

# CONFIRMED MINUTES

## OCTOBER BOARD MEETING



At the **November/December Meeting on 7 Dec 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Shirley Boys' High School
<b>Date:</b>	Thursday, 2 November 2023
<b>Time:</b>	6:00 pm to 8:40 pm (NZDT)
<b>Location:</b>	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
<b>Board Members:</b>	Andrew Swift, Dani Thompson, Maaia Te tohu a tu Gerrard, Melody Tuliau, Rihari Taratoa-Bannister, Seira Sio, Tim Grocott
<b>Attendees:</b>	Jane Forster, Rob Wilson-Pyne
<b>Apologies:</b>	Iaeon Cranwell (Chair), Garth Jones

### 1. Administration

#### 1.1 Present

Andrew Swift, Mel Tuliau, Seira Sio, Rihari Taratoa-Bannister - Whānu Representative, Tim Grocott - Tumuaki, Rob Wilson-Pyne, Deputy Headmaster, Jane Forster - Secretary

Dani Thompson - Deputy Chair (joined meeting at 6.37pm)

#### 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

#### 1.3 Apologies

Noted apologies: Iaeon Cranwell, Chair and Garth Jones, Staff Representative.

Noted: Dani Thompson, Deputy Chair will join the meeting later, Andrew Swift to Chair the meeting.



## Adoption of Chair for October meeting held 2 November 2023

Moved by the Board that Andrew Swift Chair the October meeting held 2 November 2023.

**Decision Date:** 2 Nov 2023  
**Mover:** Tim Grocott  
**Seconder:** Rihari Taratoa-Bannister  
**Outcome:** Approved

### 1.4 Interests Register

Secretary to update interest register from internal email received.

### 1.5 Action Item List

Due Date	Action Title	Owner
21 Sept 2023	Health & Safety reporting <b>Status:</b> Completed on 25 Sept 2023	Tim Grocott
21 Sept 2023	Health and Safety Sub-committee <b>Status:</b> Completed on 25 Sept 2023	Tim Grocott

The Tumuaki spoke to the Health and Safety Committee the Board moved to establish at the September meeting. The Tumuaki is awaiting a meeting with Mark Smith from Horizons prior to progressing that committee further.

## 2. Resources Committee Section

### 2.1 Finance, Property

Finance and Property - parked until Deputy Chair arrives at meeting

## 3. Monitoring

### 3.1 Tumuaki / Headmaster's Report

Tahiti Report *~taken as read*

Headmaster's / Tumuaki's Report *~taken as read*

#### Key highlights:

- Student achievement is looking very position, particularly at Year 11 which was an area the school has been working on. This year the school has run a programme called Academic Catch-up which will give students, that may not have achieved, the credits to achieve at Level 1.
- Seventeen Year 13 students gained a scholarship, or more than one scholarship and one Year 12 student gained a First Foundation Scholarship which is a wonderful result.
- Senior Prize-giving was held on Thursday 26 October. It was a very successful evening and we were able to acknowledge a number of top academic and all-round students.
- Head Boys 2024 were announced - Head Boy - Will Edwards, Associate Head Boys - Bradley Mutch and Dominic Toli.
- Special Assessment Conditions (*report taken as read*) - the number of people who are eligible for those has increased, which is positive but meeting those needs is becoming challenging due to finding the people that can do that and finding space in the school as

often people need individual space for those assessments and we do not have enough space around the school.

- On top of NZQA exams which is funded, we now have numeracy and literacy exams twice a year hosted here onsite, that is at the schools cost and we need to provide people to support that along with the supervision of those exams.
- Cultures Studies has been very well received by senior students. Currently this is only taught at senior level.
- Puhoro graduation was held last Tuesday, we had three students that were contributed into that area.

*Deputy Chair joined the meeting - 6.37pm*

- Staffing
  - we have a number of fixed-term positions finishing at the end of this year.
  - we have made six new appointments, a mixture of permanent and fixed-term.



### **Appointment of an additional Assistant Principal position (fixed-term 2 years)**

Moved that the Board approved of a fixed-term, full-time (*internal*) Assistant Principal position be advertised for 2024 and 2025.

**Decision Date:** 2 Nov 2023  
**Mover:** Tim Grocott  
**Seconder:** Dani Thompson  
**Outcome:** Approved

Key Highlights continued:

- Kaihautū o Te Ao Māori - we have advertised a new position to teach Te Reo Māori, but also lead the kura's involvement in Kapa Haka, Manu Korero, and a number of initiatives designed to engage Māori and support their success.
- Two international trips took place over the holiday break, Tahiti and Rarotonga, both were very successful trips.
- PA system onsite is still an ongoing concern, the school is working through this.

## **3.2 Finance, Property**

### **The Business Manager's Report - Te Tumu Tahua Ripoata, Financial Statements - 30 September 2023 ~taken as read**

**Key highlights:**

- The funding that is coming in does not match how much things have increased in cost and those conversations are going back to the Ministry of Education both through Principals and The Business Managers networks.
- The Business Manager has started work on the 2024 Budget, in particular curriculum areas that have had considerable growth this year that may need more resources in 2024.
- The school's equity index has changed, this has meant a slight increase in funding to the school. The provisional funding was released in September but there was no formal letter to let the school know the equity index had changed.
- The relief funding is quite a significant one, this is calculated based on four days per staff member per year which in reality the number of sickness is quite a bit higher.
- The school has been able to cover the increase in the learning resources area with the funding that has not been spent in other areas, but this is a area of focus for 2024 also.

- Banked staffing - the school has been able to cover some of the overspend in staffing with Board funds but in 2024 we will not have the additional funding that came with Covid so this will be an area the school will monitor carefully.
- The Deputy Chair reviewed the payroll with the Payroll/HR Administrator last week, this is part of the Board Assurances each term.



