

CONFIRMED MINUTES

JUNE BOARD MEETING



At the **Board Meeting - August** on **24 Aug 2023** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 22 June 2023
Time:	6:00 pm to 8:00 pm (NZST)
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Iaeon Cranwell (Chair), Andrew Swift, Dani Thompson, Garth Jones, Maaia Te tohu a tu Gerrard, Melody Tuliau, Seira Sio, Rihari Taratoa-Bannister , Tim Grocott
Attendees:	Jane Forster, Rob Wilson-Pyne

1. Administration

1.1 Present

Iaeon Cranwell (Chair), Dani Thompson (Deputy Chair), Andrew Swift, Melody Tuliau, Seira Sio, Rihari Taratoa-Bannister, Garth Jones (Staff Representative), Maaia Te tohu a tu Gerrard (Student Representative), Rob Wilson-Pyne (Deputy Headmaster), Jane Forster (Board Secretary).

1.2 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

The Board Chair acknowledged the Shirley Boys' High School ākonga that competed at the Ngā Manu Kōrero Speech Competition, placing third overall and with Year 9 student Tukotahi Wetini coming first in the Junior English section and Board Student Representative Maaia Te tohi a te Gerrard coming third in the Senior Māori section.

1.3 Apologies

Nil

1.4 Interests Register

1.5 Action Item List

2. Resources Committee Section

2.1 Finance, Property

The Business Manager's Report - Te Tumu Tahua Ripoata ~ *taken as read*

Resource Committee Chair highlights:

- The school is tracking with an operating surplus which is a very pleasing result.
- The 2022 Annual Financial Statements are currently with the auditor, just awaiting final management reports from them which will then need sign off. Feedback via a group of Business Managers has been provided to the Ministry and to The Officer General around the audit process.
- The Board Secretary has added a delegation to the Board Delegations around the spending of the Tumuaki's expenses and sensitive expenditure requiring Board approval so it can be minuted.
- Interest rates are improving creating a pleasing result against the budget.
- Crown damages continues to be a concern and the school is currently working with the Ministry to review vandalism operational funding rate.
- The Resources Committee recommends the Board opt into the Government Donation Scheme for 2024, as in previous years.

2.2 Donations Scheme



Adoption of entering into the Ministry of Education Donation Scheme for 2024

Moved that the Board adopt that Shirley Boys' High School ~ Ngā Tama o Ōruapaeroa enter into the donation scheme for 2024.

Decision Date: 22 Jun 2023
Mover: Dani Thompson
Seconder: Garth Jones
Outcome: Approved



Adoption of interim financial statement to 31 May 2023

Moved that the interim financial statements (draft to audit) and associated reports to 31 May 2023 reporting an operating surplus of \$153,452 working capital of \$2,795,711 and public equity of \$4,844,074 be accepted.

Decision Date: 22 Jun 2023
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved

Property

Air Compressor Report ~*taken as read*

The Tumuaki read to the report and the challenges that came with getting that installed, this is part of the ongoing challenges the school has with regards to maintenance of their own equipment as opposed to Spotless owned equipment.

Noted: Board to look at larger school owned assets and replacement cycle of them.

The Tumuaki gave a verbal update on other ongoing property matters including, the school fields, heating around the school, PA system and the on going issues around that.

3. Strategic decisions

4. Monitoring

4.1 Tumuaki / Headmaster's Report

Tumuaki's Report ~ *taken as read*

Key Highlights:

- The school has been focusing on attendance, in particular the 70-79% and improvement has been made which is pleasing.
- The Guidance area is tracking well, although if things escalate the staffing is light in that area.
- Staffing Update:
 - Garth Jones - appointed Assistant Principal for the remainder of the year
 - Kris Vine - appointed Assistant Principal - Pastoral for Term 3
 - Louise Richards - appointed Deputy Principal for Term 3
 - Teaching Appointments:
 - Caimin Sue-Tang - Design and Visual Communication (till end Term 2, 2024)
 - De Vere Silcock - Camps and EOTC Co-ordinator (till end 2023)
 - Kailim Renwick - Teacher Aide (till end 2023)
- PPTA Industrial Action has been ongoing over the term and has started to cause frustration both in school and in the community. The move to arbitration yesterday has meant all action is suspended whilst that process is worked through and hopefully resolved, if not it could present some challenges.

Noted: The Tumuaki and Staff Representative's recommendation of the Board writing to the Ministry regarding the industrial action be parked until the arbitration is worked through.



PPTA Industrial Action - Update to Community

The Board Chair to write a message to the community regarding the industrial action and the process - to be added to the newsletter going out on 30th June 2023.

Due Date: 30 Jun 2023
Owner: Iaeen Cranwell



Adoption of the Tumuaki's Report

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

Decision Date: 22 Jun 2023
Mover: Tim Grocott
Seconded: Melody Tuliau
Outcome: Approved

4.2 Policy Review

Term 2 Board Assurances ~ *taken as read*

Term 2 Policies ~ *reviewed, amendments made to the following:*

- Student Attendance
- Attendance Procedures
- School Records Retention and Disposal (*also added to delegations*)

Optional Policy ~ *checked*

- Safety and Welfare for Students on Work Experience



Adoption of Term 2 Policies

Moved that the Board adopt all policies presented at this meeting, along with the amendments to the following policies; Student Attendance, Attendance Procedures, School Records Retention and Disposal.

