

CONFIRMED MINUTES

BOARD MEETING - FEBRUARY



At the **Board Meeting** on **25 Mar 2025** these minutes were **confirmed as presented**.

Name:	Shirley Boys' High School
Date:	Thursday, 27 February 2025
Time:	6:00 pm to 8:44 pm (NZDT)
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Akira Hishikawa, Andrew Swift, Garth Jones, Jane Forster, Melody Tuliau, Seira Sio, Tim Stokes, Tim Grocott, Tom Stroud, Dani Thompson (Chair)
Attendees:	Rob Wilson-Pyne

1. Karakia

1.1 Opening Karakia

Karakia Ōrua Paeroa

Nau mai e ngā ngao

E hihiko ai te tinana o te tangata

He ngao ohoho

He ngao wanawana

He ngao mauri tau

He korou e whakakotahi nei

I te wairua o Ōrua Paeroa

Ōrua Paeroa te whenua e takoto nei

Ōrua Paeroa te ope e tau nei

Haumi e hui e

Taiki e

2. Election of Officers

2.1 Election of Presiding Member

The Headmaster/Tumuaki called for nominations for Presiding Member, with one being received.



Election of Presiding Member

Moved that Danielle Thompson be elected as Presiding Member for the remainder of this Board term, being September 2025.

Decision Date: 27 Feb 2025
Mover: Andrew Swift
Seconder: Seira Sio
Outcome: Approved

2.2 Election of Deputy Chair

The Headmaster/Tumuaki called for nominations for Deputy Chair, with one being received.



Election of Deputy Chair

Moved that Melody Tuliau be elected as Deputy Chair for the remainder of this Board term, being September 2025.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved

3. Administration

3.1 Apologies

No apologies

3.2 Interests Register

Interest register is up to date.

3.3 Action Item List

Due Date	Action Title	Owner(s)
31 Mar 2025	Tumuaki/Headmaster's Appraisal Status: In Progress	Dani Thompson

4. Resources Committee Section

4.1 Finance, Property

Business Manager's Report - Te Tumu Ripoata, Financial Statements (Interim) - 31 December 2024 ~ taken as read

Key Highlights

The school continues to track well, draft accounts are due to be at the auditor by Friday 28 February. Finished the year with a small surplus of \$8,277 against a budgeted deficit of (\$297,858), which is a pleasing result.

The better than budgeted result outlined below:

- Additional Government grants, mainly vandalism top-up grants, which there is a corresponding expense line.

- Drop in roll numbers resulted in a \$57k less than budgeted operational funding, which is something the Board needs to track.
- International students ended up with a net surplus of \$169,823, but the school is at capacity, both students and staff.
- Interest earnings an additional \$48k.
- Unspent budgeted extra-curricular activities \$71k (mainly sport).
- Unspent budgeted learning resources \$22k.

Internal Property Modifications

- It was clarified with the Ministry that the internal modifications is a Board contribution to a property project and the request for tenders was published on GETs and closes 17 March 2025.

Reprographics

- The schools engaged an independent consultant to assist with the reprographics review at the end of 2024. As a result, a new lease has been signed for with Ricoh with 3 new, 12 retained and 3 refurbished copiers.

Noted: The Headmaster/Tumuaki to discuss with the PTA becoming a registered charity.



Adoption of the Interim Financial Statements and reports to 31 December 2024

Moved that the financial statements and associated reports to 31 December 2024 reporting an operating surplus of \$8,277 working capital of \$4,315,607 and public equity of \$5,011,184 be accepted.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Melody Tuliau
Outcome: Approved

2025 Budget ~ taken as read

Since the November 2024 meeting there has been some small changes to the 2025 Budget, as presented.

The operating budget was looking at a deficit of (\$297,858) that has now increased to (\$402,896), as explained within the reports.

Noted: It is a balanced budget with the exception of the additional salaries, over staffing for teachers salaries and allowance for the support staff collective.



Adoption of the 2025 Budget

Moved that the 2025 Budget is approved with an operating budget deficit of (\$402,896) and capital budget of \$391,000. It is noted that as several lease contracts are currently being renewed the budget for leases has been estimated and will be presented to the Board for final approval at the March meeting, along with a 5-year projection.

Also noted that the 2025 Budget is approved on the basis to ensure accuracy that post the finalisation of the 2024 audit a budgeted statement of financial position and budgeted statement of cashflows extracted from the 2024 audited annual accounts will be presented to the Board.

Decision Date: 27 Feb 2025
Mover: Andrew Swift
Seconder: Garth Jones
Outcome: Approved

Property Summary ~ taken as read

Key Highlights

Caretaker Works

- Property changes were made over the holiday break with pleasing results and positive feedback from staff. To date the changes have been made using the direct funded caretaker works funding.
- Further caretaker works will be carried out in the April break.

Bank of Hours

- Review of school use during school holidays is with the Ministry policy team.

Crown Damage

- Top-up grant has been applied for, that is \$70,620 for 2024.

Hard Materials Fence

- The fence outside Hard Materials has been relocated to create more storage space, this was covered by the Champion Estate funds.

