



Shirley Boys' High School
MINUTES OF THE BOARD OF TRUSTEES
Meeting held at 6:15 p.m. on
Thursday 23 June 2016
in the Board Room

PRESENT Tony Deavoll (Chairperson), John Laurenson, Steve Garland, Sarah Clark, Neil Falconer, Judah Watkinson, Karaitiana Taiuru, Andrew Hood

IN ATTENDANCE Tim Grocott, Anthea McCully, Tony Ambrose
Sam Fowler and Amanda Fitzgerald (MOE)
Loren Treacy

APOLOGIES Tony Ambrose, Rob Wilson-Pyne

Motion: Moved Chairperson

That the apologies be accepted.

Carried

1. ELECTION OF OFFICERS

The Headmaster thanked the Board for their efforts and spoke of the privilege of working with the Board. He then called for nominations for the position of Chairperson and Deputy Chairperson.

Motion: Moved Neil Falconer/Seconded Sarah Clark

That Tony Deavoll is nominated for the position of Chairperson of the Shirley Boys' High School Board of Trustees.

Carried

Motion: Moved Neil Falconer/Seconded Steve Garland

That Sarah Clark is nominated for the position of Deputy Chairperson of the Shirley Boys' High School Board of Trustees.

Carried

Tony Deavoll took the Chair and spoke on what will be involved over the next three years for the Board and also the priorities of the land at QEII for the two schools, plus an area for Ferndale School at some point.

Resources Committee

Motion: Moved Chairperson

Neil Falconer's role on the Resources Committee is confirmed.

Carried

Discipline Committee

Previous practice for the make-up of the Discipline Committee has been that the five parent representatives have been the basis of the Committee. The Committee must have a minimum of two members present at disciplinary meetings but there is a preference for three.

Motion: Moved Chairperson

The Discipline Committee be the five parent representatives elected on the Board of Trustees with any three being available for a meeting, but a minimum of two is required for the meeting.

Carried

Delegation of Authority

Moved Chairperson

That the Associate Headmaster has the authority to act in the place of the Headmaster in the Headmaster's absence. **Carried**

CV Gallagher

The Chairperson outlined the operation of the CV Gallagher Trust. It has two representatives from the Board, two from the parent community, two from the Old Boys' Association, the Headmaster and one staff representative. This group does not meet frequently and are currently waiting for some direction from a lawyer and the Ministry on the future format of such trusts.

2. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

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

3. CORRESPONDENCE

Inwards

- Sue Nesbit regarding Economic student trip to America
- Fairfax Media questions on BOT elections
- CES BOT election newsletter
- Mind Lab regarding their services
- NZSTA regarding President and NZSTA Board election
- CES report on 2016 BOT election process
- Murray Robinson regarding Classical Studies tour in 2018
- Deloitte – audit report

Outwards

- Air Rescue and Community Services funding application
- Questionnaire reply to Fairfax Media from John Laurensen
- CES nomination for CES Board of Directors

Matters Arising

The report from Deloitte was a good clean report. Credit was extended to the finance and senior management teams.

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 Headmaster.

SchoolDocs

SchoolDocs are in hand and a report will be provided when more information comes to hand.

Leave of Absence

A leave of absence has been received from Kim Smith.

Motion: Moved Steve Garland/Seconded Sarah Clark

That Kim Smith's application for leave without pay be approved.

Carried

It is likely that an application for leave in 2017 will be received from a staff member should they be successful in achieving a scholarship.

NCEA RESULTS

The Headmaster advised that the school is ahead of where it was in 2015 with regard to NCEA results.

Motion: Moved Chairperson

That the Headmaster's report be accepted.

Carried

5. STAFF TRUSTEE'S REPORT

All items have been covered.

6. PRESENTATION BY MINISTRY OF EDUCATION REPRESENTATIVES

Sam Fowler and Amanda Fitzgerald reported to the Board on the progress of the PPP.

The project objectives include:

- Programme and process
- Three consortia were notified last week
- Release of RFP (requests for proposals) 29 July
- Closing date for proposals 18 November
- Preferred builder notified 25 January 2017
- Contractual and financials close April 2017
- Schools open Term 1 2019

School Requirements

- Requests for proposals (RFP) stage – 16 week period
- Site equalisation
- Encumbrances – maintenance of a road around the side of the site
- Retention of some memorial trees
- Planning for the future

Asbestos removal and land remediation will be carried out by the Council.

Sam Fowler and Amanda Fitzgerald left the meeting at 7:40 p.m.

