



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:00 p.m. on
Thursday 15 December 2016
in the Board Room

PRESENT Tony Deavoll (Chairperson), Tim Grocott, Steve Garland, Sarah Clark,
Andrew Hood, Karaitiana Taiuru, John Laurenson, Miguel Clayton-Jones

IN ATTENDANCE Anthea McCully, Tony Ambrose, Rob Wilson-Pyne

Loren Treacy (Minute Secretary)

APOLOGIES Caine Tauwhare, Neil Falconer, Judah Watkinson

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Board of Trustees' meeting held on 24 November 2016, having been circulated, be approved as a true and correct record of that meeting. **Carried**

Matters Arising from the Minutes

IT

The Executive Officer has received advice from Fiona Hollingworth of the Ministry of Education that it is possible to request the auditor to carry out a wider review with regard to IT security but this would be above the current audit specification so would result in additional cost being incurred. It would not be in the normal EQY audit process.

2. CORRESPONDENCE

Inwards

- CES rebate to shareholder schools
- STA News
- Letter of appreciation for gift basket from Tony Deavoll

Outwards

- Te Rau Winterburn and Joe Houghton regarding proposed trip to Rarotonga for students of Maori descent
- Lion Foundation funding application
- Pub Charity funding application
- CERT funding application

Matters Arising from the Correspondence

Proposed Trip to Rarotonga

It was noted that information had not been received by the Board regarding the proposed trip to Rarotonga. This is to be followed up and the information requested to be received in time for the February meeting.

Action: Loren Treacy

Motion: Moved Chairperson

That the outwards correspondence be approved and the inwards correspondence received.

Carried

3. HEADMASTER'S REPORT

As per the previously circulated report which was spoken to by John Laurenson.

Otakaro Cluster

The Otakaro Cluster has now become a CoL (Community of Learning). A meeting is to be hosted at Shirley Boys' High School on Monday 19 December.

Self-Review

The review of curriculum areas and staff is complete and will be included in the Statement of Variance in January 2017.

Disaster Management Plan

A Disaster Management Plan was completed following the Christchurch earthquakes and was approved by ERO. A copy of the plan has been unable to be located so the copy included with the Board papers has been downloaded from the Ministry's website and will be updated over the holiday period. It was noted there is a possibility that a hard copy of the previous Disaster Plan is available and this is to be investigated.

Action: Tony Ambrose

Staffing

- Connor Treleaven has been confirmed today as a PE teacher for Terms 1 and 2 2017.
- An offer of appointment has been given for the Spartans Sport Co-ordinator and is yet to be confirmed.
- Ali Gray has been appointed to the Design and Visual vacancy.
- Year 12 and 13 Graphics classes will be taught via Te Kura Correspondence School with supervision by Ali Gray.
- Major work is to be undertaken on the Technology Department and this will be the major focus in 2017.

School Roll

The roll for 2017 looks positive.

School Starting Dates

Assurance was given to the Board that the school meets the Ministry of Education guidelines for the beginning and end of term each year.

4. STAFF TRUSTEE'S REPORT

Steve Garland reported on the Year 10 camp he attended recently and encouraged Board members to attend for a day next year to witness the worth of this EOTC programme. This is a thoroughly worthwhile experience for students.

5. STUDENT TRUSTEE'S REPORT

Miguel Clayton-Jones reported that all students are pleased examinations are over and are looking forward to the break.

Miguel has met with the 2017 Head Boy and the two deputies to discuss plans for next year. Although the meeting was not well structured he is hopeful that this will improve.

Miguel will be the liaison between the new Student Council and the Board of Trustees. The Student Council is made up of a very good team for 2017.

6. COMMITTEE REPORTS

Resources

- The financial position is at the expected point for this time of the year in terms of income and expenditure.
- There are some debtors being followed up.
- Three of the 4 funding applications approved at the November meeting have been sent.

Rugby Deficit for Australia (2015) and Argentina (2016) Rugby Tours

It was the recommendation of the Resources Committee that funds from the French donation to Rugby received following the Christchurch earthquakes be used to meet the shortfall from the Australian and Argentinian Rugby tours.

The Board expressed its serious concern regarding the running of these trips.

The Headmaster advised that in future staff in charge of trips will be requested to meet with him to ensure that all funding is in order. The Headmaster will then make the decision as to whether the trip may go ahead.

Tony Ambrose left the meeting at 6:45 p.m.

The Headmaster and Executive Officer will discuss the financial limit for staff to place orders.

Action: John Laurenson and Anthea McCully

PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons.

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

While in Public Excluded Session, the Board discussed the issue of the rugby deficit in more detail.

Cambridge Blue

The reason for the formation of Cambridge Blue Incorporated was spoken to by Rob Wilson-Pyne.

The school currently has 8 old boats which require upgrading with the growth in rowing. A group of parents looked into how other schools manage to obtain their plant and as a result set up an incorporated trust called Cambridge Blue. This is now a charitable trust which can apply for grants.

The Board recommended the following:

- The Committee includes a representative from Shirley Boys' High School rowing.
- Item 25.1.a be clarified with the Trust with regard to the school's insurance and liability.
- An external audit of the Trust's accounts is required.
- The Board was in agreement that a funding application proceed.

Motion: Moved Chairperson

That the reports be accepted.

Carried

7. GENERAL BUSINESS

Nil.

Anthea McCully, Tim Grocott, Rob Wilson-Pyne and John Laurenson left the meeting at at 7:25 p.m.

8. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. **Carried**

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board. **Carried**

Whilst in Public Excluded Session, the Board discussed the Headmaster's appraisal.

9. NEXT MEETING

Resources Committee 4:30 p.m. Thursday 23 February 2017

Board of Trustees 5:30 p.m. Thursday 23 February 2017

There being no further business the meeting closed at 7:50 p.m.

APPROVED 23 February 2017
Chairperson

**BOARD OF TRUSTEES
ACTION POINTS**

Meeting	Action	By Whom	Date
Meeting 23.6.16 Item 7, page 3	Review of lunchbreaks	John Laurenson	Ongoing
Meeting 23.6.16 Item 8, page 4	Investigate criteria for those attending overseas trips	John Laurenson	Ongoing
Meeting 28.7.16 Item 1, page 2	Request IT staff to action recommendations from the MOE and progress reported back to the Board	Tim Grocott	Ongoing
Meeting 22.9.16 Item 7, page 4	Further investigation into financial payments via the Parent Portal	Anthea McCully	Ongoing
Meeting 26.10.16 Item 2, page 2	Speak with staff regarding timing of leave applications	John Laurenson	November
Meeting 26.10.16 Item 7, page 3	1. Obtain quote for IT security check by Auditor 2. Contact other schools to ascertain what security systems they have in place	1. Anthea McCully 2. Tim Grocott	Ongoing
Meeting 15.12.16 Item 2, page 1	Follow up on information required regarding the proposed trip to Rarotonga	Loren Treacy	February
Meeting 15.12.16 Item 3, page 2	Look for copy of the Disaster Management Plan	Tony Ambrose	February
Meeting 15.12.16 Item 6, page 3	Discussion on financial limit for placement of orders by staff members	John Laurenson Anthea McCully	February