



Shirley Boys' High School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Held at 6:15 p.m. on
Thursday 23 August 2018
in H11

PRESENT	Tony Deavoll (Chairperson), John Laurenson (Headmaster), Neil Falconer, Andrew Hood, Valenitino Punivai (Student Trustee), Sarah Clark (Deputy Chairperson), Steve Garland (Staff Trustee) and Caine Tauwhare (Whānau Representative)
IN ATTENDANCE	Tim Grocott (Associate Headmaster), Rob Wilson-Pyne (Deputy Headmaster) Tony Ambrose (Head of Guidance), Anthea McCully (Executive Officer), Melissa McGraw (Visitor), Teresa Wooding (Visitor) and Marilou Crequer (Minute Secretary)
APOLOGIES	Nil
NON-ATTENDANCE	Nil

The Chairperson welcomed all to the meeting particularly Melissa McGraw and Teresa Wooding both who have expressed interest in becoming part of the Board. Both have been given speaking rights at tonight's meeting.

1. MINUTES OF THE PREVIOUS MEETING 26 July 2018
Previously circulated.

Motion: Moved Chairperson

That the Minutes of the Board of Trustees' meeting held on 26 July 2018, having been circulated, be approved as a true and correct record of that meeting.

Carried

2. MATTERS ARISING FROM THE MINUTES/ACTION POINTS

Action points were discussed.

• **Signalised Crossing at new school (outside Travis Road)**

T Grocott spoke to this. In the process of putting together a combined letter (form SBHS and Avonside Girls) to Corralane Child from the MoE. The Christchurch City Council have asked that any issue relating to the traffic management (around the new school) be coursed through the Ministry. This letter is to alert the Ministry about our serious concerns over student safety

• **Cultural Audit**

The Chairperson advised the Board that Rev Maurice Gray was approached to conduct the audit. He has since sent a proposal to the Board for consideration and has been approved. J Laurenson to meet with Rev M Gray and his team on Tuesday next week

• **Ie Faitaga - Update**

V Punivai spoke to this. He has met with the Pacific Island students and have come up with the following recommendations: wear roman sandals with the ie faitaga in terms 1 and 4 and wear regulation school shoes + socks in terms 2 and 3 (due to season). He further stated that they would like the option of wearing either black or brown roman sandals (but without socks).

Good discussion on whether it is appropriate to allow the use of brown roman sandals than the regulation black. The uniform committee to discuss this further and bring a recommendation back to

the Board. We have a specific uniform for both summer and winter and we need to have consistency as well as uniformity.

3. NOTIFICATION OF ITEMS OF GENERAL BUSINESS – none

4. CORRESPONDENCE

Inwards

- Letter from parents to the Board– re: trip to France
- 3x emails/letters received today by T Grocott from parents – regarding the trip to France
T Grocott spoke to this. The general feeling from the parents is the students will not be able to 'gain the experience' if the trip was reduced to 2 weeks rather than 3. They also raised concerns around disruptions for students in 2019 (e.g. sports). He will meet with the letter/email writers to listen to their concerns and explain to them where things stand. If necessary, he will bring the matter back to the Board. It was suggested that the parents can be provided a copy of the School Travel Policy for their information.
- Letter from Auditor General (to be discussed in Finance)

Outwards – none

Motion: Moved Chairperson

That the inwards correspondence be received.

Carried

5. HEADMASTER'S REPORT

Report previously circulated and J Laursen spoke to this.

Staffing

- Tony Ambrose will be retiring at the end of the year
- Recruitment for staffing in 2019 to begin mid-September

Self-Review

- ERO – Still awaiting confirmation of dates

Business Manager

- Search has begun. He together with Sue Hume (Avonside Girls Principal) will be preparing the short-list tomorrow. Hoping to be all finished by 10th September

Support Staff

- Interview process to begin by next week.

Restructure for new school

- Changes will be implemented to allow us to become more efficient and save money

Finance and Property

- Working with the Banks Avenue School to retain some of our site post our exit. In discussions with the Board Chair and Principal
- Have put some of the projects (previously brought to the Board) on hold pending what still needs to be done here and our move to the new school. Will be revisited in due course (once we are in a better financial position)

Quick discussion on our finances and how we can move forward. The Ministry has not been forthcoming with financial support as expected. We will have to bear the costs of redundancies. The following options were suggested: contact the Earthquake Commission, writing to Dr Megan Woods seeking the repayment of our insurance premiums for the last few years and keep engaging with the Ministry

The Chairperson acknowledged and thanked Tony Ambrose for his many years of service to the school. He also briefly spoke to the Cultural Audit. The aim is to start the process next week and to be completed by November 2018. J Laursen signalled to the Board that the completion date may not be achieved due to other matters currently ongoing with their own timelines e.g. getting

support staff in a position to go to the new school – this must occur now. He will endeavour to meet the deadline as much as possible.

Library

- Costs to maintain (and keep the building weather tight) would be minimal. The MoE have given us permission to stay for another year (maybe 2) to allow us to store our files until we can digitise everything.

New ERA It

- S Garland spoke to this and raised concerns from staff about the 'new' IT system. Will it be similar to the current system? Staff are very 'comfortable' with what they are currently using, and will there be a person 'on site' to deal with any issue(s) that may arise?

