

CONFIRMED MINUTES

MAY BOARD MEETING



At the **June Board Meeting** on **22 Jun 2023** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 25 May 2023
Time:	6:00 pm to 9:08 pm (NZST)
Location:	Library Seminar Room, 209 Travis Road
Board Members:	Iaeen Cranwell (Chair), Garth Jones, Dani Thompson, Andrew Swift, Seira Sio, Tim Grocott, Melody Tuliau, Rihari Taratoa-Bannister
Attendees:	Jane Forster, Rob Wilson-Pyne
Apologies:	Maaia Te tohu a tu Gerrard

1. Administration

1.1 Present

Present:

Iaeen Cranwell - Chair, Dani Thompson - Deputy Chair, Andrew Swift, Melody Tuliau, Seira Sio, Garth Jones - Staff Representative, Tim Grocott - Tumuaki, Rob Wilson-Pyne - Deputy Headmaster, Rihari Taratoa-Bannister, Mel Tukapua, Haley McLachlan, Andrew Tolman and Jane Forster - Board Secretary

1.2 Karakia & Welcome

The Chair opened the meeting with a welcome to our Whānau Committee Representatives, Rihari Taratoa-Bannister, Melody Tukapua and Haley McLachlan, along with Andrew Tolman - Facilities and Events Coordinator.

1.3 Apologies

The Chair noted Maaia Te tohu a tu Gerrard's absence (Student Representative) for this meeting.

1.4 Whānau Representative



Adoption to co-opt Rihari Taratoa-Bannister onto the Board

Moved by the Chair that the Board co-opt Rihari Taratoa-Bannister onto the Board for the remainder of the Board triennial term, 2025.

Decision Date:	25 May 2023
Mover:	Iaeon Cranwell
Seconder:	Andrew Swift
Outcome:	Approved

1.5 Andrew Tolman - Events & Facilities Co-ordinator

Andrew Tolman - Events & Facilities Co-ordinator spoke of the facilities and property issues and challenges the school continues to face.

Highlighted areas:

- PPP schools cannot source contractors for property modifications, this needs to be done via the facilities management provider and timeframes for getting modifications completed can be lengthy.
- Getting building modifications is also costly as incorporates a 25 year life cycle plan.
- Preventative maintenance is normally carried out in the second week of the school holidays and staff are back in trying to plan and or work.
- There is very little storage onsite.

Andrew Tolman left the meeting at 6.45pm

1.6 Interests Register

1.7 Action Item List

1.8 Lookdown Feedback

The Tumuaki gave the Board feedback following the Lockdown on Tuesday 23rd May 2023. The robust discussion covered what went well, what could be improved on and the plan going forward.

2. Resources Committee Section

2.1 Finance, Property

Business Manager's Report - 30 April 2023 (and supporting documents) ~ taken as read

Key Highlights

- Dani, Resource Chair confirmed she completed the payroll review with Hanka Scott and that forms part of the Board assurances.
- The school is tracking in an excellent position. The significant change from the deficit position of (\$40,169) reported last month to the \$141,000 surplus position at the end of April is the recognition of \$79,000 learning resources and \$6,000 administration software and subscription licences being expensed monthly rather than a lump sum.
- If the school continues in a good financial position the school will look at extra resourcing in pastoral care and teaching and learning.
- The final 2022 audited accounts should be received shortly.



Adoption of the Interim financial statements and reports to 30 April 2023

Moved that the Interim financial statements (draft to audit) and associated reports to 30 April 2023 reporting an operating surplus of \$140,905 working capital of \$2,787,930 and public equity of \$4,713,999 be accepted.

Decision Date: 25 May 2023
Mover: Dani Thompson
Seconder: Garth Jones
Outcome: Approved



Adoption of the internal allocation adjustments made to Locally Raised Funds Expenses

Moved that the internal allocation adjustments made to Locally Raised Funds Expenses be accepted by the Board.

Decision Date: 25 May 2023
Mover: Dani Thompson
Seconder: Melody Tuliau
Outcome: Approved

Property Reports ~ taken as read

Noted items:

- The school vans had significant vandalism over the school break. The school is currently investigating the option of building a compound to secure the vehicles as parts have been stolen from vehicles, trailers have been stolen and vandalism has now occurred.
- The playing fields have deteriorated again and cannot be used for sport or the Cross Country.

