CONFIRMED MINUTES

BOARD MEETING - AUGUST

At the **Board Meeting - September** on **24 Sept 2026** these minutes were **confirmed as presented.**

Name:	Shirley Boys' High School
Date:	Thursday, 3 September 2026
Time:	6:00 pm to 8:28 pm (NZST)
Location:	Seminar Room - Lvl 1, 209 Travis Road, New Brighton
Board Members:	Dani Thompson (Chair), Adele Mitchell, Andrew Swift, Melody Tuliau, Nico Cook, Tim Stokes, Daniel Smith, Rob Wilson-Pyne
Attendees:	Jane Forster
Apologies:	Ariana Kaa

1. Karakia

1.1 Opening Karakia

Nau mai e ngā ngao
E hihiko ai te tinana o te tangata
He ngao ohooho
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. Administration

2.1 Apologies

Non-attendee: Ariana Kaa

2.2 Interests Register

Interest register up-to-date

2.3 Action Item List

Action items working through and updated and/or closed.

3. Resources Committee Section

3.1 Finance, Property

Business Manager's Report – Ripoata Te Tumu Tahua - Financial Statements – 31 July 2026 *~taken as read*

Supporting financial documents *~ taken as read*

Key Highlights:

- The school continues to be tracking well with a deficit of ($53,996) recorded for the year to date against the annual budgeted deficit of ($176,000) - 31% of the budget at the 58% (31 July) stage of the year. Excellent result.
- Action point from last month was to look at the international student forecast, The International Director is putting a plan forward for that and the Business Manager will revisit that forecast once our numbers are known.
- Kindo continues to show positive results, especially with collection of prior year debt with $11,718 prior year debts recovered since 31 March 2026.
- Operation grants are tracking better than budget due to additional funding for collective agreement settlements, operational relief funding, and pay equity.
- Local funds income - unbudgeted income is contributing to the YTD result of 69% of budget including curriculum recoveries at 90% of budget is a recovery of 10K more than the same stage last year, Sport Canterbury supporting schools with a 50% rebate refund of levies and all of government (AOG) rebates.

Adoption of the financial statements and associated reports to 31 July 2026

Moved that the financial statements and associated reports to 31 July 2026 reporting an operating deficit of ($53,996) working capital of $3,425,237 and public equity of $4,143,715 be accepted.

Decision Date:	3 Sept 2026
Mover:	Andrew Swift
Seconder:	Tim Stokes

Business Manager's Report - Rīpoata Te Tumu Tahua *~ taken as read*

Key Highlights

- PA System - this continues to be an ongoing issue for the school. A independent report was completed but has not yet been sighted by the school.
- Open Plan Teaching Spaces Remodel - the school is working with both The Ministry and Amber/Downer on this project. An independent assessor was brought in to determine what work, if any, is required. This has been completed and an initial report was received by ShapEd / Ministry which outlined all areas that require further work. However the Ministry noted that it did not include cost estimates and thus sent the report back for additional information which includes cost estimates. The project will take several years to complete.
- Fields - the temporary camera system will be moved to its final position on the floodlight pole either this term break or Christmas break as it involves cabling work.
- Cricket Wicket - work is due to commence on 14 September with the target for completion of the artificial wicket construction remains as before the start of Term 4, 2026 (Monday 12 October).

- Vandalism - there has been an increase in vandalism over the winter months, which was to be expected.
- Internal Temperatures - the school worked with the Ministry and Downer regarding the reported ongoing low temperatures over the winter months. This seemed to have been resolved in most areas with a small number of areas still causing issues, but these are being dealt with on a case-by-case basis.

4. Monitoring

4.1 Tumuaki / Headmaster's Report

Headmaster’s Report/Te Pūrongo o te Tumuaki - Thursday, 3 September 2026 ~ *taken as read*

Key Highlights

- The first half of Term 3 has been busy with a variety of different activates going on in and around the school, especially with the cultural and performing art successes.
- Winter tournament began with a number of teams competing around the country and seeing some good successes in that space.
- Around the school, student initiatives and leadership opportunities have reflected a positive vibe through the school.
- Staff continue to work hard, preparing students for mock exams and the CAA exams along with planning and a focus on the new curriculum.
- The South Island Boys' Schools Network has been a great resource, far beyond sport, with sharing of resources and a collaborate approach to ensure the best possible teaching and learning for teenage boys.
- Staff members were interviewed by the Education Gazette about the success Shirley Boys' High School has had involving Te Reo and Te Ao Māori culture.
- Enrolments are looking positive for the Year 9 intake for 2027.

4.2 Staff Representative Report

Staff Representative Report ~ *taken as read*

Key Highlights

- Staff appreciate the work the Senior Leadership Team has done to encourage connection around the school. There is a very positive vibe around the place.
- With the busy term and the winter months, staff have noticed the lack of external relievers available has meant higher internal cover which puts pressure on staff.
- The professional development and curriculum design has been well received especially the work the Assistant Principal, Ms Duder is doing around the front side of the curriculum.
- Winter sports has wrapped with some good results such as:
    - Junior Basketball - 2nd
    - U17 Blue Basketball - won their Saturday competition
    - 1st XV - made the final for the third consecutive year

Noted: The Board acknowledge the additional workload and sickness over the winter months and thank all staff for their continued mahi.