7. STUDENT TRUSTEE'S REPORT

Review of Lunchbreaks

Judah Watkinson advised that students would like a review to be held on having a shorter lunchbreak. This is to be reviewed by the Headmaster with the Senior Management Team and senior students.

Action: John Laursen

8. PROPOSED OVERSEAS TRIPS

Requests were received from Sue Nesbit for Board approval for a proposed Commerce trip to America in the July 2017 school holidays and also from Murray Robinson for the Classical Studies tour to Greece and Italy in conjunction with Villa Maria College in April 2018.

Discussion was held on the criteria for those who are able to be eligible for these trips, in particular those not currently taking the subject but whose intention it is to do so in the coming year. The Headmaster was requested to look into this criteria in conjunction with the Senior Management Team to see if there is a need for consistency in those attending.

Action: John Laurenson

Motion: Moved Chairperson

That the Board supports the proposed Commerce and Classical Studies overseas trips in principle but will request further information by October 2016.

Carried

9. COMMITTEE REPORTS

Resources Committee

As per the financial reports previously circulated. The financial position is stable for this time of the year.

Proposal for International Fees for 2017

A recommendation has been received that international fees be aligned with Avonside Girls' High School.

Cybercrime Insurance

The Resources Committee was in agreement with Option 4, recommended by IC Frith and Co. As a result of the new policy, the Executive Officer recommended cancellation of the Electronic Equipment Policy.

Discussion was held by the Board on the prevention of cybercrime and where back-ups are stored. It was agreed that the Board provide a list of questions to the Headmaster and Richard McLaren be invited to attend the next Board meeting to address the questions.

Action: Board and John Laurenson

Motion: Moved Chairperson

That the financial report for the month of May be received and adopted and the recommendation from Sue Nesbit to align international fees with those of Avonside Girls' High School also be adopted.

Carried

Motion: Moved Chairperson

That the Board adopt the recommendation of the Resources Committee for cybercrime insurance.

One for (Neil Falconer)

Remainder against

Not Carried

A copy of the proposed Cybercrime insurance policy is to be provided to the Board.

Action: Anthea McCully

Health and Safety Policy

As previously circulated.

Motion: Moved Chairperson

That the Health and Safety Policy, as presented to the Board of Trustees, be adopted.

Carried

Harassment Policy

The Harassment Policy was tabled at the meeting for adoption at the July meeting.

10. FUNDING APPLICATION REPORT

An application is proposed to Youthtown for \$6,868 for Football uniforms and Cricket uniforms and gear.

Motion: Moved Chairperson

That an application be made to Youthtown for \$6,868 for Football uniforms and Cricket uniforms and gear. **Carried**

11. GENERAL BUSINESS

Co-option of Whanau Committee member

Motion: Moved Chairperson

That Caine Tauwhere be co-opted for the life of this Board or as such time as he wishes to remain on this Board. **Carried**

Caine will be contacted by the Chairperson and invited to the next meeting of the Board.

12. 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 attendance of senior staff at Board meetings.

13. NZSTA

The Board was informed that the National Conference of NZSTA is to be held in Wellington during term break should any members wish to attend.

Motion: Moved Tony Deavoll/Seconded John Laurenson

That this Board puts its name alongside other boards that Lorraine Kerr be nominated as President of NZSTA. **Carried**

One against (Karaitana Taiuru)

One abstention (Sarah Clark)

14. MEETING FEES

An investigation is to be carried out with CES with regard to fees paid to Boards of Trustees.

Action: Tony Deavoll

15. SKILLS AUDIT

A skills audit is to be circulated to evaluate whether there are any areas of expertise required on the Board.

Action: Sarah Clark

It was recommended that the Board look to provide funds for any expertise required by the Headmaster to further the development of the new school.

16. NEXT MEETING

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	June
Meeting 23.6.16 Item 7, page 3	Review of lunchbreaks	John Laurenson	July
Meeting 23.6.16 Item 8, page 4	Investigate criteria for those attending overseas trips	John Laurenson	July
Meeting 23.6.16 Item 9, page 4	1. Provide Headmaster with list of questions regarding IT provision 2. Request Richard McLaren to attend the next Board meeting to address the questions	1. Board 2. John Laurenson	July
Meeting 23.6.16 Item 9, page 4	Provide Board with a copy of the proposed Cybercrime insurance policy	Anthea McCully	July
Meeting 23.6.16 Item 14, page 5	Contact CES regarding fees paid to Boards of Trustees	Tony Deavoll	July
Meeting 23.6.16 Item 15, page 5	Circulate skills audit	Sarah Clark	July