### **Adoption of the financial statements and associated reports to 30 September 2023**

Moved that the financial statements and associated reports to 30 September 2023 reporting an operating surplus of \$294,959 working capital of \$3,003,313 and public equity of \$4,868,053 be accepted.

**Decision Date:** 2 Nov 2023  
**Mover:** Dani Thompson  
**Seconder:** Seira Sio  
**Outcome:** Approved

### **CES Proposal to change operational structure**

The Tumuaki spoke to the CES proposal to change operational structure and what this would mean to Shirley Boys' High School.



### **Adoption of the Canterbury Education Services Change in Operational Structure**

Moved that the Board and Tumuaki sign the consent to restructure as outlined in the letter to shareholders, Canterbury Education Services Change in Operational Structure dated 20 September 2023.

**Decision Date:** 2 Nov 2023  
**Mover:** Tim Grocott  
**Seconder:** Rihari Taratoa-Bannister  
**Outcome:** Approved

## **3.3 Policy Review**

### **Term 4 Policy Review**

Curriculum and Student Achievement

- Curriculum and Student Achievement Policy
- Student Achievement Information/Student Assessment and Achievement
- Home Learning (Welcome, Home Learning)
- Distance Learning
- Religious Instruction/Religious Education
- Health Education

No amendments for the above policies were recommended by the Policy Committee.

The Tumuaki spoke to the Health Education policy and letter that goes out to the community, as previously circulated to the Board.

Assurances will be submitted at the 7 December 2023 meeting.

## **3.4 School Proposed Trips**

5 Schools Exchange Proposal for 2024~ *taken as read*



### **Adoption of the 5 Schools Exchange Proposal**

Moved that the Board approve of the 5 Schools Exchange (April) 2024

**Decision Date:** 2 Nov 2023  
**Mover:** Tim Grocott  
**Seconder:** Seira Sio  
**Outcome:** Approved

## **3.5 Funding Application**



### **Adoption of funding application to The Richmond Club for the U16 Rugby Sevens Team in December 2023.**

It was resolved on 2 November 2023 that a funding application to The Richmond Club be made towards the U16 Rugby Sevens team's flights to Auckland for the upcoming National 'Condors' Championships from 3-6 December for a total cost of \$4,275.00 including GST.

*Abstain: Dani Thompson*

**Decision Date:** 2 Nov 2023  
**Mover:** Rihari Taratoa-Bannister  
**Seconder:** Melody Tuliau  
**Outcome:** Approved

## **3.6 Staff Representative Report**

Nil

## **3.7 Confirm Minutes**

**September Board Meeting 21 Sept 2023**, the minutes were confirmed as presented.



### **Adoption of minutes from the Board meeting held 21 September 2023**

Moved that the minutes from the Board meeting held 21 September 2023, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 2 Nov 2023  
**Mover:** Melody Tuliau  
**Seconder:** Seira Sio  
**Outcome:** Approved

## **4. Strategic decisions**

### **4.1 Strategic Planning**

#### **Strategic Plan 2024**

A survey has been sent to the community and to the staff for feedback.

#### **Staff Results**

The survey results showed that academic achievement and engagement was the highest ranked priorities out of the current Strategic Plan. This was around students being able to obtain their highest personal achievement through engagement and success through high quality teaching.

The survey also asked staff to rank the school values, Better Than Before came out on top, along with Respect.

### **Community Results**

The survey results showed that academic achievement, high quality teaching and a safe place to be were the ranked the highest. The values that ranked the highest was Belonging, Respect and Better Than Before.

Following the collection of data, that data was themed. This data will be updated as more information comes in from those surveys.

The three themes that have come through from the survey results to date are:

- achievement and success (personal success - not limited to success inside the classroom)
- engagement (good teaching, relevant curriculum, device use, assessment)
- school culture (values, co-curricular, student leadership)

The Tumuaki spoke to his presentation which included looking at the three goals that would sit with the priorities, the school korero, achievement data, attendance, ethnicity within the school, targets for senior levels and giving effect to Te Tiriti o Waitangi, which would be the foundation of everything the school does.

### **Property Survey**

The Tumuaki shared the presentation from the Assistant Principal regarding the results from the property project he has been working on. The clear theme that came from this was the learning spaces are not ideal as they currently are. The school will present the findings to the Ministry of Education.



### **Community communication**

The Tumuaki to liaise with the Board and send an update around the Strategic Plan 2024, following the survey that was sent on 25 October 2023.

**Due Date:** 22 Feb 2024

**Owner:** Tim Grocott

## **5. Monitoring continued**

### **5.1 Student Representative Report**

#### **Student Representative gave a verbal update:**

Students have been signing up for leadership roles for 2024, it's been a great to see some students that in previous years may not have applied now applying.

Some Year 12 students are heading to the Year 10 camps to assist with the hāngi and mentor the younger students.

### **5.2 Whānau Committee Report**

The whānau representative gave a verbal report from the recent whānau hui.

Key points:

- Thank you to the Tumuaki for attending the last hui.
- Looked at ways to build relationships and engage new members; along with how they encourage new members.
- Discussed the current priorities of the Strategic Plan and what members felt were important, making sure it was inclusive.

- Went through current achievements of the students, highlight was the trip to Rarotonga.
- Maintaining open communication with the sister school Avonside Girls' High School so events don't clash.

## 6. Identify agenda items for next meeting

### 6.1 Preparation for next meeting

Meeting is at the earlier time of 5.30pm on 7 December 2023.

## 7. Administration

### 7.1 Correspondence

Internal correspondence only

### 7.2 General Business

Nil

## 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!

Haumī e, Hui e!

### 8.2 Close the meeting

**Next meeting:** November/December Meeting - 7 Dec 2023, 5:30 pm

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

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