Decision Date: 22 Jun 2023
Mover: Tim Grocott
Seconded: Andrew Swift
Outcome: Approved

4.3 Delegation Of Authority



Delegation of Authority to Deputy Principal

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 periods(s) of such absence, the Deputy Principal shall perform all the duties and powers of the Headmaster/Tumuaki.

Decision Date: 22 Jun 2023
Mover: laean Cranwell
Outcome: Approved



Delegation of Authority - Retention and Disposal Officer

Moved that the Retention and Disposal Officers are delegated authority for the retention and disposal of school records.

Decision Date: 22 Jun 2023
Mover: laean Cranwell
Outcome: Approved



Delegated Authority - Tumuaki's Expenses and Expenses requiring Board sign-off

Moved that the Presiding member delegates to the Resources Committee Chair authority to review the transactions and approve transactions in line with the finance policy, if the expenses are related to the Resource Committee Chair these expenses are then delegated to the Staff Representative for sign-off.

Decision Date: 22 Jun 2023
Mover: laean Cranwell
Outcome: Approved

4.4 Staff Representative Report

Staff Representative Report ~ *taken as read*

The staff representative also raised the issue brought to him by the Drama teacher, being the stage within the Large Theatre as this has been an ongoing discussion and not yet resolved.

Noted: Operational matter, referred back to the Tumuaki to discuss with the Principal of our sister school.

4.5 Student Representative Report

No student report for June.

4.6 Whānau Committee Report

Whānau Committee Report ~ *taken as read*

Verbal Update:

- A small roopu have managed to meet and some questions were raised as per the report previously circulated.

Robust discussion was held, noted points from that for the Board:

- Shirley Boys' follows Ngāi Tūāhuriri tikanga, although nothing formal is in place, look to develop that in 2024
- Interschool kawa and or protocols - aim to establish rangatahi leaders to lead the school haka and or waiata, working with the Whānau Committee in 2024



Adoption of Whānau Committee Report

Moved that the Board adopt the Whānau Committee Report for June 2023.

Decision Date: 22 Jun 2023
Mover: Rihari Taratoa-Bannister
Seconder: Seira Sio
Outcome: Approved

4.7 Code of Conduct

Shirley Boys' High School Board had developed their own Code of Conduct, the Ministry of Education have now developed a Code of Conduct for School Board Members and this came into effect as 21 June 2023 and will supersede our Code of Conduct.

4.8 Staffing

Leave Requests ~ *previously approved and taken as read*

Additional Application for Leave 2024 ~ *Secondary teachers' study award (J. Thurston)*



Adoption of leave request - Secondary teachers' study award

Moved that the Board approve in principle and on award of a Secondary teachers' study award the leave for John Thurston for 2024.

Decision Date: 22 Jun 2023
Mover: laean Cranwell
Outcome: Approved

5. Identify agenda items for next meeting

5.1 Preparation for next meeting

Māori and Pasifika Presentation (*Board Secretary to invite*)

Te reo Māori - *succession plan*

6. Administration

6.1 Confirm Minutes

May Board Meeting 25 May 2023, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 25 May 2023

Moved that the minutes of the Board meeting held 25 May 2023, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 22 Jun 2023
Mover: Iaeen Cranwell
Outcome: Approved

6.2 Correspondence

Internal emails only

6.3 General Business

Matariki celebrations are on Friday 30 June 2022 with a school wide hangi at lunch time along with our school haka competition.

The School production, High School Musical in on next week also, starting Wednesday 28 June through to Saturday 1 July 2023. A huge amount of work has gone into the production and should be fantastic to see.

7. Public Excluded Session

7.1 Staffing and Discipline Matters



Move to Public Excluded Session

Moved at 7.34pm that the public be excluded from the following parts of the proceedings of this meeting, namely staffing 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	Grounds(s) under s48(1) for the passing of the resolution
Staffing Discipline Matters	It is necessary to exclude the public from part of the meeting to protect the privacy of natural persons, being good reason for	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

	withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	information for which 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 holding of the relevant part of the proceedings of the meeting in public as set out in the table above.

Decision Date: 22 Jun 2023
Mover: laean Cranwell
Outcome: Approved



Move out Public Excluded Session

Moved that the meeting move out of Public Excluded session at 8.00pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions, if any, be made public.

Decision Date: 22 Jun 2023
Mover: laean Cranwell
Outcome: Approved

8. Close Meeting

8.1 Closing Karakia

Karakia whakamutunga

Unuhia, unuhia

Unuhia ki te uru tapu nui o Tane

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: Board Meeting - August - 24 Aug 2023, 6:00 pm

Signature: _____

Date: _____