3. Strategic decisions

4. Monitoring

4.1 Tumuaki / Headmaster's Report

Tumuaki's Report ~ taken as read

Key Highlights

- The Tumuaki has been visiting Year 9 classes which was well received and the behaviour along with the teaching and learning is going really well.
- The Marlborough Exchange was last week, the Tumuaki took the time to visit the Principal there as they are going to be re-built over the next few years and they will become colocated the same as Shirley Boys' and Avonside Girls'.
- Year 10 students that have gained a relatively strong e-asTTle score will be entered in the Literacy NCEA exams for Year 10, they are new and part of the NCEA review. This is an opportunity for those students to gain those credits prior to Year 11.
- Physical Restraint Guidelines - Shirley Boys' has approved a policy and is in place, all teachers need to complete a module online, the school has given teachers a deadline of August 2023.
- Staffing:
 - We are currently advertising an Assistant Principal position - special project, this will be for the remainder of 2023.

- Appointments have been made for Assistant Head of Mathematics and Health & PE.
- PPTA Industrial Action is currently paused until Wednesday 31st May.
- Education Outside The Classroom (EOTC)
 - At Shirley Boys' it is run very well and we have a high level of experience within the staff
 - Safety action plans are done anytime students are taken outside of the school
 - Low risk activities such as planting in the red zone is covered by the blanket EOTC form signed with the enrolment form
 - High risk activities also require separate parental sign-off prior to going ahead
 - Year 10 camps and OED camps - safety action plans and staff to student ratio are high
 - The school has worked with Horizon's, an outdoor education provider to develop our Health & Safety procedures
- Mr Tamati will be running a series of mentoring workshops with small groups of students, focusing on Māori and Pasifika students. This will be supervised by an external mentor, Wiremu Grey who is a qualified counsellor.



Adoption of the Tumuaki's / Headmaster's Report for May 2023

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

Decision Date: 25 May 2023
Mover: Tim Grocott
Seconded: Andrew Swift
Outcome: Approved

8.05pm Melody Tukapua and Haley McLachlan left the meeting.

Annual Report and Annual Report (draft) ~ taken as read

Curriculum Update (by Louise Richards, Assistant Principal - Relationships) ~ taken as read

Professional Growth Cycle (PGC) ~ taken as read

Key points

- All principal's are required to be in a professional growth cycle.
- The Tumuaki has established a group with three other principal's from Christchurch who meet once a term.
- It is around active listening and supporting each other, it is made up of principal's from other boys schools so their is commonality there.
- If the Board also wish to appraise the Tumuaki they are still able to do that.

4.2 International Report 2024

International Department Report 2024 ~ taken as read

Key points

- Mentioned within the report is the concern with the new literacy and numeracy approach and how that may affect international student success.
- Most students come for a qualification and there is a potential with the new standards and changes that are being introduced it could make it more difficult for those students to gain a qualification.

- We will need to review our marketing and look at incoming students literacy/numeracy levels.

International Student Fees 2024

- The fees for 2024 were presented to the Board under section 2.4.



Adoption of the International Student Fees 2024

Moved that the Board adopt the International Student Fees for 2024.

Decision Date: 25 May 2023
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved

4.3 Staffing

Resignation ~ taken as read

Ms Nesbit has been with the school since 1990, she is a very valued member of staff and has carried out a number of roles such as; Senior Leadership, Timetabler, Dean, International and more.

Leave applications ~ taken as read



Adoption of leave application - 30 days 2024

Moved that the Board approve the leave application for Mrs Scott, 30 days in 2024.

Decision Date: 25 May 2023
Mover: Tim Grocott
Seconder: Melody Tuliau
Outcome: Approved



Adoption of discretionary leave application for 3 weeks

Moved that the Board approve of the discretionary leave application for Mr Edwards, being made up of LWP and LWOP to be advised by the Tumuaki.

Decision Date: 25 May 2023
Mover: Tim Grocott
Seconder: Rihari Taratoa-Bannister
Outcome: Approved



Adoption of Application for Study Grants

Moved that the Board approve in principle of Ms Lessing applying for the study grants as presented to the Board.

Decision Date: 25 May 2023
Mover: Tim Grocott
Seconder: Melody Tuliau
Outcome: Approved



Adoption of leave application for Ms Hollobon 2024

Moved that in principle the Board approve of the leave application for Ms Hollobon for 2024.

Decision Date: 25 May 2023
Mover: Tim Grocott
Seconder: Dani Thompson

Outcome: Approved

4.4 Policy Review

Policy Review Term 2

Education Outside the Classroom (EOTC)

- Education Outside the Classroom (EOTC)
- EOTC Planning and Review
- EOTC Risk Management
- EOTC Coordinator
- EOTC External Providers
- EOTC Staff Competence
- EOTC Event Categories
- EOTC Communicating with Parents

Noted: The Policy Review Committee meet again on 15 June 2023, Board feedback prior to that date would be appreciated.

