

# CONFIRMED MINUTES

## SEPTEMBER BOARD MEETING



At the **October Board Meeting** on **2 Nov 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 21 September 2023
<b>Time:</b>	6:00 pm to 8:18 pm (NZST)
<b>Location:</b>	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
<b>Board Members:</b>	Iaeon Cranwell (Chair), Andrew Swift, Garth Jones, Melody Tuliau, Seira Sio, Tim Grocott
<b>Attendees:</b>	Jane Forster, Louise Richards
<b>Apologies:</b>	Dani Thompson, Rihari Taratoa-Bannister , Maaia Te tohu a tu Gerrard

### 1. Administration

#### 1.1 Present

Iaeon Cranwell - Chair, Andrew Swift, Melody Tuliau, Seira Sio, Garth Jones - Staff Representative, Tim Grocott - Tumuaki, Louise Richards - Deputy Principal, Jane Forster - Secretary

#### 1.2 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

Dani Thompson, Rihari Taratoa-Bannister and Maaia Te tohu a tu Gerrard.

#### 1.4 Interests Register

#### 1.5 Action Item List

## 2. Resources Committee Section

### 2.1 Finance, Property

Business Manager's Report - Te Tumu Tahua Ripōata, Financial Statements - 31 August 2023 ~ *taken as read*

Resources Committee Report - 19 September 2023 ~ *taken as read*

#### Key Highlights:

- Surplus remains healthy. Senior Team to discuss ways to utilise some of the surplus, potentially into resources/property.
- International is continuing to track well. The international administrator is heading to Europe on a marketing trip. The school has secured a German student due to start at the beginning of 2024 which will continue to add diversity to that group of students.
- Advised Heads of Faculty that budgets for larger-ticket items close end of term, Friday 22 September.
- Crown damage still a significant issue. The school has made progress with regard to installing school owned cameras in high vandalism areas.
- Noted: comment in the Solutions & Services report commenting the high standard of the school accounts, great work from Cheryl English.
- Finance Department has a very heavy workload, school to look at more administration support.



#### Adoption of the financial statements and associated reports to 31 August 2023

Moved that the financial statements and associated reports to 31 August 2023 reporting an operating surplus of \$265,770, working capital of \$2,956,383 and public equity of \$4,838,864 be accepted.

**Decision Date:** 21 Sept 2023  
**Mover:** Tim Grocott  
**Seconded:** Melody Tuliau  
**Outcome:** Approved

## 3. Strategic decisions

### 3.1 Strategic Planning

The Tumuaki read to his presentation and supporting documents, which were previously circulated to the Board.

#### Key Highlights:

- The Strategic Plan to take effect from 1 January 2024. This will only be a two-year plan for 2024/2025.
- The Strategic Plan needs to show how the school will plan for the successful implementation of the refreshed curriculum.
- Robust community consultation must inform the Strategic Plan.
- The Strategic Plan and Annual Plan must be shared with the community.
- The Strategic Plan must reference how the school met community aspirations.
- The Strategic Plan needs to link to Te Tiriti o Waitangi, the NELPS and other key Ministry of Education documents.

- There has been a few workshops made available, which the Tumuaki and Board members have attended. One was run by ImpactEd and the other by the Ministry of Education.
- Shirley Boys' High School has had a robust plan in place for some time and been following the legislation, therefore has a good base to work with.

A robust conversation took place regarding the new requirements, community consultation and the development of the new Strategic Plan. To be discussed further at the 2 November 2023 Board meeting.

## 4. Monitoring

### 4.1 Tumuaki / Headmaster's Report

Tumuaki's Report for September - *taken as read*

Key Highlights:

- Student achievement is looking healthier.
- Senior exams took place a few weeks ago and went smoothly.
- Attendance is tracking well, particularly those at 80% and above. Below 70% is still an area of concern especially in the junior cohorts.
- Literacy and Numeracy Co-requisite Examinations have been trialed this year and has provided an opportunity to analyse the assessment results and use to inform teaching.
- Winter Tournament went very well and it was pleasing to see the tournaments being held all around the country with some outstanding results:
  - Rock Climbing - we had two teams with one team coming 7th overall and the other 1st in the South Island.
  - Basketball - Junior and Intermediate both finished 7th in their regional tournaments and Senior finished 17th.
  - First XI Football had an excellent national tournament finishing 11th in New Zealand, which was an outstanding result.
  - Hockey won the Coaches Cup, which they haven't won in 17 years and it gained us promotion back into Rankin Cup next year.
- Attendance continues to be an area of concern for the pastoral team.
- Kaitiaki Role has proven successful, even with the Kaitiaki Dean moving into a Deaning role.
- A very busy few weeks at the school with Te Wiki o Te Reo Māori, the Kapa Haka Regional Competition and this week students were in Dunedin for the Mana Korero Nationals and 19 of those boys fly out to Rarotonga for the first week of the school holidays. We also had Aka and Tane Pakeha-Heke win at Tangata Beats which was an outstanding achievement.
- Health and Safety, a gap in the reporting has been identified and therefore the Board to look at establishing a Health & Safety Committee.