4.3 Student Representative Report

Student Representative Report ~ *taken as read*

Key Highlights

- Block of some AI tools took students by surprise, other options and tutorials are available on Canvas.
- Portable football goals - students are fundraising and keen to access funding where possible.

Portable Football Goals

Acting Headmaster and Student Representative to meet with students involved to discuss fundraising, non-uniform day and other funding options.

Due Date:	30 Sept 2026
Owners:	Nico Cook, Rob Wilson-Pyne

4.4 Health and Safety

Health and Safety Minutes, 18 August 2026 ~ *taken as read*

The Acting Headmaster spoke to the EOTC activities approved by the Health and Safety Committee on 18 August 2026, explaining the process is working well.

Noted: *The Health and Safety Committee declined one trip going ahead due to not getting the paperwork completed in time and reviewed a change in plan for one before approving it can go ahead.*

4.5 Policy Review

Term 3 policy review/amendments and assurances to be brought to the 24 September 2026.

Volunteer Sports Coaches Procedure (previously circulated) to be added as an attachment to the Volunteer Involvement policy ~ *taken as read*

Noted: *Amendments to procedures, remove the wording under Entitlement, second bullet point: 2026-2028 $0.83 pkm and leave with the current rate SSSCA and for the procedures to be publicised to all new and existing coaches to be effective beginning of Term 4.*

Adoption of the Volunteer Sports Coaches Procedure

Moved that the Volunteer Sports Coaches Procedure (previously circulated and with the amendments noted at this meeting) to be added as an attachment to the Volunteer Involvement policy below the paragraph Ākonga wellbeing and child protection.

Decision Date:	3 Sept 2026
Mover:	Rob Wilson-Pyne
Seconder:	Tim Stokes
Outcome:	Approved

5. Public Excluded Session

5.1 Staffing

Adoption to move into Public Excluded Session

Moved at 7.11pm that the public be excluded from the following parts of the proceedings of this meeting, namely staffing and student behaviour. 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 resoluti on	Grounds(s) under s48(1) for th e passing of the resolution
Staffing and Student Behaviour	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 ("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 and the particular interest or interests protected by section 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: 3 Sept 2026
Mover: Dani Thompson
Outcome: Approved

Move out of Public Excluded Session

Moved that the meeting move out of Public Excluded session at 8.04pm and confirm that the business discussed in Public Excluded Session remains confidential.

Decision Date: 3 Sept 2026
Mover: Dani Thompson
Outcome: Approved

6. Administration

6.1 Confirm Minutes

Board Meeting - July 30 Jul 2026, the minutes were confirmed as presented.

Adoption of the minutes from the Board Meeting held on 30 July 2026

Moved that the minutes from the Board Meeting held on 30 July 2026, having been previously circulated, be adopted as a true and accurate record of that meeting.

Decision Date:	3 Sept 2026
Mover:	Melody Tuliau
Seconder:	Andrew Swift
Outcome:	Approved

6.2 Correspondence

Nil

6.3 General Business

Board members that attended the Te Whakarōpūtanga Kaitiaki Kura o Aotearoa (NZ School Boards Association) Conference in July gave a verbal report on their highlights from conference.

Noted: *the school won a travel voucher from Educating Adventures.*

Student Representative Role

Noted at conference that some schools have two student representatives, the Acting Headmaster to contact schools who currently have two student representatives such as Whangaparāoa College.

Due Date:	30 Sept 2026
Owner:	Rob Wilson-Pyne

Trauma Response Plan

Trauma Response Plan - added to Health and Safety Committee to investigate and feedback to the Board.

Due Date:	30 Sept 2026
Owner:	Rob Wilson-Pyne

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: Board Meeting - September - 24 Sept 2026, 6:00 pm

Approved decisions made between meetings

Adoption of ETOC High Risk Board Assurance Summary Kings Exchange NZSS Futsal

Moved that the Board approve of the High Risk Assurances register named; EOTC High Risk Board Assurance Summary Kings Exchange NZSS Futsal.

8 Supported: Adele Mitchell , Andrew Swift , Dani Thompson , John Thurston , Melody Tuliau , Nico Cook , Tim Grocott , Tim Stokes

0 Opposed:

0 Abstained:

Decision Date: 9 Mar 2026
Outcome: Approved

Secondary Teachers' Study Award - leave application from Roger Miller

Moved that the Board approve leave for 2027 in principle and on award of a Secondary Teachers' Study Award. This allows scope for Roger to apply with the Board's support, but also means that if he got a smaller award i.e. 20 weeks, that he could still continue.

5 Supported: Dani Thompson , Nico Cook , Tim Grocott , Tim Stokes , Andrew Swift - Andrew requested I vote in favour on his behalf - JMF

0 Opposed:

0 Abstained:

Decision Date: 4 May 2026
Outcome: Approved

Secondary Teachers' Study Support Grant - leave application from Roger Miller

Moved that the Board approve leave for 2027 in principle and on award of a Secondary Teachers' Study Support Grant. If Roger was successful with the Secondary Teachers' Study Award (above) then this would not apply.

