



**1 PRESENT**

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

**1.1 In attendance**

- Andrea Griffin, Sheryl Crase (minutes), Sally Ann Goodman (for item 3.1)

**2 APOLOGIES**

- James McNeill, Tracy Scott, and Chris Dann (for lateness)

**3 OPENING DISCUSSION**

**3.1 Uniform Review**

- Sally Ann advised that a uniform review will commence this year with establishment of a uniform review committee and a 360° survey of students, staff and community. It is hoped to determine recommended changes by the end of the year, with any new uniform being implemented for Year 9 students in 2022 year 9's.
- It was also proposed to amend existing school policy to include an optional bucket style sunhat for sun protection.

**3.2 Coronavirus**

- Andrea G advised that planning for managing the potential impact of Covid-19 was an evolving process and confirmed that BHS continues to follow Ministry of Education and Ministry of Health advice.
- Initially, BHS had around 24 domestic students and two staff who had self isolated. 16 international students remain in China due to travel restrictions. A few homestays were reluctant to host students from China but alternative arrangements had been made for all students affected. There had been no reports of negative behaviour towards Asian students to date.
- There is some potential for the international coronavirus situation to impact on the planned Italy/Greece trip in April.
- Confirmed that BHS has an Infectious Diseases procedure in place, and the Health and Safety Committee will be reviewing the school's pandemic management plan next week.

**3.3 Draft Annual Plan 2020**

- Phil advised that the school's Charter needed to be confirmed by 1 March. There were four keystones in the annual plan:
  - Identify and Belonging
  - Purposeful and Engaging Learning Experiences
  - Sustainable Growth
  - Partnership with Community

- *Strengthening the provision of Te Reo Māori*
  - There will be a focus in 2020 on cultural responsiveness and engaging students. Two new te reo teachers have been appointed and a successful whānau hui held with good suggestions coming from this. There is also a huge amount of goodwill from Ngāi Tahu.
  - Agreed that, while the board had previously discussed a review of the existing te reo Māori programme, with these new appointments and energy for developing the programme, this review is no longer necessary.

#### 4 REGISTER OF INTERESTS

- No changes advised, no conflicts declared.

#### 5 ELECTION OF CHAIR 2020

- *Moved Phil, seconded James* that Charles be nominated as Chair of the Board of Trustees. Charles was elected unopposed.

#### 6 APPROVAL OF MINUTES

##### 6.1 Meeting held 27 November 2019

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

##### 6.2 Meeting held 11 December 2019

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

#### 7 APPROVAL OF CHANGE TO REGULATON

- *Moved from the Chair* that Regulation Uniform pamphlet be modified to include the following:
  - ‘Students may, if they wish, wear a wide brimmed hat in school colours (green, white or black) eg a bucket hat to protect them from the sun (no caps are permitted)’.
 Carried.

#### 8 PRINCIPAL’S REPORT

- Phil highlighted key points in his written report. There was discussion regarding the following matters.

##### Proposed alumni

- Charles advised that the board had previously given serious consideration to funding a project to establish a BHS alumni at an estimated cost of around \$100k.
- Agreed that establishment of an alumni was desirable but that the board was not in a financial position to provide funding support at this time.

##### PPTA update

- Murray noted that there had recently been a paid union meeting to discuss the Teacher’s Council’s proposal to significantly increase registration fees.

##### Enrolment

- Acceptance of offered places for out of zone placements was higher than in previous years, and as a result the number of Year 9 enrolments was higher than predicted.
- The Canterbury West Coast Secondary Principals’ Association (CWCSA) has agreed that all schools using a ballot system will collectively advertise their available out of out of zone placements this year.

- A member of the Enrolment Advisory Group will oversee the 2021 BHS enrolment process.

#### International fee paying students

- Income expectations were reduced based on previous market movements, particularly relating to students from China, however, the impact of the ongoing coronavirus situation could potentially be significant.

#### NCEA and Cambridge Internal Maths results

- Noted that NCEA Level 2 results were the best results achieved to date.
- 12 A+ and 8 scholarships were achieved in the Cambridge International Maths examinations.
- Noted that a focus on Māori and Pasifika achievement appears to be influencing positive results.

#### Approvals

- *Moved Phil, seconded Charles* that the Strategic Plan, Annual Plan and Student Achievement Targets be approved. Carried. .
- *Moved Phil, seconded Chris* that the Principal's Report be accepted. Carried.

## **9 FINANCE REPORT**

### **9.1 Approval of credit card**

- *Moved Andrea L, seconded Charles* that:
  - Caroline Cook be approved as a BHS credit card holder with a credit limit of \$10K; and
  - Approval of Nicola Delany as a BHS credit card holder be cancelled.Carried.

### **9.2 2020 Budget**

- Andrea L noted that the new operating deficit of \$311k was primarily brought about due to a reduction of 15 FTE international students since the December draft budget, increases in board funded staffing requirements, and increases in staff wages as a result of new collective agreements.
- She noted the importance of remaining mindful of the level of committed funds and cashflow position.

### **9.3 Draft 2019 Annual Financial Statements**

- Currently showing a deficit of \$537k overall, however, due to uncertainty around insurance income, fire safety related costs and the final Hampton Jones account, it is likely some adjustments will be required. Once these items are finalised, audit will commence.

### **9.4 Office of Auditor General advice to schools**

- Noted. Agreed that it would be useful for the Finance Committee minutes to be updated to reflect the Finance Committee's comment against each item on the Auditor's questionnaire.

### **9.5 Approval of report**

- *Moved Andrea L, seconded Charles* that the Finance Report be approved. Carried.

## 10 OTHER REPORTS

### 10.1 Student Trustee's Report

- Anna provided an overview of her written report.

### 10.2 Property Committee update

- Brent provided a verbal update, noting the following:
  - Hampton Jones had renegotiated 'final' AC costs with Watts and Hughes, and while Council formal approval of fire evacuation/smoke extraction proposals had not yet been received, there had been some positive comment.
  - Master planning delays believed to be associated to the Ministry's design review panel process.

## 11 POLICIES

- Discussion postponed until next meeting.

## 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 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
Student issues	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 issues		
Principal's Appraisal		

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.

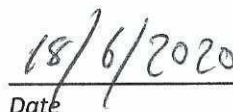
## 13 MEETING CLOSURE

- 8.35pm

## SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Chair



Date