**Recommendation:** *That the Board establish a Health and Safety Committee and the Board representatives will be Mel Tuliau, Garth Jones, along with staff at Shirley Boys' High School.*



#### Adoption of Health and Safety Committee

Moved that the Board establish a Health and Safety Committee and the Board representatives will be Mel Tuliau, Garth Jones, along with staff at Shirley Boys' High School.

**Decision Date:** 21 Sept 2023

**Mover:** laean Cranwell  
**Outcome:** Approved

**Noted:** Updated Delegations to include the Health & Safety Committee to be presented at the next Board meeting.

## 4.2 Policy Review

Media Contact & Correspondence - updated Delegations to match the policy wording - *circulated*



### Delegation of Authority - Media Contact & Correspondence

Moved that the delegated media contacts are the Board Chair and/or Headmaster/Tumuaki and that the Board Chair and Headmaster/Tumuaki may work closely to prepare a response to a media enquiry and determine together who speaks to the media.

**Decision Date:** 21 Sept 2023  
**Mover:** laean Cranwell  
**Outcome:** Approved

Term 3 Policies

- Māori Educational success
- Learning Support

Amendments approved at the August meeting - no further amendments made.



### Adoption of Term 3 policies

Moved that the Term 3 policies be adopted.

**Decision Date:** 21 Sept 2023  
**Mover:** Tim Grocott  
**Seconder:** Andrew Swift  
**Outcome:** Approved

Board Assurances for Term 3 - *taken as read*

EOTC Audit Review - *ongoing*

The audit review has been completed by Mark Smith and Merryn Herlihy, the Tumuaki to review that and meet with Mark and Merryn, finding to be brought to the Board.



### Adoption of internal amendments to EOTC policies

Moved that the Board adopt the internal amendments to the EOTC Coordinator policy, EOTC Transport policy, EOTC Incidents policy along with amended forms and diagram presented at this meeting.

**Decision Date:** 21 Sept 2023  
**Mover:** Tim Grocott  
**Seconder:** Andrew Swift  
**Outcome:** Approved

## 4.3 Staff Representative Report

Garth Jones gave a verbal update regarding the special project he has been undertaking. Garth has spoken to 35 staff to date and a number of students, this is ongoing for Term 4 and will be presented to the Board.

#### 4.4 Student Representative Report

No report for September.

Noted in Maaia'a absence at this meeting was the Tumuaki's congratulations to Maaia for being elected as the Board Student Representative for another year, being his third year running.

#### 4.5 Whānau Committee Report

Whānau Committee Report - *taken as read*

**Noted:** Next Whānau Hui is on Tuesday 17th October

#### 4.6 Funding Application



##### Adoption of funding application to Air Rescue Community Trust

Moved that it was resolved on 21 September 2023 that an application for Shirley Boys' High School be made to the Air Rescue Community Trust for the purchase of 1st XV rugby jerseys and shorts for \$3,392.50 including GST.

**Decision Date:** 21 Sept 2023  
**Mover:** Seira Sio  
**Seconder:** Andrew Swift  
**Outcome:** Approved

### 5. Identify agenda items for next meeting

#### 5.1 Preparation for next meeting

Board Meeting - 2 November 2023

Agenda items:

- Strategic Plan
  - New requirements / current Strategic Plan / next steps
  - Resources - surplus (Tumuaki present plans)

### 6. Administration

#### 6.1 Confirm Minutes

**Board Meeting - August 24 Aug 2023**, the minutes were confirmed as presented.



##### Adoption of minutes from the Board meeting held 24 August 2023

Moved that the minutes from the Board meeting held 24 August 2023, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 21 Sept 2023  
**Mover:** Andrew Swift  
**Seconder:** Seira Sio  
**Outcome:** Approved

## 6.2 Correspondence

Internal correspondence only

## 6.3 General Business



### Adoption of Board funding \$35.00 per head per staff member for the end of year lunch

Moved that the Board will fund \$35.00 per head per staff member to attend the end of year lunch.

**Decision Date:** 21 Sept 2023  
**Mover:** laean Cranwell  
**Outcome:** Approved

**Noted:** The next Board hui with Tuahiwi is on Tuesday 24 October 2023, 5.00pm - 6.30pm at Waitākiri School.

## 7. Close Meeting

### 7.1 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!

Haumī e, Hui e!

TĀIKI E!

### 7.2 Close the meeting

**Next meeting:** October Board Meeting - 2 Nov 2023, 6:00 pm

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

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