 - Principal's around Aotearoa ratified an offer for the Secondary Principal's Collective Agreement.
- Year 9 Orientation
 - The Mihi whakatau was very successful, special thanks to laean Cranwell, Board Chair and Maaia Te tohu a tu Gerrard for opening and speaking at that
 - Jumpstart programme for our students who were more vulnerable or anxious about starting school worked really well.
- PPTA Industrial Action
 - Relief ban - all PPTA members are not viable to give up their non contact to cover relief.

- Strike - Thursday 16 March, on that day we will not have enough staff to operate the school so the school will be closed.



Adoption of the Tumuaki's Report for February 2023

Moved that the Board adopt the Tumuaki's Report for February 2023.

Decision Date: 23 Feb 2023
Mover: Tim Grocott
Seconder: Andrew Swift
Outcome: Approved

4.2 Policy Review



Adoption of Headmaster's Annual Leave

Moved that the Board approves the 29 days of the Tumuaki's Annual Leave unused from 2022 be carried forward to 2023 and added to this year's entitlement.

Decision Date: 23 Feb 2023
Mover: laean Cranwell
Outcome: Approved

To be adopted by the Board:

- Safety in Technology Education - Head of Department consulted and confirms that we should adopt this policy.

Policy Review Term 1

In 2023, all schools will review the **Legislation and Administration** section and the **Curriculum and Student Achievement** section (including EOTC and Learning Support)

Term 1 review topics

Legislation and Administration Policy

- Legislation and Administration Policy - Board review
- Student Attendance
- Enrolment
- Privacy - Board review
- Official Information Requests - Board review
- Uniform / Dress Code



Uniform/Dress code policy

23.03.23 Currently underway, looking at a few items to tidy up and will present to the Board at the May meeting.

Tumuaki to work with the Deputy Headmaster on the Uniform/Dress code policy, including hair styles etc and report back to the Board at the March meeting.

Due Date: 23 May 2023
Owner: Tim Grocott



Adoption of the Safety in Technology Education Policy

Moved that following the review of the Safety in Technology in Education Policy the Board adopts this policy.

Decision Date: 23 Feb 2023
Mover: Tim Grocott
Seconder: Seira Sio
Outcome: Approved



Adoption of amendments to Enrolment Policy and Student Attendance Policy

Moved that following the review by the Policy Review Committee the Board adopts the amendments made to the Enrolment Policy and Student Attendance Policy.

Decision Date: 23 Feb 2023
Mover: Tim Grocott
Seconder: Seira Sio
Outcome: Approved

4.3 Staff Representative Report

Garth Jones, Staff Representative gave a verbal report:

- There is a real positive feel amongst the the staff and seems there is a lot more optimism to the start of this year which is nice to see and hear.
- Staff have come forward with travel requirements, to be discussed under section 4.47 Proposed overseas trips.
- Letter of appreciation from Brad Banks, Head of Faculty Performing Arts.

4.4 Student Representative Report

Maaia Te tohu a tu Gerrard gave a verbal report:

- It has been a good start to the year with Year 9's coming in well.
- Prefect group has been working hard to set the idea of tuakana-teina with the Year 9s and that has gone really well and nice to see.
- Each House set goals at the leadership camp and the prefects are working hard to put those in place and accomplish those, for example Mullins have put in place a karakia to start the House assembly and a haka to end, by doing this we believe it will accomplish two goals which are uplifting culture and motivating our boys to win.
- Tabloids was held on the 10th February, it was a great event! All the prefects were happy with the spirit the boys showed, especially within the new Year 9's, we want to build on this House spirt and carry that through to Athletics next week.
- Following the last school assembly several students have come forward with the following:
 - with sandals being part of the school uniform, students would like the school to consider Birkenstocks as an option. *NB: current option is a Roman sandal which has a back strap, to be worn with shorts or lava lava.*
 - school canteen - a lot of students have noticed the price increase and feel it is getting too high, also noted was there is little option for those with dietary requirements. *NB: inflation is causing increases over several areas.*
 - Year 13's would like to be allowed to be offsite during lunch.
 - Weightlifting / Powerlifting - requesting equipment upgrade as the sport is growing and performing extremely well over the last 3 years.



Uniform sandals

23.03.23 Currently the policy stays the way it is with the roman sandal only. This has also been raised at the Student Council so a work in progress. Deputy Headmaster to discuss with Senior Leadership and Student Representative.

Due Date: 23 May 2023
Owner: Rob Wilson-Pyne



Canteen pricing and options

23.03.2023 - The contract was up for review so a meeting was held with them, they were intending finishing their contract as they are finding it difficult around issues such as pricing etc, they have agreed they will see out the year and revisit it then. They have looked at a greater range of food and looking to provide more options. They are also going to look at the left over food and how they sell that at the end of the day.

Tumuaki to discuss with the Business Manager

Due Date: 25 May 2023
Owner: Tim Grocott



Weightlifting/Powerlifting equipment

23.03.2023 The Tumuaki spoke with the Director of Spartans Sport regarding more equipment for weight lifting, some issues around this is the room for the equipment as there is not a huge amount of space and over the last few years they have had quite a bit of equipment provided and support. Financing and space is an issue but it is definitely something that is considered each year.

Tumuaki to investigate 2023 budget, discuss with Director of Spartan Sport.

Due Date: 23 Mar 2023
Owner: Tim Grocott

4.5 Whānau Representative

Board to look to co-opt a Whānau Representative to speak on behalf of the 269 māori students and whānau.



Whānau Representative

23.03 - Mel has spoken with Hone; Hone and laean to find a suitable date for a hui, Hone to advise Jane Forster of correspondence.

Melody Tuliau to liaise with Jane Forster with regard to communications to whānau.

Due Date: 25 May 2023
Owner: Melody Tuliau

4.6 Staff leave application

Staff leave application taken as read.



Adoption of staff leave application

Moved that the Board approve of the two weeks leave for Connor Treleaven for June/July 2023.

Decision Date: 23 Feb 2023
Mover: laean Cranwell

Outcome: Approved

4.7 Proposed overseas trips



Adoption of Tahiti Trip 2023

Moved that the Board approves in principle of the Tahiti trip for 2023.

Decision Date: 23 Feb 2023
Mover: laean Cranwell
Outcome: Approved



Adoption of Japan Tour 2024

Moved that the Board approve of the Japan Tour 2024.

Decision Date: 23 Feb 2023
Mover: laean Cranwell
Outcome: Approved

5. Identify agenda items for next meeting

5.1 Preparation for next meeting

Agenda items for March Board meeting:

- Board Work Plan 2023 - Te Tiriti o Waitangi
 - Reporting each month - consider procedurally what are things to consider around that.

6. Administration

6.1 Confirm Minutes

Board Meeting - November/December 1 Dec 2022, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 2 December 2022

Moved that the minutes of the Board meeting held on 1 December 2022, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 23 Feb 2023
Mover: laean Cranwell
Outcome: Approved

6.2 Correspondence

Outward Mail:

- Letter of appreciation to Business Manager (2022)

Inward Mail:

- Email - PPTA - Preliminary strike notification (one-day national strike)
- Letter from PPTA Branch Secretary - Relief Ban 2023

6.3 General Business

7. Close Meeting

7.1 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!

7.2 Close the meeting

Next meeting: March Board Meeting - 23 Mar 2023, 6:00 pm

Signature: _____

Date: _____