



Shirley Boys' High School
MINUTES OF THE BOARD OF TRUSTEES
Meeting held at 6:15 p.m. on
Thursday 1 June 2017
in the Board Room

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

Motion: Moved Chairperson

That the apologies be accepted.

Carried

INTERNATIONAL DEPARTMENT PRESENTATION

A presentation was given by International Director, Sue Nesbit.

2017 Progress

- Long-stay up to one year.
- Short-stay up to three terms.
- Groups – Toho and Munchang.

2018

- A group from France is coming in February.
- Two groups from Thailand, one school based and one rugby based.

2019

- New group from Meguro Junior School which previously went to Canada.

Currently

- Leanne Russ is now working 4 days per week.
- Progress being made on new Code of Practice.
- Latest contracts have arrived.
- Marketing in Thailand and Vietnam is looking positive as a new development.
- A dedicated phone has been obtained for International for 24/7 care.
- Development of sporting operations with the United States and Thailand.
- Focusing on relationships with agents.
- Increase profile in Thailand and Japan.
- International Facebook page.
- Code of Practice.
- Database of homestays is increasing.
- Orientation programme.
- Organisation of one social activity per term.
- Holiday programme.

- Ongoing work with two potential rugby programmes.

Sue Nesbit was thanked for her presentation and left the meeting at 6:40 p.m.

Condolences were expressed to Sarah Clark on her recent bereavement.

1. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the Minutes of the Board of Trustees' meeting held on 4 May 2017, having been circulated, be approved as a true and correct record of that meeting. **Carried**

Matters Arising from the Minutes

- The introduction of a lavalava as part of the school uniform has been discussed by Rob Wilson-Pyne and Joe Houghton. A design and costing has been presented and Rob Wilson-Pyne will update the Board in due course.
- Sarah Clark was thanked for her work on the zoning proposal. A decision was made to put in a separate submission from Avonside Girls' High School as full agreement could not be reached. Receipt of the Shirley Boys' High School submission has been acknowledged.
- Flu vaccinations have been undertaken. A total of 37 staff took up the offer with the cost coming out of Teacher Relief. This will require to be a budget consideration for the future if the Board wishes to continue with this.

2. CORRESPONDENCE

Inwards

- Sarah Clark – response to Ministry on proposed Zone
- Tony Ambrose regarding Timetable Policy and Flu injections
- STA News
- Sarah Clark – Enrolment zone update
- Anthea McCully regarding impairment 2016 Accounts
- Merryn Herlihy regarding overseas trip
- Karyn Liddell – letter of thanks for Board provided flu vaccinations

Outwards

- Joe Houghton regarding le Faitaga Proposal
- Mark Doyle – acknowledgement of receipt of zone submission

Matters Arising from the Correspondence

A brochure, used at the Open Evening, regarding the new school was tabled at the meeting.

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

The all-weather turf is work in progress.

Community of Learning

Interviews for the Lead Principal will take place on 29 June. There is also a requirement for a Board member to sit on the Stewardship Committee.

Motion: Moved Steve Garland/Seconded Sarah Clark

That Tony Deavoll is nominated to sit on the Community of Learning Stewardship Committee. Carried

The Headmaster was requested to ascertain from the Steering Committee what provision they envisage for student representatives for the Community of Learning.

Action: John Laurenson

Articles on the Community of Learning are included in the recent STA News.

Employer Responsibility

The school is now part of SchoolDocs. The Senior Management team is working through this.

4. STAFF TRUSTEE'S REPORT

Proposal for World Challenge or Antipodeans trips

As per the previously circulated correspondence from Merryn Herlihy regarding a World Challenge or Antipodeans trip in July 2018.

Motion: Moved Steve Garland/Seconded Andrew Hood

The Board approve in principle to pursue the World Challenge or Antipodean trip in July 2018 provided planning takes into consideration the school's travel insurance and overseas trip policies. Carried

Clarification is to be sought that a specific airline carrier is not tied into the package. The Board also require updated information on financial and any other issues of importance on a regular basis.

The Board acknowledged that while this proposed trip is taking time out in Term 2, this is one week shorter than the previous trip of this kind.

It was noted that there are issues with the proposed trip to Rarotonga meeting financial commitments and some time has been extended. The organisers of this trip are confident they will receive funding for this trip. The Board expressed concern that a grant has been applied for but this has not come through the Board.

Following discussion, progress on the trips listed on the Board agenda is to be followed up.

