



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:15 p.m. on Thursday 24 November 2016 in the Board Room

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

IN ATTENDANCE Anthea McCully, Tony Ambrose
Loren Treacy (Minute Secretary)

APOLOGIES John Laurenson, Caine Tauwhare, Miguel Clayton-Jones,
Rob Wilson-Pyne

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Board of Trustees' meeting held on 27 October 2016 (with the correction of Tom Davies' name) and the Board Planning Meeting held on 21 October 2016, having been circulated, be approved as a true and correct record of those meetings. **Carried**

Matters Arising from the Minutes

IT

The Compliance Password Policy will be implemented in 2017. All staff will be required to change their password on a regular basis and there will also be an increase in the complexity of password requirements. Implementation of a system with checks included is also proposed. Kamar does not have the same network passwords.

A 2-factor authentication process is being worked through.

It has been indicated that the password policy will only be suitable for staff. It would be considerably more challenging for students. Andrew Hood noted that this should not be an issue.

Quotes are being obtained for backing up data off site. Only sensitive data would be backed up if placed on a virtual server.

One quote for an external audit has been received, with a price range of \$10,000 - \$15,000 dependent on the option chosen, and two further quotes are to be obtained.

Given the volume of cyber attacks on schools, the Board requested that the OAG be contacted (via the Ministry) to see if some form of wider assurance (IT reviews, etc) can be built into the school audit process. An adjustment in audit requirements will allow schools to identify potential gaps in their IT security. The Executive Officer will discuss this with Fiona Hollingworth of the Ministry of Education.

Action: Anthea McCully

2. CORRESPONDENCE

Inwards

- Te Rau Winterburn and Joe Houghton regarding proposed trip to Rarotonga for students of Maori descent
- Stu McLauchlan – letter of thanks
- STA News
- NZSTA Regional Newsletter
- Tim Grocott regarding closure of the school 14 November due to earthquake
- John Laurenson regarding visual check of school following earthquake
- John Laurenson advising that Ministry has been requested to undertake an engineer's check of school before it will reopen
- NZSTA promising start to Funding Review

Outwards

- Irene Williamson approving LWOP application
- Tom Davies congratulating on "Tiny Hut" competition
- Coralanne Child letter of thanks for extra staffing
- Coralanne Child regarding funding received from sale of Caretaker's residence

Matters Arising from the Correspondence

Earthquake

Discussion was held on the Board policy of having an engineer check the school following an earthquake of greater than Magnitude 5 in comparison to how far away the earthquake is centred. A pool of engineers being immediately available via the Ministry of Education would be beneficial in allowing schools to reopen as soon as possible.

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 use of an alternative venue for NCEA examinations in the event of a major earthquake.

Proposal of a trip to Rarotonga

The Board discussed the proposal for a trip to Rarotonga for students of Maori descent. The Board is very supportive of such trips but these must be self-funding. Karaitiana Taiuru advised that the trip is to be self-funding.

Motion: Moved Chairperson

The Board supports in principle the proposed trip to Rarotonga in the Term 2 holidays of 2017 and require the appropriate documentation to be provided to the Board in time for the December meeting 2016.

Carried

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 Acting Headmaster, Tim Grocott.

Earthquake 14 November 2016

The derived grade process has been put in place for NCEA students. The Canterbury Westland Secondary Principals' Association has lobbied the Ministry of Education and NZQA and recommended that all schools in the greater Christchurch area and North Canterbury have a bulk application made for all schools for the week commencing 14 November and that each school make their own decision on what is required for the following weeks.

Electronic English NCEA Examination

There were issues with the electronic English examination which was a result of NZQA issues. This affected 27 boys but was well managed by the school.

Senior Prizegiving

Senior prizegiving went very well. All Year 13 students were acknowledged which was very successful.

Employer Responsibility

A fulltime PE position is to be filled for Terms 1 and 2 of 2017. There is concern that the DVC position may not be filled owing to a lack of suitable applicants. There may be a need to look at diversifying the course to employ a suitable candidate.

Appointments made:

- Mark Dunn full time PE
- James Lilly fixed term position
- Greer Donovan Science/Chemistry
- Scott Edwards Mathematics and potentially PE
- Marco Fazzi Mathematics fixed term position
- Maria Lemalie has been appointed Head of House for Blake
- Craig Croft will now concentrate solely on his role in the senior management team

Applicants for Dean of House for Mullins close on Monday 28 November. An advertisement has also been placed for a receptionist.

Finance and Property

33 Averill Street

The Executive Officer has met with a number of representatives involved in the earthquake renovations being undertaken on this property. Assurance has been given that they will be in a position to provide an approximate completion date in the next few weeks. The budget at this point in time is in excess of \$300,000. Assurance has been given that the project will take off shortly.

The house must be completely re-clad and some of the bathroom costs will be paid by EQC. The Board may now only have to fund a vanity and bath and possibly some electrical wiring work. Agreement has also been agreed for simple landscaping and curbing to be undertaken.

HPC

The possibility of relocating the Student Office, reception, and Headmaster's office to the HPC is being looked into in an attempt to create a more collaborative environment for support staff, similar to the environment proposed for the new school.

