



Shirley Boys' High School
MINUTES OF THE BOARD OF TRUSTEES
Meeting held at 6:05 p.m. on
Thursday 27 July 2017
in the Board Room

PRESENT	Tony Deavoll (Chairperson), Steve Garland, Sarah Clark, Miguel Clayton-Jones, Andrew Hood, John Laursen, Karaitiana Taiuru, Caine Tauwhare
IN ATTENDANCE	Anthea McCully, Tim Grocott, Rob Wilson-Pyne, Tony Ambrose Loren Treacy (Minute Secretary)
APOLOGIES	Neil Falconer Karaitiana Taiuru (for lateness)
NON-ATTENDANCE	Nil

Motion: Moved Chairperson

That the apologies be accepted.

Carried

PRESENTATION BY HEAD OF DEPARTMENT (PHYSICAL EDUCATION)

Juliet Duder outlined what is being undertaken by the Physical Education department to achieve the following objectives:

- Maintaining and Building Relationships
- Evolution
- Adaptability
- Collaboration
- Hauroa

Karaitiana Taiuru arrived at the meeting at 6:15 p.m.

Juliet Duder stressed the huge amount of team spirit, positivity, and collaboration in the Physical Education department.

Following questions from the Board, Juliet was thanked for her presentation and left the meeting at 6:35 p.m.

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the Minutes of the Board of Trustees' meeting held on 29 June 2017, having been circulated, be approved as a true and correct record of that meeting with the correction of the date in Item 3 from 25 June to 25 July.

Carried

Matters Arising from the Minutes

Nil.

2. CORRESPONDENCE

Inwards

- Tony Deavoll – confirmation of Headmaster's appointment as Lead Principal for the Otakaro Kahui Ako Lead
- STA News
- NZEI regarding Paid Union Meetings
- Joe Houghton regarding proposed Samoan trip in 2018
- Joe Houghton report on SBHS Rarotongan trip
- Judge J A McMeekan to Headmaster commending the school for its work with disengaged students.

Outwards

- John Thurston approving LWOP

Matters Arising from the Correspondence

The letter from Judge McMeekan acknowledging the school's work with disengaged students was forwarded to the Board.

Motion: Moved Chairperson

That the inwards correspondence be received and the outward approved.

Carried

3. HEADMASTER'S REPORT

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

General

Special Board Meeting

The Headmaster proposed a special Board meeting be arranged for a Saturday morning. This is to be co-ordinated in conjunction with the Associate Headmaster.

Action: John Laurenson and Tim Grocott

New School

The Associate Headmaster reported on progress towards the new school.

- A Support Staff review is underway looking at the current model and efficiencies that can be achieved within the model. Interviews will be undertaken with all Support Staff and stakeholders. The Board would be considered a stakeholder.
- A meeting has taken place with Stu Mitchell who is undertaking the review.
- Governance is being worked on alongside this review which should take 2 months.
- Looking at branding – school logo.
- Assistance is being received on the cultural initiative.
- There are significant items that require to be transported to the new school.
- The ICT network has been designed There is a need to carry out an audit on what the school has and what is required for the new school.
- FFE – furniture and fittings
- The site is underway at the moment. Stone columning has commenced.
- Two cameras are to be placed on the site to record progress.
- The sod turning ceremony is to be held on Friday 4 August at 2 p.m.
- The Headmaster sought assistance on who to approach for the transferring of the cultural stone and Sa tree stump and their placement on the new site.
- Caine Tauwhare agreed to undertake a carving which reflects the Pasifika element within the school.

4. STAFF TRUSTEE'S REPORT

Trip to Rarotonga

As per the previously circulated documentation provided by Joe Houghton.

Proposal for trip to Samoa

As per the previously circulated submission from Joe Houghton.

Motion: Moved Chairperson

The Board supports the proposal for the trip to Samoa in Term 2 of 2018 in principle and request that the group provide a budget for their anticipated trip by early September 2017. **Carried**

Formal thanks are to be extended to Joe Houghton for his report on the trip to Rarotonga.

