



Shirley Boys' High School
MINUTES OF THE BOARD OF TRUSTEES
Meeting held at 6:15 p.m. on
Thursday 26 July 2018
in H11

PRESENT Tony Deavoll (Chairperson), John Laurenson (Headmaster), Neil Falconer, Andrew Hood, Valenitino Punivai (Student Trustee), Steve Garland (Staff Trustee) and Caine Tauwhare

IN ATTENDANCE Tim Grocott (Associate Headmaster), Rob Wilson-Pyne (Deputy Headmaster) Tony Ambrose (Head of Guidance) and Marilou Crequer (Minute Secretary)

APOLOGIES Sarah Clark (Deputy Chairperson) and Anthea McCully (Executive Officer)

NON-ATTENDANCE Nil

Motion: Moved Chairperson
That the apologies be accepted.

Carried

1. MINUTES OF THE PREVIOUS MEETING 21 June 2018
Previously circulated.

Motion: Moved Chairperson
That the Minutes of the Board of Trustees' meeting held on 21 June 2018, having been circulated, be approved as a true and correct record of that meeting.

Carried

2. MATTERS ARISING FROM THE MINUTES
Action points were discussed.

- **Summary of Board responsibilities**

Have received interest from two (2) persons who wish to join the Board of Trustees. Will be followed up by Chairperson and Deputy Chairperson

- **Ie Faitaga**

T Grocott reported to the Board that schools that allow the ie fiataga to be worn with sandals (as it looks better) but not in any area where there is a health and safety risk e.g. hard materials space or working in foods room (kitchen) – then it is necessary to have closed in footwear.

Action: Uniform Committee to formulate rules about the use of sandals/closed in footwear with the ie faitaga

3. NOTIFICATION OF ITEMS OF GENERAL BUSINESS – none

4. CORRESPONDENCE
Inwards

- Melissa McGraw (x 2) expression of interest in BoT
- STA News
- Board members regarding grant for football
- Board members with revised grant application
- Air Rescue funding grant for Football

Outwards

- Acknowledgement of email from Melissa McGraw
- Tony Ambrose to Board regarding grant for football
- To Board - revised grant application amount
- Rikki Koster regarding overseas trips
- Yuki Muira approving Japanese trip in principle
- Suzy Lallemand approved French trip in holiday time

Motion: Moved Chairperson

That the inwards correspondence be received and the outwards approved.

Carried

5. HEADMASTER'S REPORT

Report previously circulated and J Laursen spoke to this.

General

- HR review now in its implementation stage. Next step is to appoint a Business Manager. Will be liaising with the Avonside Girls HS Principal about this. It is hoped that an appointment occurs in Term 4 to allow us to better prepare for next year. The MoE has agreed to pay for the salary of the Business Manager for 1 term.
- Request for extra funding to the MoE has been turned down. School will now have to bear the costs associated with the shifting to new site (increased hours for B Wells etc).

Self-Review

- Mid-year reviews occur this term. A reminder to the Board of the impending ERO review likely to be early term 3 (date to be confirmed)
- Readiness Review (G Tucker) – to determine our readiness to move to the new site. He has put together an exit plan which has been sent to G Tucker. Initial response is positive. The plan detailed how the liaising between the two schools are working; the restructure of HR is occurring; the establishment of a new way of doing things unfolding; the process for employment are firming up and the management of our site is progressing. They will see a school that is as ready to move.

Employer Responsibility

- Richard McLaren has resigned from his position with the last day to be agreed on (sometime end of this term)

Finance and Property

- Negotiating to retain the use of the old Library on the Shirley Intermediate site for a few years as a repository for our archives etc. This is referenced in the 'white paper' previously circulated to the Board

NZQA

- Report was circulated to the Board yesterday

Administration and Compliance

- Trip to Wellington may be required soon. This will depend on the reaction from MoE after the meeting with Gabrielle Wall on 5th July

White Paper

- All monies received from the Ministry are expended throughout the year – money in; money out. We have two sources of discretionary income: International and Old Boys. Trying to devise a 'discretionary income' for this Board and future Boards. He then outlined to the Board

his idea and how it can be implemented. He sought feedback from the Board on whether this is a plan they are willing to support.

Discussion on the Readiness Review, ERO review, white paper; how to get the 'Old Boys' to buy in and staffing. There was also good discussion on the transport in and around the new school site particularly signalised crossings. All agreed that we need to have a robust travel plan in place moving forward to ensure our students/staff and the public are safe which includes 1) reduce speed zone on Travis Rd; 2) parking – what type e.g. restricted; 3) signalised crossing and 4) speed limits on Frost Road.