Investigation into this proposal has been carried out by Corbell and the Ministry of Education will cover the cost of structural changes to the HPC but any other costs incurred would at the cost to

the school. The Headmaster and Associate Headmaster have discussed this issue and if the school has to meet any costs this project will not proceed.

Property

There have been two break-ins in the Art Department with computers and two televisions taken. Video footage of the break-ins has been passed to the Police and fingerprinting has been carried out. Extra security has now been put in place.

Health and Safety

The Acting Headmaster reported difficulties with Year 13 students in the last few days of school.

- Near miss – with students who participated in a Grundy run. Communication with students is to be increased regarding implications of the Grundy run. Student safety is paramount.
- A firework was thrown out of a window which exploded on the ground and then hit a staff member in the eye. The injury required treatment at A&E but fortunately there was no long term damage.

Tabled Documentation

- NCEA results from May to November 2016 for Years 11, 12 and 13.
- Mission statement and vision.

New School

Bids closed for the 3 Consortia on Friday 18 November. The first evaluation will be held at Avonside Girls' High School on Friday 25 November with the remaining to be held over the next few weeks.

Sale of the land at QEII has still not gone through but good progress is being made with all significant items having been agreed upon between the Ministry of Education and the Christchurch City Council. The walking track is still of concern but will not now be put through the school. The hearing for the redesignation of the land is to take place on 12 December.

4. STAFF TRUSTEE'S REPORT

Nil.

5. STUDENT TRUSTEE'S REPORT

Judah Watkinson reported that the leavers' lunch was very successful.

Students have spoken on the impact Shirley Boys' High School has had on them over the years and all agree they have had a fantastic time at the school. Many are keen to remain involved with the school. Judah extended his thanks to the Board and staff for their input in achieving this for students. The diverse culture at the school prepares students for their future.

6. COMMITTEE REPORTS

Resources

- Total funds \$2.4 million.
- Operating deficit \$356,262 YTD against budgeted deficit of \$734,000.
- The school retains strong equity returns.
- Current assets have increased from \$2.1 million to \$2.5 million.
- \$643,000 has been received from the Operations grant.
- Current liabilities have increased from \$4.2 thousand to \$8.4 thousand largely due to the inclusion of November and December unearned income portions of the Operations grant.

- Concern at a debt of \$10,000 from the Rugby tours to Australia and Argentina. This debt is due to sponsorship not received for uniform items and is being pursued. Parents of the boys who undertook the trip to Argentina have been invoiced for the extra amount. This debt will be monitored.

Draft Budget

Professional Development has been increased by \$20,000 as requested at the Board Planning meeting. This has resulted in a reduction of funds predicated at the end of the year. The budget will be looked at again following the March 1 roll return.

Applications for the following are proposed:

- \$9,846 to Rata Foundation for lighting and Apple iPod pros for Drama and school-wide events.
- \$3,800 to CERT for 4 pair of rowing oars.
- \$2,047 (for Ice Hockey tops) plus \$2,760 (for 2 sets of Touch uniform) to the Lion Foundation.
- \$3,220 to the Pub Charity for an enclosed trailer.
- Applications will be made in 2017 for Kapa Haka uniforms, musical equipment, and outdoor education resources.
- The Executive Officer is to provide Matt Sharr with a list of required items that the school budget will not cover for possible grant applications in 2017. Specifics for use of funds received from the 2017 full workday are yet to be determined.

Motion: Moved Neil Falconer/Seconded Tony Deavoll

That an application be made to the Rata Foundation for \$9,846 for lighting and Apple iPod pros for Drama and school-wide events. **Carried**

Motion: Moved Neil Falconer/Seconded Tony Deavoll

That an application be made to CERT for \$3,800 for 4 pair of rowing oars. **Carried**

Motion: Moved Neil Falconer/Seconded Tony Deavoll

That an application be made to the Lion Foundation for \$2,047 for Ice Hockey tops and \$2,760 for 2 sets of Touch uniform. **Carried**

Motion: Moved Neil Falconer/Seconded Tony Deavoll

That an application be made to the Pub Charity for \$3,220 for an enclosed trailer. **Carried**

Motion: Moved Neil Falconer/Seconded Tony Deavoll

That the finance report for October and amended draft budget for 2017 be adopted. **Carried**

Discussion was held on forward planning for grant applications and it was agreed that Matt Sharr be invited to attend a meeting of the Board at the beginning of next year.

Action: Tim Grocott

Motion: Moved Chairperson

That the reports be accepted. **Carried**

7. GENERAL BUSINESS

Nil.

Tony Ambrose and Anthea McCully left the meeting at 8:28 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 a proposed property issue.

9. NEXT MEETING

Resources Committee	4:30 p.m. Thursday 15 December 2016
Board of Trustees	5:30 p.m. Thursday 15 December 2016

There being no further business the meeting closed at 8:30 p.m.

APPROVED 15 December 2016
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 24.11.16 Item 1, page 1	Contact Fiona Hollingworth of OAG regarding a wider review	Anthea McCully	December
Meeting 24.11.16 Item 6, page 5	Invite Matt Sharr to Board meeting in 2017	Tim Grocott	December