



1 PRESENT

- Charles Breurkes (Chair), Phil Holstein, Chris Dann, Brent Crammond, Tracy Scott, Andrea Loubser, James McNeill, Murray Paull, Anna Kenworthy (Student Representative)

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)

2 MEETING COMMENCEMENT

- 5.35pm

3 OPENING DISCUSSIONS

3.1 Covid-19 update

3.1.1 Communication

- Phil noted that communication continued to be a primary focus. Staff were being kept well informed and messages were being sent to the wider school community as required. He acknowledged the work done by Andrea Griffin, Associate Principal, in terms of communication, and the exceptional efforts of staff in keeping the school operating and progressing learning.
- The investment in Schoology had provided a strong platform for learning, and the new website had provided a vehicle for communication.

3.2 School reopening

- Andrea provided an update, highlighting the following points:
 - There are rigorous plans around operating under Level 3, and there is a safety plan in place to provide assurance.
 - There were around 35 staff in the vulnerable group, as well as staff with young children, and we will be trying to keep these staff at home.
 - A survey of parents and caregivers had indicated around 23 students would be coming on site at Level 3, however, lower numbers eventuated with only one student 'bubble' required. It is expected that the number of students will vary from day to day according to parents' shift requirements.
 - Three teaching staff will be working in three shifts across the day. Students have own toilets/desks and disinfecting of areas being used will take place on a regular basis.
 - Both a first aider, and the Property Manager will be on site at all times.
 - Staff and students coming on site to pick up required materials will be required to complete a form to meet contact tracing requirements.
 - 90 staff have had flu vaccinations – MoE is meeting the cost of this.
 - There are concerns around impact on year 12 and 13 students, and around potential staff issues at that level, given the number of staff in the vulnerable group.

- Phil noted that it was positive that health and education officials were working together. Principals had communicated to the MoE that schools will require some time to consider Level 2 guidelines and to plan and prepare for operating at that level.

3.3 Cancelled trip updates

- On behalf of the Board, Charles offered thanks to Chris, Andrea G and Tom Music for efforts in managing the cancellation of trips and associated impacts.
- New York trip refunds
 - Chris advised that the booking terms and conditions had been far from clear and achieving refunds for parents had been a frustrating process at times. A proposal had been received which would see around 50% of the amount initially spent refunded to parents. He noted that the outcome was not as positive as had been hoped for, but the best that could be achieved under the circumstances.
 - The board agreed that the offer be accepted, and noted that in future clearer refund terms would be expected.

4 CHAIR'S BUSINESS

4.1 Appointment of trustees to board committees

- The following motion was passed by email: *Moved from the Chair* that the board approves the following appointments and responsibilities:
 - *Property Committee:* Brent, Charles, Murray, Phil
 - *Finance Committee:* Andrea Loubser, Charles, Phil
 - *Disciplinary committees:* Any trustee, as called for, as needed
 - *Oversight of policies:* Chris
 - *Uniform Committee* Tracy, Anna
 - *He Mahuri* James
 - *Health and Safety* Andrea Griffin will continue to report to the board on H&S
- *Moved from the Chair* that the board approves the appointment of Brent, Murray and Charles to the Master Planning Committee. Carried.

5 PRINCIPAL'S REPORT

- There was no formal Principal's Report. A copy of an Information for staff letter, 'Staff Welcome to Term 2', which had also been circulated to trustees by email was taken as read.
- Phil noted that four staff had left over the last month, without the usual ability to acknowledge their contribution to BHS and highlighted the contribution of Michael Somerfield, who had given 23 years' of service to the BHS Mathematics Faculty.
- *Moved from the Chair* that the board's acknowledgement and thanks be passed on to Michael Somerfield. Carried.

6 FINANCE REPORT

- Andrea L advised that preparation of March financial statements was close to completion and noted that both March and April results will be discussed at the next meeting.

Audit

- Audit of the 2019 results is underway.
- Auditor's advice has been sought as to whether the following payments, both relating to the Aurora Centre, should be included in the 2019 accounts:
 - \$146k insurance income

- \$182k refund from Watts and Hughes.

International students

- Phil advised the following:
 - 30 fewer students estimated for this year.
 - Nine returned home, some of whom were expected to leave at the end of Term 1
 - Nine currently scheduled to arrive from Europe at the end of Term two, but it is uncertain whether they will be in a position to come – none have paid yet.
 - There have been some discussions with the Auckland Principals' Association around what can be done to support schools with international students. One option discussed was making an application for funding to retain international teachers and maintain capacity.
- Phil noted that Tom Music, Business Manager, was well aware of the situation and potential impact on staffing and managing fixed costs but advised that it was still too early to make any decisions.
- Andrea L advised that the first priority had to be getting the school's accounts up to date but once that was done, the 2020 forecast would be reviewed.

7 PROPERTY REPORT

- Brent provided an overview of Property Committee activity and discussions over the last month.

Aurora Centre update

- The agreed payment of \$182k from Watts and Hughes represents part of what BHS hopes for. This is to be paid in three instalments: at the end of April, May and June.
- While there was still a little more work to complete on the Aurora fire protection solution, this was hopefully close to being resolved.
- Around \$146k was expected from the insurance company with a little more still in dispute.

Master planning

- The Ministry is progressing the procurement process and is about to appoint a Project Manager – there will be BHS representation on the selection panel.
- A master planning meeting is scheduled to take place on Friday 1 May, and it is hoped to be able to provide a progress report after that.

Operations grant

- Brent noted that BHS had been led to believe there could be an increase in the school's CSR rebuild budget, but this has not yet been confirmed.

8 STUDENT TRUSTEE'S REPORT

- Anna advised that online learning was working well, however the quantity of work was challenging for some students and she suggested surveying students to ensure they weren't swamped. Andrea G confirmed that this had also been discussed at the curriculum meeting.

9 GENERAL BUSINESS

9.1 Enrolment process

- Phil noted that the enrolment process was about to commence. He advised that members of the Canterbury West Coast Secondary Principals' Association had agreed no open nights would take place, however, school promotions could now start again.

- Neil Wilkinson will be providing support to Phil and an internal working group around achieving a reduction in Year 9 intake numbers. Andrea G, Tom Music and Allan Robertson will be contributing to this work.
- *Moved Chris, seconded James* that Charles and Brent join the enrolment working group. Carried.

10 CHAIR'S THANKS

- The Chair acknowledged and expressed thanks to trustees for support over the last couple of months, noting that the current BHS board was the strongest board he had worked with over the last 14 years with experienced and qualified trustees who were able to provide valued advice and support to the Chair, as well as the Principal and Associate Principal.

11 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 11 ("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
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")	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.
Chair's workload		

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.

12 MEETING CLOSURE

- 6.55pm

SIGNED AS A TRUE AND CORRECT RECORD



 Charles Breurkes, Chair

26/8/20

 Date