



BURNSIDE HIGH SCHOOL BOARD

Minutes of meeting held 25 August 2021 by video conference

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)

2 MEETING COMMENCEMENT

- 5:00pm

3 REGISTER OF INTERESTS

- Chris advised that Naylor Love, the construction company appointed by the Ministry of Education to undertake the BHS rebuild, is one of his clients.

4 OPENING DISCUSSIONS

4.1 This meeting

- Noted that this meeting is held via video conference under COVID-19 Level 4 lockdown conditions.
- Charles advised that the scheduled faculty report would be postponed until it was possible to hold a face to face meeting on site.

4.2 Update on online learning

- Phil and Andrea provided an update, covering the following points:
 - The current situation was more difficult than in the 2020 lockdown as prior notification of the announced lockdown and its duration was for a shorter period requiring smaller adjustments to be made in steps while awaiting the next lockdown announcement.
 - In the first few days of lockdown, teachers made contact with students, and from Monday the school moved to remote learning using systems already in place.
 - There was confidence that most students have access to both devices and the internet – devices were delivered to the nine students known to need them. Hard learning packs have been ordered.
 - Processes have been improved since the last lockdown. Flexibility will be a key approach, with staff setting work for 3-4 days with flexibility for students to complete work.
 - Regular messages were being sent through a variety of communication channels including Schoology, KAMAR emails, the BHS website, and the school Facebook page. Deans were checking on students and offering help where required.
 - Staff are well versed in using Schoology. BHS has a strong Schoology team, and the IT team are available to provide responses to questions and technical support to teachers and students. Lessons are being provided to existing timetables, with interactive sessions occurring at least once a week.
 - 50 staff are trialling Google Enterprise which provides access to more activities and functions.

5 MEETING HELD 28 JULY 2021

5.1 Approval of minutes

- Charles noted that there have been some updates made to the minutes of the Board Self Review meeting of 28 July which are included in the board pack. He detailed the changes.
- *Moved from the Chair* that, with the changes discussed in the meeting, the minutes be approved as a true and correct record. Carried.

5.2 Matters arising

Funding applications

- Further to discussion at the self review meeting regarding coordination of funding support applications made to funding providers, Phil highlighted that there was sometimes a need for flexibility around approvals due to timing constraints.
- *Moved from the Chair that:*
 - Requests for board approval of applications to external organisations for funding support are to be submitted to the Principal prior to collation of board papers;
 - If a funding request requires urgent approval, authority is delegated to the Board Chair or Deputy Chair, in conjunction with the Principal, to approve such requests which will then be formally ratified by the board at its next meeting.Carried

Staff wellbeing

- Following on from the board's self review meeting, staff wellbeing and the matter of potentially adding relevant questions into the proposed strategic plan survey was discussed further with the following points made:
 - Phil noted that staff and student wellbeing was a constant consideration.
 - Keeping the work associated with the strategic plan survey at a manageable level was a concern. It will be important to get the strategic plan survey right, as the data analysis of responses would inform reshaping of the strategic plan in February and during the first half of 2022.
 - Adding a separate staff wellbeing survey would create additional workload and stress for staff. Also, introducing a staff survey at this time, given the impact of the current COVID situation, is likely to give skewed results. While staff feedback is needed, it is not necessarily needed now.
 - The board's responsibility and accountability is relevant but, under the current circumstances, there's a need to be mindful of when and how a focus was put on this.
 - The strategic plan survey is likely to draw out some feedback and information on wellbeing anyway.

6 CORRESPONDENCE

Inwards

- Hon Jan Tinetti, Associate Minister of Education, to schools re Health Sexuality Education (undated letter).
 - Noted that the BHS '*Health Curriculum – Sexuality Education Policy*' was approved by the board in August 2020. The Associate Minister's guidelines were issued in September 2020.
 - Andrea advised that there are no significant changes in the guidelines, but the board needed to be mindful of its responsibilities concerning some components.
 - Agreed to review the policy against the new guidelines.

Outwards

- Gayle Baldwin (MoE), 9/8/21 (funding request, AC hearing loop) – letter noted.

7 PRINCIPAL'S REPORT

- Report taken as read, with discussion around the following points:

Enrolment

- Planning is based on having 50 additional students from in zone next year (compared with last year). Some uncertainty is created by BHS now having shared enrolment zones with four other schools from the start of 2022.
- 68 places were offered to siblings of current students who are living out of zone. This fills our First and Second Priority (siblings of current students) enrolment criteria. With 343 students on the waiting list, there will be a ballot for all other categories. At this time, there are no further spaces for out-of-zone students.
- Currently, the 2020 year 9 intake is projected to be 468 students. It had been hoped to reduce by one class, however 468 will mean classes remain unchanged.