T Grocott spoke to this. The new system will be different. All staff laptops will be reimaged (date to be confirmed) to allow them to operate under the new system. There will be professional learning for all staff in due course. There will be 2 technicians on site during the school day to deal with any day-to-day issues. There will also be the ability to escalate issues if required (e.g. cannot be dealt with by them)

NCEA Credit Report/Digital Trial Report

Previously circulated, tabled and taken as read.

6. STAFF TRUSTEE'S REPORT

S Garland spoke to this.

- Gary Stead has recently been appointed Coach of the NZ Cricket team. It would be appropriate for the Board to write him a letter of congratulations acknowledging the appointment
- 26 September – is the Sportsman of the Year dinner – final details as to venue and time to be confirmed and circulated

7. STUDENT TRUSTEE'S REPORT

V Punivai gave a verbal report.

- Practice Exams ongoing
- First XV traveling to Nelson tomorrow to play Nelson Boys in the finals of UC Plate Championship
- Nominations coming up for the Student Trustee for next year
- Shave for a Cure – email regarding online donations circulated
- Proposal for 'school branded hoodies' which can be purchased at the school uniform shop – a proposal has been sent to J Laursen (the proposal will be circulated to all members for consideration)

Motion: Moved Chairperson

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

Carried

8. COMMITTEE REPORTS

Resources

N Falconer spoke to this.

- Gifting procedure has been received and approved
- Discussion on depreciation of assets at school (to zero value) – a mere book entry and will not affect our bottom line as school has very good reserves
- Letter from Auditor General

Motion: Moved: N Falconer

Seconded: S Garland

That the Board accepts the recommendation of the Resources Committee to continue with Deloitte as our school Auditor (for 2018, 2019 and 2020).

Carried

Motion: Moved: N Falconer

Seconded: S Clark

That the Board approve the application to Youth Town for \$1943.46 (incl. GST) for 12 Mikasa MVA200 volleyballs.

Carried

Financial Statements

Accounts/statements previously circulated.

Motion: Moved: N Falconer

Seconded: J Laurenson

That the Board approve the Financial Commentary for the end of July 2018 from the Resources Committee as a true and correct position for the school.

Carried

Action: S Clark to draft an article re: finances for the school newsletter to inform our staff and parent community – on how we have protected our insurance monies for use in the new school. Target date for the article is the first newsletter in 2019

Quick discussion on what are the plans, if any, to mark the departure of the school from the current site? Avonside Girls have an event lined up for March 2019. While we do not need to follow Avonside's lead, it may be good to look at what they intend to do and see if the same would be appropriate for our school with the current students and the Old Boys. T Grocott advised the Board that there has been some discussion among staff about an 'event' but nothing definite at this stage. J Laurenson said it was 'emotional' and there are plenty of staff/people/our community who are feeling the same about our departure from this site. The event/ceremony must be appropriate and respectful to everyone who is a part of SBHS past, present and future.

PTA

Meeting last night. J Laurenson stated the PTA were looking at options to farewell a staff member leaving.

Whānau Group

Nothing to report

9. INTERNATIONAL STUDENT REPORT

Report from S Nesbitt previously circulated. J Laurenson spoke to this. Our numbers are increasing, the trip will occur during the appropriate time and these trips bring significant sources of income to the school.

Motion: Moved: J Laurenson

Seconded: N Falconer

That the Board accept, receive and thank Sue Nesbitt for her report.

Carried

The Board had a good discussion on the proposed trips to Toho, Japan and Munchang, Korea. T Ambrose explained that the timing of the trip is dictated by when we (in NZ) are on holidays and that it suits Munchang HS. A concern was raised about the Board not applying our travel policy consistently to all the proposed trips. The Toho trip is within the guidelines (being in the holidays) but is concerned about the trip to Munchang due to its timing.

Motion: Moved: S Clark

Seconded: N Falconer

That the Board approve the proposed trip to Toho High School (Nagoya, Japan) and defers its decision on the proposed trip to Munchang High School, Republic of South Korea to next meeting.

Carried

10. GENERAL BUSINESS – none

11. NEXT MEETING

Resources Committee 4:30 p.m. Thursday 27 September 2018
Board of Trustees 6:15 p.m. Thursday 27 September 2018
Sportsman of the Year Dinner – Wednesday 26 September 2018 – time/venue to be confirmed

The Chairperson thanked both Melissa McGraw and Teresa Wooding for their attendance tonight.

11. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting moves into Public Excluded Session at 7:25 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

Motion: Moved Chairperson

That the meeting moves out of Public Excluded Session at 8:00 pm and confirm that the business discussed in the public excluded session remains confidential to the Board.

Carried

PUBLIC SESSION

There being no further business the meeting closed at 8:00 p.m.

APPROVED _____
Chairperson

DATE: 27 SEPTEMBER 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 23.8. 18 Item 2	Uniform Committee to discuss colour of sandals to be worn with le faitaga (whether black or brown)	Uniform Committee Valenitino Punivai	September
Meeting 23.08.18 Item 8	Article for the school newsletter to inform our staff and parent community about our finances (and how we have protected our insurance monies for use in the new school)	Sarah Clark	First newsletter in 2019