

MINUTES (in Review)

NOVEMBER/DECEMBER MEETING



Name:	Shirley Boys' High School
Date:	Thursday, 7 December 2023
Time:	5:30 pm to 6:56 pm (NZDT)
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Dani Thompson, Garth Jones, Maaia Te tohu a tu Gerrard, Melody Tuliau, Seira Sio, Tim Grocott
Attendees:	Jane Forster
Apologies:	Andrew Swift, Iaeen Cranwell (Chair), Rihari Taratoa-Bannister

1. Administration

1.1 Present

Dani Thompson - Deputy Chair (Chaired meeting), Seira Sio, Mel Tuliau, Maaia Te tohu a tu Gerrard - Student Representative, Garth Jones - Staff Representative, Tim Grocott - Headmaster/Tumuaki, Jane Forster - Secretary.

1.2 Apologies

Apologies noted: Iaeen Cranwell - Chair, Rihari Taratoa-Bannister, Andrew Swift

1.3 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

1.4 Interests Register

Noted: The Headmaster/Tuamaki updated the interest register, Mel Tuliau to update.

1.5 Action Item List

Due Date	Action Title	Owner
22 Feb 2024	Community communication Status: In Progress	Tim Grocott

Strategic Plan 2024

Strategic Planning Survey has been sent to the community and staff and conversations have continued internally at Head of Faculty level. The Tumuaki shared the most recent Strategic Plan document since the survey results had been received.

Three key areas came through from that survey being, Achievement, Engagement and School Culture. The Senior Leadership have spent time going through the data and the areas of focus are:

Achievement

- Good quality teaching (making it more purposeful and deliberate, targeting areas below)
 - NCEA Level 1 changes
 - Numeracy and Literacy
 - Flexible and deliberate professional learning
- Data (using data to support and improve achievement)
 - Continue to monitor student achievement
 - Use data to carry out effective self-review, using the results to see what has gone well and what hasn't gone so well, identifying what is good teaching and learning.

Engagement

- Curriculum Review
 - Look at a curriculum structure that is more relevant to students and engaging
 - Timetable review (subjects)
 - Curriculum content review (with a focus on boys learning needs)
 - Property modifications/review

School Culture

- Promoting positive, supportive and inclusive relationships and celebrating the successes of the school

Te tiriti o Waitangi underpins what we do, our work needs to be culturally responsive, partnering with whānau, with our local iwi and making sure we are being considerate of mana whenua and others. The Strategic Plan 2024 needs to be in place by March 2024 and will continue to be worked on by the Board and the Senior Leadership Team, being finalised in January 2024.

2. Resources Committee Section

2.1 Finance, Property

Business Manager's Report - Te Tumu Tahuna Ripoata, Financial Statements - 31 October 2023 ~ taken as read, along with supporting reports for Property and Health and Safety.

Resources Committee Chair read to key highlights:

- Deficit for October is largely due to the flurry of people tying things up for the end of the year, making for a busy month for finance but is expected at this time of year and not one of concern.
- The current surplus of \$255,154 is approximately where we will sit for the year end which is a great result.
- Discussion was held about the use of the surplus towards property modifications and to have a plan put in place at in 2024.
- Pay equity settlement for the Support Staff collective agreement payments continues to be difficult to administrate both from a financial funding perspective and for the HR and Payroll

staff as the funding is received as a lump sum with no specific calculation details, having shared staff between two schools makes this even more challenging.

- Crown damage continues to be a challenge but the install of the new CCTV cameras is underway, which is funded by the Ministry.



Adoption of Financial Statements and reports to 31 October 2023

Moved that the financial statements and associated reports to 31 October 2023 reporting an operating surplus of \$255,154 working capital of \$3,484,478 and public equity of \$4,828,248 be accepted.

Decision Date: 7 Dec 2023
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Adoption of quote for cleaning and applying fire retardant to curtains

Moved that the quote for cleaning, applying fire retardant to curtains, clean, tag and test spotlights in theatres is approved as a shared expense.

Decision Date: 7 Dec 2023
Mover: Dani Thompson
Seconder: Tim Grocott
Outcome: Approved

2.2 2024 Draft Budget

2024 Draft Budget ~ *taken as read*

2.3 Third-Party-Occupancy Application



Adoption to complete the Third-Party Occupancy application

Moved that the Board approves in principle for the Shirley Boys' Board Presiding Member (as the site 3rd Party lease representative) to complete the application for approval in principle to enter a licence to occupy agreement with Canterbury Basketball starting February 2024.

Decision Date: 7 Dec 2023
Mover: Tim Grocott
Seconder: Melody Tuliau
Outcome: Approved

3. Monitoring

3.1 Tumuaki / Headmaster's Report

Headmaster's Report to the Board / Te Pūrongo o te Tumuaki, 7 December 2023 ~taken as read

Key Highlights

- Year 10 camps are now complete and went very well.
- NCEA exams started off poorly with major issues with digital examinations. The Tumuaki wrote to NZQA expressing his disappointment.