Standown

- While the report appears to show a disproportionate number of Māori students, it needs to be noted that these reflect some repeated breaches, including one student who has been stood down four times this year.
- The issues are significant but deans are working hard to wrap support around these students. In previous years, it has been found that many students come right by year 11.

Approval of report

Moved Phil, seconded Tracy that the Principal's Report accepted and recommendations within are approved. Carried.

8 FINANCE REPORT

- Wayne noted that results were positive to budget and the YTD picture was looking particularly good.
- Tom Music (Business Manager) has reviewed variances and advises that of 1500 active line items within the system, around 1200 have variances which are within \$1k of budget. The majority of these are positive, and collectively contribute to a significant positive variance overall.

Cyber security

- The report prepared in response to the Auditor's comment was noted.
- Wayne confirmed that the board can be confident that appropriate systems are in place. He noted that the authentication process around high value targets will be strengthened.

Policy around refunds

- Noted that BHS is holding onto various funds which have been paid in for winter tournaments which have subsequently been cancelled. Currently, no formal policy on refunds exists.
- The board agreed that a policy should be developed around return of monies acquired through fundraising and covering the following points:
 - There should be no risk or reward to BHS.
 - Policy around funds raised over and above a specific purpose.
 - Policy around non-refundable costs (such as non refundable flights, accommodation deposits etc).

- *Moved from the Chair* that Tom commences a process of refunding funds currently held in trust for winter tournaments, over and above costs incurred by the school, in the most equitable way possible. Carried.
- ACTION: Andrea to draft a Refunds Policy in collaboration with Tom for Finance Committee consideration.

2020 budget process

- *Moved Wayne, seconded Chris* that the Board approves a departure from a policy of taking a zero-based budgeting approach to a traditional budgeting approach based on historical information for the 2022 year. Carried.
- Noted that this approach was also undertaken for the 2021 budget and agreed that existing policy should be amended to reflect current practice.
- ACTION: Chris/Wayne to draft the wording change for policy.

9 POLICIES

9.1 Board Related Policies

- Charles noted that NZSTA have advised that a national statutory board conduct policy is under consideration by NZSTA and MoE.

Policies to be deleted

- Agreed the following policies were no longer relevant and should be deleted:
 - 6.7 Board Member Training
 - 6.8 Emergency Powers of the Board

Policies to be reviewed, updated and combined into one policy document

- *6.3 Composition of the board*
- *6.4 Board meetings*
 - ACTION: Sheryl to arrange a meeting schedule to be uploaded to the website.
- *6.5 Board Committees*
 - Ex officio Chair/Principal to be removed.
 - To include committee terms of reference
- *6/6 Funding of Board Expenses*
 - To be expanded to include board honoraria

9.2 Other policies

- *Treaty of Waitangi* – review underway.
- *Student Bullying and Harassment*: review in progress.

10 OTHER REPORTS

10.1 Property Report

- Brent/Phil provided updates. Key points were:
 - Master Planning has gone quiet. Approaches have been made to Gayle Baldwin (MoE) via email and phone, but no response has been received to date.
 - Some pool funding has been received, but work has not yet commenced. A start date is not known.
 - Decanting plans are being progressed internally.

10.2 Student Report

Lockdown

- Victoria advised that lack of motivation had been a problem for some students in lockdown. There were also concerns around the impact on NCEA exam process.
- Phil confirmed that the NZQA was working on some date changes for end of year exams.

Student successes

- Student successes were acknowledged.
- Also noted that E Wen Wong had been awarded a full scholarship to the Australian National University. Phil advised that BHS has nominated E Wen for the Youth New Zealander of the Year Award.

Student Trustee elections

- Elections will take place in September. Noted that Victoria is standing for re-election.

11 SUMMARY OF ACTIONS

Issue	Mtg date	Action required	Who
Policies	25/08/21	Draft Refunds Policy	Andrea G/Tom
	25/08/21	Draft update to Financial Management Policy around budget process	Wayne/Chris
Board meeting schedule	25/08/21	Arrange for this to be uploaded to website	Sheryl

12 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
Enrolment 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.
Student 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.

13 MEETING CLOSURE

- 7:45pm

SIGNED AS A TRUE AND CORRECT RECORD

C. Breurkes

Charles Breurkes, Presiding Member

29/9/21

Date