



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:15 p.m. on Thursday 28 July 2016 in the Board Room

PRESENT Tony Deavoll (Chairperson), Steve Garland, Sarah Clark,
Neil Falconer, Karaitiana Taiuru, Andrew Hood, Caine Tauwhare

IN ATTENDANCE Tim Grocott, Anthea McCully, Tony Ambrose
Te Rau Winterburn, Gaynor Hakaria
Richard McLaren
Loren Treacy (Minute Secretary)

APOLOGIES Rob Wilson-Pyne, John Laurenson

Motion: Moved Chairperson

That the apologies be accepted.

Carried

Gaynor Hakaria and Te Rau Winterburn were welcomed to the meeting by the Chairperson. Gaynor Hakaria introduced Caine Tauwhare, the new Whanau Committee representative seconded to the Board of Trustees.

Gaynor Hakaria and Te Rau Winterburn left the meeting.

1. PRESENTATION

Richard McLaren spoke on measures undertaken by the school to prevent cybercrime.

Protection Measures

- Up to date fire wall which detects attacks and blocks viruses
- Anti-virus filter for web browser
- BYOD is the highest risk area and is isolated from key systems and communications are routed through another server
- Resources on the network are password protected
- All school devices run anti-virus update software
- Data and servers are backed up nightly
- Non-critical servers are backed up at a variety of times, particularly on the weekend

Recovery Time

- Email within an hour
- Full rebuild of all information would take a little longer – possibly a few hours
- It is acknowledged that the data recovery system is probably due for renewal

Richard McLaren was thanked for attending the meeting and left at 6:35 p.m.

It was noted that there have been recommendations on IT from the Ministry of Education recently and it would be timely to check where the school is at against these recommendations. Enforcement of the Password Policy was also recommended to ensure passwords are changed.

Motion: Moved Chairperson

The Board recommends that the Senior Management Team request IT staff action the recommendations from the Ministry of Education and that progress on the school being able to comply with these recommendations be reported back to the Board on a monthly basis. **Carried**

Action: Tim Grocott

The Board requested that the IT Department be given a copy of the Cybercrime insurance policy document to review.

Action: Anthea McCully

2. MINUTES OF THE PREVIOUS MEETING

Clarification

Karaitiana Taiuru recommended that the motion seconding Caine Tauwhare to the Board be altered as follows to offer more clarification:

“That Caine Tauwhare be co-opted to the Whanau Komiti seat for the life of this Board, or as such time as he wishes to remain on this Board, at which time the Whanau Komiti will provide another representative to the BOT Whanau seat.”

Motion: Moved Chairperson

That the minutes of the Board of Trustees' meeting held on 23 June 2016, having been circulated, be approved as a true and correct record of that meeting with the change to the secondment of the Whanau Committee representative motion. **Carried**

Matters Arising from the Minutes

Board Fees

CES and Solutions and Services have been contacted regarding payment of Board fees. Shirley Boys' High School are currently at the top end of fee payments.

Motion: Moved Chairperson

That the fees paid to trustees be retained at the same amount as they are at the moment. **Carried with one against (Neil Falconer)**

Skills Audit

As per the information previously circulated by Sarah Clark. This will be discussed at a special meeting of the Board which will be arranged in due course.

3. CORRESPONDENCE

Inwards

- MOE regarding advice of disposal proceeds for 41 Averill Street
- Sarah Clark – Skills Audit
- Sarah Clark – Skills Audit Part 2
- Deloitte updated audit report
- NZSTA Trustee Handbook
- NZSTA News
- MOE applying to have excluded student returned to SBHS (Public Excluded)

Outwards

- Youth Town funding application for Football and Cricket
- Caine Tauwhare confirmation of co-option to Board

- Murray Robinson regarding proposed Classical Studies Tour
- Sue Nesbit regarding proposed Commerce trip to America
- Kim Smith approving leave without pay application
- MOE regarding excluded student (Public Excluded)

Motion: Moved Chairperson

That the inwards correspondence be received and the outwards approved.

Carried

4. HEADMASTER'S REPORT

As per the previously circulated report which was spoken to by the Associate Headmaster.

QEII Site

The Headmaster and Associate Headmaster have met with the three consortia who have put in a bid for the building of the two schools. Half an hour was spent with each consortia advising of how learning is occurring; what is wanted; and what is important.

Property

- Work was carried out on F Block over the holidays.
- Air testing on F and H Block was not undertaken as there was contention over funding.
- The soundproofing screens for the Ngatahi building have not been received as yet.

Motion: Moved Chairperson

That the Headmaster's report be accepted.

Carried

5. STAFF TRUSTEE'S REPORT

The Staff Trustee reminded the Board to provide their profile for the school magazine. This is required by the next Board meeting.

Action: Board members

Motion: Moved Chairperson

That the Staff Trustee's report be accepted.

Carried

6. STUDENT TRUSTEE'S REPORT

No report.

7. COMMITTEE REPORTS

Resources Committee

As per the financial reports previously circulated.

- Finances are still satisfactory.
- The school continues to retain strong reserves.
- Current liabilities – discussion on unspent money in Rugby and Hockey.
- At 50% of the financial year, 53% of income has been received and 44% of expenditure budget has been spent.

Motion: Moved Neil Falconer/Seconded Sarah Clark

That the financial report for June be accepted and adopted.

Carried

Health and Safety

There was a near-miss with a golf ball going through a window.

8. FUNDING APPLICATION REPORT

The application to Youthtown for \$5,830 for a Basketball gun machine was successful

9. GENERAL BUSINESS

Uniform

The Uniform Committee Chair is to meet with management to understand the areas of concern with respect to the new uniform and form a plan as necessary.

Conflicts of Interest

1. Andrew Hood – a possible conflict of interest as the company he works for has a business relationship with Avonside Girls' High School.
2. Caine Tauwhare – works for a company that provides service to Shirley Boys' High School.
3. Karaitiana Taiuru – works at Lincoln University and is a board member of Ngai Tahu which oversees properties. There may be conflicts in the future.

Harassment Policy

As circulated at the previous meeting.

Motion: Moved Tony Deavoll/Seconded Karaitiana Taiuru

That the Harassment Policy be received and adopted by the Board and Tony Ambrose thanked for the work he has put into this document. **Carried**

Tony Ambrose and Anthea McCully left the meeting at 8:00 p.m.

10. 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 a staff and student issue.

16. NEXT MEETING

Resources Committee	4:30 p.m. Tuesday, 25 August 2016
Board of Trustees	5:45 p.m. Tuesday, 25 August 2016

There being no further business the meeting closed at 8:25 p.m.

APPROVED

Chairperson

25 August 2016

BOARD OF TRUSTEES ACTION POINTS

Meeting	Action	By Whom	Date
Meeting 24.5.16 Item 4, page 2	Arrange meeting between the new Board and Minister of Education	John Laurenson	Ongoing
Meeting 23.6.16 Item 7, page 3	Review of lunchbreaks	John Laurenson	August
Meeting 23.6.16 Item 8, page 4	Investigate criteria for those attending overseas trips	John Laurenson	August
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	August
Meeting 28.7.16 Item 1, page 2	Provide IT Department with a copy of the Cybercrime insurance policy document for review.	Anthea McCully	August
Meeting 28.7.16 Item 5, page 3	Provide profile for school magazine	Board	August