5 Supported: Dani Thompson , Nico Cook , Tim Grocott , Tim Stokes , Andrew Swift - Andrew requested I vote in favour - JMF

0 Opposed:

0 Abstained:

Decision Date: 4 May 2026
Outcome: Approved

Secondary Teachers' Study Award - leave application for Fern Webber

Moved that the Board approve leave for 2027 in principle and on award of a Secondary Teachers' Study Award. This allows scope for Fern to apply with the Board's support, but also means that if he got a smaller award i.e. 20 weeks, that he could still continue.

5 Supported: Dani Thompson , Nico Cook , Tim Grocott , Tim Stokes , Andrew Swift - Andrew requested I vote in favour on his behalf - JMF

0 Opposed:

0 Abstained:

Decision Date: 4 May 2026
Outcome: Approved

Adoption of Year 11-13 OED Trips from 12 May - 26 June 2026

Moved that the Board adopt the Years 11-13 Outdoor Education EOTC Overnight and High Risk activities dated 12 May 2026 - 16 June 2026, as previously circulated by the Board Secretary on Tuesday, 12 May 2026 and noted one activity proceeded prior to Board approval.

6 Supported:
Adele Mitchell - Hi Jane Happy for these OED trips to go ahead, but agree it's not ok that one went ahead without board approval. The OE department in particular should be leading the way on this stuff. Kind regards Adele ,
Andrew Swift - Kia ora Jane I too am in favour of the trips's going ahead, but like my colleagues am disappointed that one of them has already proceeded without board approval. I'm sure that appropriate plans and checks will have been put in place, but the risk that the board has been exposed to is not acceptable. Regards, Andrew ,
Dani Thompson - Kia ora Jane I'm in favour. As Adele has noted, a trip going ahead without approval isn't good enough, and I appreciate Rob's note that DeVere and himself will meet with OED to discuss. This process has been in place for some time so no excuse is acceptable really. We discussed earlier in the year about more accountability around non-compliance, at the next board meeting it would be good to understand what has been put in place, or if it needs to be board-led we can discuss further. Ngā mihi Dani ,
Melody Tuliau - Kia ora I am in favour of the trips going ahead. Rob and DeVere also expressed their disappointment about trips going ahead without approval in the Health and Safety committee meeting and have made plans to ensure it doesn't happen again so it would be good to hear about this in our next hui. Ngā mihi Mel ,
Nico Cook - I approve of the EOTC activities. Thanks, Nico ,
Tim Stokes - Thanks Jane, I have no exceptions to these activities. Kind Regards, Tim Stokes

0 Opposed:

1 Abstained: John Thurston

Decision Date: 21 May 2026
Outcome: Approved

Adoption of EOTC High Risk activities for the 1st XV Rugby

Moved that the Board adopt the EOTC High Risk (overnight) activates of the 1st XV Rugby as part of the South Island Boys' School Rugby Competition for the month of May and having been circulated via email by the Tumuaki on Thursday, 14 May 2026.

6 Supported: Andrew Swift , Tim Grocott ,
Adele Mitchell - I'm too late on today's one and only Dani was able to respond in time. So that's not really good enough either. I'm not constantly looking at board emails. Approve next weeks trip. Adele ,
Dani Thompson - Happy to approve the additional two trips. Would also like to get some understanding around the first one being such a last minute request. Ngā mihi Dani ,
Melody Tuliau - Kia ora Happy to support Dani's approval of the two trips Ngā mihi Mel ,
Tim Stokes - Hi Tim I have reviewed the EOTC's and have no exceptions to the two additional rugby trips. Kind Regards, Tim Stokes

0 Opposed:

0 Abstained:

Decision Date: 21 May 2026
Outcome: Approved

Application for Secondary School Teachers' Sabbatical Leave

Moved that the Board approve of the application for Secondary Schools Teachers' Sabbatical Leave for James Yeh for Term 1, 2027.

6 Supported: Andrew Swift , Dani Thompson , Nico Cook , Tim Grocott , Tim Stokes ,
Adele Mitchell - Adele emailed the Board Secretary and was in favour.

0 Opposed:

0 Abstained:

Decision Date: 19 Jun 2026
Outcome: Approved

NZSBA Election

Moved that the Shirley Boys' High School Board authorises the Presiding Member to cast the Board's vote in the 2026 New Zealand School Boards Association (NZSBA) National Board election on behalf of the Board, having circulated the candidate information.

7 Supported: Adele Mitchell , Andrew Swift , Daniel Smith , Melody Tuliau , Rob Wilson-Pyne , Tim Stokes ,
Dani Thompson - Our candidate selections are: Lusila Aiono-Tahaafe Valiere Alexander-Vui Graham Nelson Richard Green Joe Tyro Matt Johnston

0 Opposed:

1 Abstained: Nico Cook

Decision Date: 29 Jul 2026
Outcome: Approved

Signature:_____ **Date:**_____