Property Modifications

- Request for tenders was published on GETs and closes 17 March 2025 (*update provided*).

Sports Fields

- Works completed for Avonside fields, grass is growing well.
- School have purchased 13m rugby posts for when the fields are complete.

Stage

- Scheduled to be installed 6 March.

Furniture Audit

- A project to review furniture on site is being scoped to update the assets register and assess surplus furniture to be relocated by the Ministry.

P A System and Base Unit Defect

- Vision Systems balanced the system on 6 February. Some amps have been replaced with the balance on backorder.

5. Strategic decisions

5.1 Delegations of Authority



Delegation of Authority - EOTC low risk activities

Tumuaki to write/investigate a delegation of authority to the Deputy Headmaster for low risk EOTC activities.

Due Date: 31 Mar 2025

Owner: Tim Grocott



Delegation of Authority to Headmaster/Tumuaki

Moved that the Board delegates the day-to-day management of the school to the Headmaster/Tumuaki.

Decision Date: 27 Feb 2025

Mover: Dani Thompson

Seconder: Seira Sio

Outcome: Approved



Delegation of Authority to Deputy Headmaster

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

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - Health & Safety Officer

Moved that the Board delegates the Deputy Headmaster authority to act as the Health & Safety Officer acting under the terms of reference for this committee.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - Finance Committee

Moved that the Finance Committee members are delegated authority to be members of the Board's Finance Committee acting under the Finance and Asset Management policy / terms of reference on SchoolDocs.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - Discipline Committee

Moved that the Policy Review Committee members are delegated authority to be members of the Board's Policy Review Committee acting under the terms of reference for this committee.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - Retention and Disposal Officers

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

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - Headmaster/Tumuaki's Expenses & Expenses requiring Board sign-off

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

Decision Date: 27 Feb 2025

Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - Media Contact & Correspondence

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

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - SUE Report - Internal audit/signing

Moved that the Board delegates the Finance Committee Chair to carry out the internal audit and sign-off of the SUE Report in Term 1 and Term 3.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved



Delegation of Authority - Authorised Signatory for international student documents

Moved that the Board delegates the International Director and/or the International Student Administrator and Homestay Co-ordinator authorisation to sign the documents as laid out in the Authorised Signatory Letter - International, only in the course of their duties in relation to the school's inbound international student activities.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved

6. Monitoring

6.1 Tumuaki / Headmaster's Report

Headmaster/Tumuaki's Report to the Board - Thursday 27 February 2025 ~ taken as read

Strategic Plan and Implementation Plan 2025 ~ taken as read (amendments noted)



Adoption of the Strategic Plan and Annual Implementation Plan for 2025

Moved that the Board adopt the Strategic Plan and Annual Implementation Plan for 2025, with the noted amendments.

Decision Date: 27 Feb 2025
Mover: Melody Tuliau
Seconder: Andrew Swift
Outcome: Approved

Key Highlights:

School Events

The school held a Whānau hui on Thursday 8 February, this was for both Māori and Pasifika fono. This was very well attended, held on the same night as the Year 9 Parent Evening, which was also a successful event.

Scholarship Results

Matora Oishi	Physics Photography
Jude Lewis	English
Flynn Williams	English

Stepped Attendance Response - STAR ~ taken as read

Noted: The Board's role in attendance, this has been added to the Strategic Plan. Board approved codes, justified absences.

Staffing changes

R Crawford: Retiring at the end of February

R Stocks: Retiring from teaching at the end of Term 1, Russell has been at Shirley Boys' High School since 1995.

K Smith: Parental leave from Week 3, Term 2

Ōtākaro Kāhui Ako

The appointment of a shared Lead Principal position was awarded to Tim Grocott, Shirley Boys' High School and Dr. Catherine Law, Avonside Girls' High School. This is a 2-year appointment.

Potential Risks ~ taken as read

Noted topics: Health and Safety and Roll size

6.2 Staffing

Leave requests and staffing changes ~ taken as read



Leave application for Mr Mockford - April 2025

Moved that the Board approve of the leave application with pay, as a representative activity.

Decision Date: 27 Feb 2025
Mover: Melody Tuliau
Seconder: Andrew Swift
Outcome: Approved



Leave application for Mr Tamati - Octo/Nov 2025

Moved that the Board approve of the leave application, without pay.

Decision Date: 27 Feb 2025
Mover: Melody Tuliau
Seconder: Andrew Swift
Outcome: Approved



Tumuaki's Annual Leave - request to carry over

Moved that the Board approve to carry over the Tumuaki's 38.5 days annual leave balance.

Decision Date: 27 Feb 2025

Mover: Dani Thompson
Outcome: Approved

6.3 Policy Review

Term 1 Policy Review

- Health, Safety, And Welfare Policy
- Safety Management System
- Risk Management
- Worker Engagement, Participation , and Representation
- Healthcare
- Recording and Reporting Accidents, Injuries, and Illness

Board to carry out a review.

Noted: Health and Safety Committee will meet prior to the Policy Committee this year.