T Grocott then spoke to the various initiatives funded/part-funded by the MoE in Travis Road such as a 3-metre-wide pedestrian/cycle way on the north side (school side) of Travis Rd; 2 additional pedestrian refuge safe crossings (there is already one in existence on Travis Rd); a large drop off/pick up area on the north side and a speed reduction zone. The Board still feel very strongly about the installation of a signalised crossing and T Grocott will write to the Director of Education (Coralanne Child) of the MoE stating this view of the Board. This is a very urgent issue and should be addressed sooner rather than later. Quick discussion also on parking and the limited numbers available. This is another area of concern moving forward. Have been also in discussions with Ecan regarding bus services and creation of 'new' routes to help our students. He will advise Avonside Girls HS to also write a letter to the MoE reiterating these concerns.

Action: T Grocott to draft a strongly worded letter to the Director of Education, on behalf of the Board, regarding our concerns about the lack of a signalised crossing on Travis Road and other issues identified in our proposed travel plan

6. STAFF TRUSTEE'S REPORT

S Garland spoke to this. Three items have been raised by staff for the Board's attention.

- a. IT submissions – several staff prefer that the status quo be kept and acknowledge the good work that Mike and his Team are doing currently;
- b. The Art Department concerned on whether there is provision being made for display of student art work – this is being raised with the Board pending the ERO visit
- c. Suzy Lallemand was upset about the Board's decision regarding the French tour (he recommends that T Grocott deal with this matter as he is aware of the background of this trip)

7. STUDENT TRUSTEE'S REPORT

V Punivai stated he did not have a lot to report except that students getting ready for practice exams in Term 3

Motion: Moved Chairperson

That the Headmaster's, Staff and Student Trustee reports be accepted.

Carried

8. COMMITTEE REPORTS

Resources

N Falconer spoke to this.

- Minutes from last meeting were approved
- Action points were also discussed: gifting procedure (A McCully an apology); compensation from MoE and discussion on deprecation (Solution and Services). The Chairperson spoke to the compensation and stated that we should not expect to get anything from the MoE. Selling off items we own could be a possibility in the future. Are there items we do not wish to relocate (e.g. surplus desks, chairs) which can be sold by the PTA to raise funds? Is this value for money?

Financial Statements

School in a strong financial position with a working capital of \$1.915M and assets of \$2.189M due to cash injection for sale of asset at 33 Averill Street

Motion: Moved: N Falconer

Seconded: C Tauwhare

That the Financial Report for June 2018 from Solutions and Services be accepted.

Carried

PTA

Meeting next month

Whānau Group

C Tuawhare spoke to this. Meeting on Tuesday next week. Been receiving inquiries from whanau members about the cultural audit and when it will be conducted. There was suggestion to have an external or outside auditor to conduct this and 3 names have been put forward to the Board. The Chairperson reiterated to C Tuawhare that the Board in agreement that a cultural audit be done and that it should be done by an external provider. Mechanism of how audit is to be conducted, timing and by whom to be finalised.

9. FUNDING APPLICATION REPORT

T Ambrose reported that Air Rescue Ltd gave \$4,732.18 (gst exclusive) to help pay for accommodation and travel for the football nationals tournament. Sports coordinators preparing their funding applications

10. GENERAL BUSINESS

N Falconer called the Board's attention to a story about Hugh McCutcheon ONZM being inducted to the Volleyball International Hall of Fame in the United States

11. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting moves into Public Excluded Session at 7:15 pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded session the Board discussed: student updates, personnel issue and minutes of the previous Public Excluded session.

Carried

T Ambrose left the meeting at 7:15pm

Motion: Moved Chairperson

That the meeting moves out of Public Excluded Session at 7:20 pm and confirm that the business discussed in the public excluded session remains confidential to the Board.

Carried

12. NEXT MEETING

Resources Committee	4:30 p.m. Thursday 23 August 2018
Board of Trustees	6:15 p.m. Thursday 23 August 2018

There being no further business the meeting closed at 7:20 p.m.

APPROVED _____
Chairperson

DATE: 23 AUGUST 2018

**BOARD OF TRUSTEES
ACTION POINTS**

Meeting	Action	By Whom	Date
Meeting 31.5.18 Item 1, page 1	Summary of Board member responsibilities	Tony Deavoll	Ongoing
Meeting 21.6.18 Item 6, page 4	Exploration of cultural audit.	John Laursen	Work in progress
Meeting 26.7. 18 Item 2, page 1	Uniform Committee to formulate guidelines about the use of sandals/closed in footwear with the ie faitaga	Uniform Committee Valenitino Punivai	August