Update for Board:

Physical Restraint Policy is now updated on SchoolDocs as per the MOE requirements and appears as these three policies:

- Minimising physical restraint
- Reducing student distress
- Acceptable physical contact

Email Approved Policies and Requests:

29 March 2023 - Vehicle Policy

The Board approved of the change of driver age for the school owned vehicles be dropped from 25 to 21 years of age to accommodate younger members of the staff that hold a full licence ~policy updated.

6 April 2023 - Flu vaccinations

The Board agreed to fund the flu vaccination for all staff, this took place on 16 May 2023.

6 April 2023 - PTA request for liquor licence

The Board approved to the PTA running a fundraiser with the Court Theatre Jesters and applying for a special license to sell alcohol on the evening. This will be out of hours and therefore complies with our policy.

8 May 2023 - Air Rescue Trust Grant Application

The Board approved submitting the application to Air Rescue Trust for 3 x 49 seater buses for the upcoming Kings Exchange in Dunedin ~ application approved.



Adoption of the SchoolDocs Demo Appointment Procedure and Employer Responsibility Policy

Moved that the Board adopt the SchoolDocs Demo Appointment Procedure and the Employer Responsibility Policy.

Decision Date: 25 May 2023
Mover: Andrew Swift
Seconder: Garth Jones
Outcome: Approved



Adoption of the Guidance Counsellors' NZAC annual membership renewal

Moved that the Board approve of paying for the Guidance Counsellors' NZAC annual membership renewal (\$415.79 incl).

Decision Date: 25 May 2023
Mover: Andrew Swift
Seconder: Dani Thompson
Outcome: Approved

4.5 Staff Representative Report

No report for May 2023.

4.6 Student Representative Report

No report for May 2023.

4.7 Whānau Committee Report

Rihari gave a verbal report. The whānau committee has been looking at the dynamic of the whānau roopu and the inclusiveness of the kaiako with the awareness of the amount of work they do outside of the classroom also. The whānau committee would like to create an environment where those kaiako can step back and also trust that their is a full community of support around them.

The work will be tikanga based and whakawhanaungatanga, finding out who we all are opposed to turning up and just starting a meeting, it will be an interesting change and journey.

5. Identify agenda items for next meeting

5.1 Preparation for next meeting

Agenda items for next meeting - 22 June 2023

- Change in PPP ownership - *(to be included in the Tumuaki's report)*
- **Department Review** - *park until Term 3*
- Work Plan - Te Tiriti o Waitangi
 - Invite Across School Kāhui Ako - Director of Māori and Pasifika, Afamasaga Uli Pesefea, along with Hone Rask and Louise Richards, Assistant Principal Relationships.

6. Administration

6.1 Confirm Minutes

March Board Meeting 23 Mar 2023, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 23 March 2023

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

Decision Date: 25 May 2023

Mover: Dani Thompson
Seconder: Melody Tuliau
Outcome: Approved

6.2 Correspondence

Internal emails only.

6.3 General Business

Sub Committees

Property

This will be working with Andrew Tolman, Senior Leadership and the Tumuaki working on property modifications and challenges on an operational level. This will be reported through the Resources Committee.

Tumuaki's Appraisal

This would be working with the Tumuaki on the Board Work Plan, Annual Goals and towards an appraisal.



Adoption of Property Sub-committee members

Moved that the Board adopt Dani Thompson and Garth Jones as the two members on the Property Sub-committee to work alongside Andrew Tolman, Events and Facilities Co-ordinator.

Decision Date: 25 May 2023
Mover: laean Cranwell
Outcome: Approved



Adoption of Tumuaki's Goals/Appraisal Sub-committee

Moved that the Board adopt laean Cranwell - Chair, Melody Tuliau, Seira Sio and Andrew Swift to be members of the sub-committee to review the Tumuaki's goals.

Decision Date: 25 May 2023
Mover: laean Cranwell
Outcome: Approved

Noted:

All sports teams need to know the school haka or a waiata whether playing at home or away or to develop a cultural roopu to travel with the teams.



Health & Safety reporting

22.06.23 The Tumuaki to discuss the reporting with the Business Manager, his recommendation to the Board is that they look to delegate to a Health & Safety Committee in the future, feedback to come to the next meeting in August.

Health & Safety - currently reported on as part of the Business Manager's Report, do we want to report on this separately?

Due Date: 24 Aug 2023
Owner: Tim Grocott

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: June Board Meeting - 22 Jun 2023, 6:00 pm

Signature: _____

Date: _____