Adoption of Dogs on Kura Policy

Moved that the Board adopt Dogs on Kura Policy, with the amendments presented.

Decision Date: 27 Feb 2025
Mover: Tim Grocott
Seconder: Andrew Swift
Outcome: Approved

6.4 Health and Safety

Health and Safety Committee minutes - 20 February 2025 ~ taken as read

Key Highlights:

- The committee now has a good coverage across the curriculum facilities and administration staff.
- Fire drill was carried out 13 February 2025, this was run through the PA system which went well but did highlight the lack of coverage of the PA system.
- Working with Avonside Girls' High School to run a Tsunami drill in Term 2.

EOTC (Education outside the classroom)

Working with the current processes the development of an EOTC register has been developed, this was presented to the Board. All EOTC activities are recorded and risk is identified from low through to high risk activities. These will be presented to the Board at each meeting for sign-off.

A robust discussion took place regarding EOTC processes and reporting.

Noted: Board to have access to SAP forms, add to the spreadsheet where students are staying if an overnight activity.



Adoption of documented EOTC activities up to 2 April 2025

Moved that the Board has been assured through the Health and Safety process that all documented overnight and high risk trips are acceptable through to 2 April 2025.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Outcome: Approved

6.5 Staff Representative Report

Staff Representative Report ~ verbal report

Key Highlights:

- Been a busy start to the year with many events taking place.
- Teaching staff have been given a lot of opportunity to feedback about how the start of the year has gone, we have received positive feedback as a whole.
- ICT start-up for 2025 has been discussed with the school's provider to ensure the right things are prioritised at the beginning of the year.
- Property works has been a hot topic, staff are pleased with the works that were carried out over the holiday break and eager for the next stage. Staff have requested if timelines change to be advised as soon as possible.

6.6 Student Representative Report

Student Representative Report ~ verbal report

Key Highlights:

- The prefect group worked hard to help run the Prefect Camp and the Year 9 Day.
- Tabloids, the prefects and form class leaders helped led this event well.
- Year 9 students are getting used to be part of Shirley Boys' High School and have enjoyed their first few weeks onsite.
- The Weet-Bix TRYathlon was held last week, Shirley Boys' students were in attendance helping with that event which was good to see.
- Munchang High School from Korean visited Shirley Boys' for the last two weeks, the students were very positive about their experience here.
- Shirley Boys' have quite a large number of new international students this year, student leaders have helped with introducing them to Christchurch.

6.7 Funding Application



Adoption of funding application to the Air Rescue Trust -House Competition Tops

Moved that an application for Shirley Boys' High School be made to Air Rescue Trust for House competition tops for the amount of \$3,588.00 including GST.

Decision Date: 27 Feb 2025
Mover: Tim Grocott
Seconder: Seira Sio
Outcome: Approved



Adoption of funding application to New Zealand Community Trust - Winter Basketball Competition

Moved that an application for Shirley Boys' High School be made to New Zealand Community Trust for the court hire fees for the 2025 Winter Basketball Competition for the amount of \$8,347,00 including GST.

Decision Date: 27 Feb 2025
Mover: Tim Grocott
Seconder: Seira Sio
Outcome: Approved

6.8 Flu Vaccinations 2025



Adoption of flu vaccination for Shirley Boys' High School staff

Moved that the Board approve the funding the flu vaccination for Shirley Boys' High School staff on 10 April 2025.

Decision Date: 27 Feb 2025
Mover: Tim Grocott
Seconder: Melody Tuliau
Outcome: Approved

6.9 International Student Fees

International Student Fees letter ~taken as read

Noted: Fees to increase from July 2026, Term 3 from \$16,500.00 to \$17,500.00 annually and for homestays from \$350.00 per week to \$370.00 per week.



Adoption of International Student Fees - 2026

Moved that the Board adopt the new fee structure for international paying students from July, Term 3 2026.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Seconder: Seira Sio
Outcome: Approved

7. Identify agenda items for next meeting

7.1 Preparation for next meeting

8. Administration

8.1 Confirm Minutes

Board Meeting - November 28 Nov 2024, the minutes were confirmed as presented.



Adoption of minutes from the Board Meeting held 28 November 2024

Moved that the minutes from the Board meeting held 28 November 2024, having been circulated, be approved as a true and accurate record of that meeting.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Outcome: Approved

8.2 Correspondence

Email - Completion of CES Restructure ~ *taken as read*

Email - Vote Schooled for your 2025 Board Elections with attachments ~ *taken as read*



Adoption of Vote Schooled as Returning Officer for the Board Elections for Shirley Boys' High School

Moved that the Board adopt Vote Schooled as Returning Officer for the Board Elections for Shirley Boys' High School, to be held 10 September 2025.

Decision Date: 27 Feb 2025
Mover: Dani Thompson
Outcome: Approved

8.3 General Business

Nil

9. Close Meeting

9.1 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!

9.2 Close the meeting

Next meeting: Board Meeting - 25 Mar 2025, 6:00 pm

Signature: _____

Date: _____