



BURNSIDE HIGH SCHOOL BOARD

Minutes of meeting held 30 June 2021 in the Boardroom

1 PRESENT

- Charles Breurkes (Chair), Murray Paull, Phil Holstein, Brent Crammond, Chris Dann, Wayne Muncaster, Tracy Scott, Victoria Ding

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)
- John Creighton, Suzanne Baldwin (for item 4)

2 APOLOGIES

- Tracy Scott (for lateness)

3 MEETING COMMENCEMENT

- 5:00pm

4 FACULTY REPORT: TECHNOLOGY

John Creighton spoke to the written faculty report, highlighting the following points:

- 2020 was difficult in the Covid environment but staff were retained and good results were achieved. Where results are not achieved, it is usually linked to attendance.
- Over time, both the capacity and stability of teaching staff has been built up and the current team is highly qualified.
- Technology teaching staff have been under enormous pressure over the last 4-5 years, including coping with an endless process of changes to standards.
- A key area of focus is on student agency. This does increase workload with large numbers of projects on the go at any given time.
- Student numbers are either stable or have improved. There is high expectation of students and, in general, there are not the behaviour management issues there may have been in the past. There is an ongoing focus on engaging year 9s and 10s.
- Despite cancellation of major events such as the Science Show, students in the faculty had achieved significant successes externally.
- Working on implementing Mātauranga Māori, trying to find people who can provide guidance on how to bring this into technology but we are struggling to find where this resource will come from.
- Staff wellbeing is a major goal – current staff are happy in their jobs and wanting to stay. Suzanne noted that John's leadership was a key influence of this.
- Have gone through a period of rapid growth in digital and foods, but expecting numbers to remain stable. Parent teacher interviews did identify that parents are supporting the taking of technology subjects.

2020-2021 goals

- Improving and increasing proficiency in te reo Māori. Teachers are nervous about doing it well and PD and support are well received.

- Improving junior achievement – the tech curriculum was implemented in 2020 and we are progressing with meeting curriculum requirements for year 9s.

Move to new science and technology block

- Both the move to the new block and new assessment framework are expected to be challenging and occurring over similar time periods.
- Standards appear to be specific to learning areas while providing flexibility.
- Once standards are fully understood, planning for equipment spending will be determined. A little nervous about big items of expenditure due to rapid technological changes and risk of redundancy.

Proposed partnership with UC

- Developing a proposal around establishing a partnership with UC. UC teacher trainees currently spend a day with the BHS Technology Faculty. UC recognises the impact on BHS and is looking at ways of strengthening the relationships and providing some benefit to BHS – this may include enabling BHS students to access UC facilities.

Board acknowledgement

- On behalf of the board, Charles thanked John for the outstanding report and acknowledged that John’s leadership contributed to the faculty functioning so well.

5 REGISTER OF INTERESTS

- No changes advised.

6 MINUTES OF MEETING HELD 26 MAY 2021

- *Moved from the Chair* that the minutes be approved as a true and correct record. Carried.

7 CORRESPONDENCE

Inwards

- Public Notice: Greater Christchurch Secondary School Enrolments.
 - The Chair acknowledged efforts to reduce Year 9 enrolment numbers.

Outwards

- Gayle Baldwin (MoE), 31/05/21 (re maintenance funding, Aurora Centre)
- Gayle Baldwin (MoE), 14/06/21 (re property/rebuild)
 - Charles confirmed that no responses have been received. This will be followed up at the next Project Steering Group meeting.

8 CHAIR’S BUSINESS

8.1 Resolution by email

- The following resolution was unanimously approved by email on 27 May 2021
 - *Moved by the Chair* that the board approves and accepts the Burnside High School Annual Report 2020 as presented to trustees via email on 26 May 2021.

8.2 Approval of applications for funding

- *Moved by the Chair* that the board approves the following applications for funding to be made. Carried.
- *Lion Foundation*

- \$10,417.39 for accommodation for the following teams competing in the South Island Secondary Schools’ Basketball tournament
 - Senior Boys, Invercargill, 1-4 Sep 2021 (\$5286.96 ex GST)
 - Senior Girls, Invercargill, 1-4 Sep 2021 (\$3130.43 ex GST)
 - Junior Boys, Nelson, 28-31 Aug 2021 (\$2000v ex GST)
- *Pub Charities Ltd*
 - \$8,817.39 for accommodation for the Girls’ Hockey Team competing in the NZ Secondary Schools Federation Cup in Napier, 30 Aug – 4 Sept 2021
- *The Trusts Community Foundation*
 - \$6,652.17 for accommodation for the Senior Boys Hockey Team competing in the NZ Secondary Schools’ Federation Cup in Auckland, 30 Aug – 4 Sep 2021
- *Kiwi Gaming Foundation Ltd*
 - \$1,071.30 ex GST for airfares for 10 students and one teacher competing in the Spirit of Adventure 5 Day Trophy, Auckland, 9 Nov – 14 Nov 2021

Discussion

- Agreed it would be useful to give consideration as to how applications for funding could be consolidated and better utilised.