Action: Steve Garland

5. STUDENT TRUSTEE'S REPORT

Miguel Clayton-Jones reported that:

- The Student Council is working on Pink Shirt Day.
- The Council is looking at the formation of new clubs.
- Cross Country has taken place.
- 40 Hour Famine coming up.
- A student has raised a proposal for the school to raise funds to support the Syrian refugee crisis.
- There has been a number of school trips undertaken recently.
- The Trade Fair was held on Wednesday, 31 May.
- Wifi went down in the school today.
- The Grease production was an incredible performance by students from both schools.

Motion: Moved Chairperson

That the reports be accepted.

Carried

6. COMMITTEE REPORTS

Resources

- Financial position and operations are where they should be for this time of year.
- Discussion on deficit and where it will stand at the end of the year. The deficit is manageable and there will be funds attributed to it.
- Discussion on the implication of some assets with the move to the new site and how this will be managed.
- There will be further discussion on what will be done with equipment on the North Parade site at the next meeting of the Resources Committee.

Motion: Moved Neil Falconer/Seconded Sarah Clark

That the financial report for the month of April be accepted.

Carried

7. HEALTH AND SAFETY

- A student slipped on wet floor.
- Staff member slipped on the Ngatahi steps. Signs warning of ice have been put in place.
- A student put his hand through a window, requiring stitches.
- Headmaster broke his glasses and sustained a mouth injury when coaching hockey.
- An evacuation took place this week as a result of a failed call point in one of the class rooms. This has since been rectified.
- Some classrooms in S Block are not connected to the alarm system. This is of concern if there is a lock down. The Associate Headmaster and Executive Officer are meeting with Julia Dines of the Ministry of Education to discuss this issue. Andrew Hood advised of a new product available which may be of possible use and will provide details.

Action: Andrew Hood

- The Board was informed of a student who has a significant medical issue who is being transitioned into the school.
- Air testing results will be included in the Headmaster's report to the Board as they come to hand. A copy of these results is available for viewing by staff upon request.

8. FUNDING APPLICATIONS

None to report.

9. RATIFICATION OF POLICIES

Motion: Moved Chairperson

That the Timetable Policy be adopted.

Carried

Motion: Moved Chairperson

That the Managing Recruitment Agencies Policy is noted and the school abides by this policy and will continue to do so.

Carried

Harassment Policy

This policy has been reviewed on the back of the recent survey of female staff. The main changes are as follows:

- The person in charge is the Health and Safety Officer.
- The Guidance Counsellor can offer support.
- A reduction in number of people involved in this process.
- This policy is only relevant to staff. A separate policy needs to be developed around students.
- Appendix D offers options to follow.

Motion: Moved Chairperson

That the Harassment Policy be adopted and loaded to SchoolDocs.

Carried

10. OPEN NIGHT

The Open Night was well executed and very well attended.

11. EVENT DATES

- Mid-Winter swim Friday 16 June.
- Formal 1 July at Wigram Air Force Base. Board members are welcome and should contact Tony Ambrose if they wish to attend.
- Wednesday 5 July PTA meeting at 7:30 p.m. in the hall. A guest speaker from the Peter Blake Trust will be in attendance.

12. NEXT MEETINGS

Resources Committee	4:30 p.m. Thursday 29 June 2017
Board of Trustees	5:30 p.m. Thursday 29 June 2017

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

13. 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: student and board issues.

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

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

APPROVED **29 June 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 15.12.16 Item 6, page 3	Discussion on financial limit for placement of orders by staff members	John Laurenson Anthea McCully	February
Meeting 23.2.17 Item 7, page 3	Resolution for tie for the first teams	Management team	May
Meeting 23.3.17 Item 9, page 5	Seek clarification from Rock On on whether it is a requirement to have Board approval to prosecute parents under the Education Act.	Rob Wilson-Pyne	May
Meeting 4.5.17 Item 2, page 2	Discussion on introduction of lavalava as part of the school uniform.	Rob Wilson-Pyne Sarah Clark	Ongoing
Meeting 1.6.17 Item 3, page 3	Ascertain from the Steering Committee of the CoL what provision they envisage for student representatives	John Laurenson	June
Meeting 1.6.17 Item 4, page 3	Obtain information on progress of trips listed on Board agenda	Steve Garland	June
Meeting 1.6.17 Item 7, page 7	Provide information on product which may be of use for the school alarm system.	Andrew Hood	June