- e-asTTle - Year 9 students were tested in their reading comprehension, the average shift in points was 27 which is close to our target of 30.
- Transition of Year 8 - this is a very important piece of work that the school has carried out over the past two years. We have recently had some students come in from our contributing schools for a chance for them to see the schools and hear what happens. We will run the Jump Start programme at the beginning of year which will allow a further opportunity for them to come into the school. Over the course of this week the Tumuaki has been visiting the main contributing schools, taking ex-Year 9 student from that school to see the students coming next year and an opportunity to discuss our expectations and how things operate in our school. This has proven to be an extremely useful exercise.
- Staffing
 - Congratulations to Garth Jones who was appointed Assistant Principal for 2024 and 2025
 - We have appointed a Te Reo teacher starting January 2024
- Enrolment Memorandum of Understanding - SBHS will not be signing this again this year. While we not sign the MOU, we do believe that the 'Desired Behaviours' have merit, and we have no desire to have a negative impact on other schools in the network.
- Health and Safety - A Health and Safety Committee will be developed at the beginning of 2024, with Mel Tuliau as a Board representative along Garth Jones at Board staff representative.
- WorkSafe visit - on Friday 10 November we were visited as part of a WorkSafe NZ focus on school tech rooms. We were issued two Improvement Notices:
 - Machine Guarding - As this is school owned equipment it is as relatively easy fix and the guarding will be installed over the holiday break so that they comply with the requirements.
 - Wood Dust - This is could be a slightly complicated because it is not school owned equipment and, this is be raised at the December PPP meeting.

Tumuaki's Supporting documents ~taken as read

- Annual Declaration - Professional Coaching and Wellbeing Support Fund
- Endorsement - Tim Grocott
- Improvement notice x 2

3.2 Staff Leave Requests



Adoption of staff leave requests for 2024

Moved that the Board adopt the leave applications presented at this meeting for the Social & Digital Media Assistant in July 2024 (mixture of 20 days AL and LWOP) and the First Aid Officer in March/April 2024 (16 days LWOP).

Decision Date: 7 Dec 2023
Mover: Tim Grocott
Seconder: Dani Thompson
Outcome: Approved

3.3 Policy Review



Adoption of the Term 4 Policies

Moved that the Board adopt of the Term 4 policies, with no amendments, as presented at this meeting.

Decision Date: 7 Dec 2023

Mover: Tim Grocott
Seconder: Garth Jones
Outcome: Approved



Adoption of the Professional Development Policy

Moved that the Board adopt the Professional Development policy, along with the amendments, as presented at this meeting.

Decision Date: 7 Dec 2023
Mover: Tim Grocott
Seconder: Seira Sio
Outcome: Approved

3.4 Staff Representative Report

Garth Jones, Staff Representative thanked the staff who are trying to raise spirits and collegiality by organising Christmas events.

3.5 Student Representative Report

Maaia Te tohu a tu Gerrard, Student Representative gave a verbal report.

- NCEA exams went mostly well
- Year 10 Camps went well, Maaia was at the camps helping and mentoring junior students with the hāngi

3.6 Whānau Committee Report

No Whānau Committee Report

4. Strategic decisions

5. Identify agenda items for next meeting

5.1 Preparation for next meeting



Board Hui - January 2024

Jane to arrange a date for a Board Hui in late January 2024, to email Board members with a suitable date/time.

Due Date: 18 Jan 2024
Owner: Jane Forster

6. Administration

6.1 Confirm Minutes

October Board Meeting 2 Nov 2023, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 2 November 2023

Moved that the minutes from the Board meeting held 2 November 2023, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 7 Dec 2023
Mover: Seira Sio
Seconder: Melody Tuliau
Outcome: Approved

6.2 Correspondence

Internal correspondence only

6.3 General Business

No general business

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. Public Excluded

7.1 Student discipline matters



Move to Public Excluded Session

Moved at 6.53pm that the public be excluded from the following parts of the proceedings of this meeting, namely student 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
Student 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 withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	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 good reason for withholding under OIA

The resolution is made in reliance on section 48(1)(a) of the LGOIMA 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: 7 Dec 2023
Mover: Dani Thompson
Seconder: Melody Tuliau
Outcome: Approved



Move out of Public Excluded Session

Moved that the meeting move out of Public Excluded session at 6.55pm and confirm that the business discussed in the Public Excluded session remains confidential but the decisions, if any, be made public.

Decision Date: 7 Dec 2023
Mover: Seira Sio
Seconder: Melody Tuliau
Outcome: Approved

8. Close Meeting

8.1 Closing Karakia

8.2 Close the meeting

Next meeting: February Board Meeting - 22 Feb 2024, 6:00 pm

Signature: _____

Date: _____