8.3 Enrolment information

- Noted.

8.4 Our Promise to Teachers

- The PPTA document was discussed. Phil and Andrea confirmed that best efforts were made to meet the content of the promise and it was agreed to sign.

8.5 Wifi login for board

- Charles advised that while the BHS Network Manager does not support a remote login being provided for members of the board, access can be set up on individual devices.

8.6 Board Self Review

- Agreed to schedule a meeting at 6pm on Wednesday 28 July to undertake a board self review, as well as an informal discussion regarding a strategic vision for BHS.

9 PRINCIPAL’S REPORT

Phil spoke to his written report, highlighting the following:

Enrolment zone

- Following a city-wide review, BHS enrolment zone has been enlarged by the inclusion of four new shared zones with around 531 Year 8s now being in zone for BHS. The importance of holding an open night was highlighted.
- Depending on number of out of zone enrolment applications in categories 2, 3, 4 and 5, it is possible that a ballot may not be offered in 2022.

Master planning

- Phil presented the final plan and concept designs.

Managing National Assessment (MNA) Report

- Report noted. Alan Robertson’s work in preparing the report was acknowledged.

Annual Plan

- The willingness, intent and development of te reo and tikanga Māori capability in staff was particularly pleasing. Noted that support staff have now also asked for this.

Uniform review

- Focus groups have been established and will meet next week. The aim is to have a report and recommendations by Term 1, 2022.

International students

- Charles confirmed that the international student situation is being monitored and planned for by the Finance Committee. While there will be no border openings before February 2022, some international students are enrolling from within NZ.

Standdowns

- Vaping is becoming a major issue. This was raised at the Secondary Principals' Conference with the Director-General of Health, who was asked to provide appropriate video messaging.
- Noted that there had been an increase in incidents of fighting, particularly among Year 9 students.

Sexual assault issues

- Andrea advised that the health education programme is doing good work, and there are year group assemblies around specific topics. The impression is that students are dealing with this issue constructively. While acknowledging that schools are becoming agents of social change, implementing a specific programme would require programme development as well as specialist staff resource.
- Tracy noted the importance of not just delivering information, but providing safe spaces in which conversations could occur.
- Agreed to
 - incorporate questions on this matter into the annual wellbeing survey;
 - incorporate appropriate messaging into the Student Behaviour Policy.

Acceptance of report

- *Moved Phil, seconded Brent* that the Principal's Report and recommendations within be accepted. Carried.

10 FINANCE REPORT

- Wayne spoke to the written Finance Report, noting the following points:

Annual Report

- All information had been provided to the auditors on time, however, the annual report was filed a day late due to late delivery by the auditors. The Finance Committee resolved to express disappointment to Deloitte.

Annual Management Letter

- One recommendation was raised with regard to the emerging area of fraud around maintenance and supply bank accounts. Internal processes will be amended to ensure there is follow up with the supplier to confirm any notified change of bank account is legitimate.

Cyber safety

- Agreed it would be wise review internal process against Ministry Guidelines. ACTION: Wayne to discuss with Tom Music.

Financial Results to 31 May 2021

- Results were positive, partly due to timing issues. There is currently an underspend on curriculum resources in all departments.

Acceptance of report

- *Moved Wayne, seconded Chris* that the Finance Report be accepted. Carried.

11 POLICIES

11.1 Policies currently in review

- *Emergency Evacuation and Survival Plan*
 - Andrea confirmed that there were robust internal procedures in place and covered in the Staff Manual. Agreed to delete.
- *Bullying Prevention*
 - Andrea advised this is still with Sally Ann Goodman for review.
- *Treaty of Waitangi*
 - Has been updated and now with Mikaerae Greenslade, Darryn Findlay and Māori teachers to consider.

11.2 Policies for approval

Access to students

- Chris advised that this policy has been updated to reflect operational procedures and changes.
- Agreed to add the point that decisions made by students 18 years of age or older override decisions made by parents.
- *Moved by the Chair* that, with this change, the Access to Students Policy be approved. Carried.

Student Behaviour

- *Moved by the Chair* that, with minor changes discussed at the meeting, the Student Behaviour Policy be approved. Carried.

12 OTHER REPORTS

12.1 Property Committee Report (Brent)

- Property Committee minutes noted.

Decanting

- Andrea advised that a group has been convened to talk through issues. There has been a meeting with Rebecca O'Loughlin (Head of Faculty, Science) to begin developing a functional plan.

Swimming pool

- Noted that the upgrade is unlikely to be finished until end of year due to delays in supply of materials.

12.2 Student Trustee Report (Victoria)

- Report noted
- *Moved Victoria, seconded Tracy* that the Student Trustee's Report be accepted. Carried.

13 MOVE TO PUBLIC EXCLUDED

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 12("Public Excluded")

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Principal's Appraisal	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Staff related matters	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	

This resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

14 NEXT MEETING

- Thursday 28 July 2021, Board's Self Review and discussion on strategic vision.

15 MEETING CONCLUSION

- 8:15pm

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Presiding Member

8 July 2021

Date