World Challenge Trip Insurance

Difficulty has been encountered in obtaining information from both insurers to complete a comparison. Following information received this afternoon, it would appear that the school's insurance provides for more cover in several areas.

Motion: Moved John Laurenson/Seconded Andrew Hood

The Board supports the World Challenge trip and require parents to take out the World Challenge and school insurance. **Carried**

**with one abstention
(Steve Garland)**

It was noted that there is a need for the Board to issue a communication to the parents on why they have reached this decision.

5. STUDENT TRUSTEE'S REPORT

A Student Council meeting was held earlier in the day.

Motion: Moved Chairperson

That the reports be received and adopted.

Carried

6. COMMITTEE REPORTS

Resources

- Finances are stable and reflect where they should be at this point of the year.
- The debtors list is under control.

Motion: Moved Chairperson

That the report of the Resources Committee be received and the financial report for the month of June be accepted. The Board is confident that at this point in the year finances are on track to produce the desired result as per the budget. **Carried**

10 Year Financial Comparison

As per the previously circulated documentation provided by the Executive Officer.

Outgoings are on a par with previous years. The major variance is the loss of income from international students since the 2011 earthquake.

Thanks were extended to the Executive Officer for providing this information.

Policy

The school is now on SchoolDocs.

Cyber Safety

The Associate Headmaster confirmed that complex passwords have now been achieved and will be changed every six months. There are also some outside providers who have access to the school's network and other alternatives are being considered to allow them access to the information they require. The system has also been moved to the Cloud.

PTA

This group is working hard to get new members but already has some good members who are focussing on change.

Whanau Group

There was no report from this group. A meeting is to be arranged.

7. ENROLMENT SCHEME

An update was provided by Sarah Clark.

The Headmaster, Associate Headmaster, Tony Deavoll, and Sarah Clark have met to explore next steps. A meeting is to be held with Avonside Girls' High School to reach agreement on what the zones should be. A letter has been drafted by Sarah Clark with a view to it being provided to the Associate Minister of Education by Friday 4 August. This will be copied to the Board and will require a fast response.

Action: Sarah Clark and Board

8. FUNDING APPLICATIONS

None to report. The Executive Officer is to follow up on whether an application is to be made to the Rata Foundation.

Action: Anthea McCully

9. GENERAL BUSINESS

Fire Alarm System

Edwards have looked looked at the fire alarm and evacuation system. Several differing options are being considered and a quotation will be provided in the week commencing 31 July.

Korean Trip

Tony Ambrose reported that the trip is on track.

Uniform

The Deputy Headmaster advised that students have reported back to him that they would like the lavalava option to be available to all students and that students should attend a seminar on the cultural aspects of the lavalava. Students were in agreement that this should be worn with shoes and socks but sandals could be worn in summer.

It is proposed that the lavalava be the same colour as the school trousers with a logo on it. A sample will be obtained.

Anthea McCully left the meeting at 8:02 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. Subjects to be discussed were employment and student matters and approval of previous minutes. **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**

11. NEXT MEETINGS

Resources Committee	4:30 p.m. Thursday 24 August 2017
Board of Trustees	5:30 p.m. Thursday 24 August 2017

There being no further business the meeting closed at 8:10 p.m.

APPROVED 24 August 2017
Chairperson

**BOARD OF TRUSTEES
ACTION POINTS**

Meeting	Action	By Whom	Date
Meeting 23.6.16 Item 8, page 4	Investigate criteria for those attending overseas trips	John Laurenson	Ongoing
Meeting 22.9.16 Item 7, page 4	Further investigation into financial payments via the Parent Portal	Anthea McCully	Ongoing
Meeting 1.6.17 Item 7, page 7	Provide information on product which may be of use for the school alarm system.	Andrew Hood	Ongoing
Meeting 27.7.17 Item 2, page 2	Arrange Saturday meeting for the Board	John Laurenson Tim Grocott	August
Meeting 27.7.17 Item 7, page 4	1. Provide Board with draft letter to Associate Minister of Education. 2. Fast response required	Sarah Clark Board	August
Meeting 27.7.17 Item 8, page 4	Follow up on whether an application is to be made to the Rata Foundation	Anthea McCully	August