



Shirley Boys' High School

MINUTES OF THE BOARD OF TRUSTEES

Meeting held at 6:15 p.m. on Thursday 26 October 2016 in the Board Room

PRESENT Tony Deavoll (Chairperson), John Laurenson, Steve Garland, Sarah Clark, Neil Falconer, Andrew Hood, Judah Watkinson, Karaitiana Taiuru, Caine Tauwhare, Miguel Clayton-Jones

IN ATTENDANCE Tim Grocott, Anthea McCully, Tony Ambrose, Rob Wilson-Pyne
Sue Nesbit, Leanne Russ
Loren Treacy (Minute Secretary)

APOLOGIES Nil

The Chairperson welcomed new student trustee, Miguel Clayton-Jones to the Board.

1. PRESENTATION

A presentation on the International Student Programme was given by Sue Nesbit, followed by a presentation by Leanne Russ on the 10-day marketing trip to Japan she undertook in October. Detailed documentation on the marketing trip was tabled at the meeting for the information of the Board.

Sue Nesbit and Leanne Russ were thanked for their presentation and left the meeting at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Board of Trustees' meeting held on 22 September 2016, having been circulated, be approved as a true and correct record of that meeting with the correction of the spelling of Eric Persen's name and the removal of the appointment of Alice Mitchell for English. **Carried**

Matters Arising from the Minutes

Financial Payments via the Parent Portal

The Executive Officer advised that financial payments via the Parent Portal is work in progress.

3. CORRESPONDENCE

Inwards

- STA News
- Ministry Bulletin for School Leaders
- Leave Request from staff member
- MOE regarding decision about a property issue

Outwards

- Nil

Matters Arising from the Correspondence

Leave Request

The Board discussed Irene Williamson's request for leave without pay in Term 2 2017.

Motion: Moved Steve Garland/Seconded Karaitiana Taiuru

That Irene Williamson's request for leave without pay from 1 May 2017 until 15 June 2017 be approved.

Carried

The Headmaster was requested to speak with staff regarding giving more thought to timing of leave applications occurring in term time.

Action: John Laursen

Motion: Moved Chairperson

That the inwards correspondence be received.

Carried

3. HEADMASTER'S REPORT

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

Employer Responsibility

- Interviews for a long term reliever for next year should be finalised by the end of this week.
- The Design and Technology position should also be resolved by the end of the week.
- A resignation has been received from Ricki Galway.
- There is further possibility of staff movement pending applications to other schools.
- An extra 3.5 of staffing has been granted by the Ministry of Education for 2017/2018.
- The Headmaster is currently in the process of trying to find resource to employ a HR expert to put out to tender a report on IT.
- It is anticipated that it will be necessary to make a further case for funding to get through the next stage of the new school.

Student Matters

- Senior prize giving is to be held on 3 November.
- A Year 9 student won the "Tiny Hut" design competition which has been on display at the school.
- Student achievement data will be included in the next report.

Motion: Moved Neil Falconer/Seconded Sarah Clark

That a letter of congratulations be sent to Tom Davidson for the work he put into the Tiny Hut competition.

Carried

Motion: Moved Chairperson

That a letter of thanks be sent to Coralanne Child for the extra staff funding received by the school.

Carried

4. STAFF TRUSTEE'S REPORT

Previously covered.

5. STUDENT TRUSTEE'S REPORT

Judah Watkinson reported that the seniors are heading into the crucial time of their year. He is very pleased that all Year 13s are to be acknowledged at the senior prize giving ceremony. This is a very positive step for the end of the year.

6. COMMITTEE REPORTS

Resources

- Operating deficit down to 43% of the budgeted amount.

- Working capital has reduced.
- The school continues to retain strong equity reserves.
- Total current assets have decreased due to net operating expenses incurred.
- Liabilities decreased.
- Locally raised funds are significantly down on last year.
- Positive overall result for international student programme.
- Trade debtors are still showing money owing back to the first quarter of this year but this is improving.
- The Headmaster has been informed that the school will now only receive half of the funding initially promised for the sale of the Caretaker's residence. It was resolved to write to Coralanne Child voicing the Board's dissatisfaction with this outcome.
- A total of \$11,500, excluding GST, has been received from Sport Canterbury from the Kiwi Sport Regional Partnership Fund investment. This funding helps subsidise the Weights Room attendant's salary.

Health and Safety

- One injury to Caretaker whilst moving the Rugby goalposts.
- One near miss to a staff member following soap being deliberately spread on student toilet floor.

Motion: Moved Neil Falconer/Seconded Sarah Clark

That the reports be accepted.

Carried

7. GENERAL BUSINESS

Cyber Security

As per the report from the Network Manager, Mike Hume.

Following discussion on this issue, the Board required Items 1 and 2 on the report to be implemented and recommended an independent audit be undertaken. An IT security quote is to be requested from the Auditor and other schools are to be contacted to ascertain what systems they have in place.

Action: Anthea McCully and Tim Grocott

Tony Ambrose, Rob Wilson-Pyne and Anthea McCully left the meeting at 7:47 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

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|---------------------|-------------------------------------|
| Planning Meeting | 8:30 a.m. Saturday 19 November |
| Resources Committee | 4:30 p.m. Thursday 24 November 2016 |

Board of Trustees

5:45 p.m. Thursday 24 November 2016

There being no further business the meeting closed at 8:11 p.m.

APPROVED

24 November 2016

Chairperson

BOARD OF TRUSTEES ACTION POINTS

| Meeting | Action | By Whom | Date |
|------------------------------------|--|-------------------------------------|-------------|
| Meeting 23.6.16 Item 7, page 3 | Review of lunchbreaks | John Laursen | Ongoing |
| Meeting 23.6.16 Item 8, page 4 | Investigate criteria for those attending overseas trips | John Laursen | 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 Laursen | 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 | November |