



BOARD OF TRUSTEES

Minutes of meeting held 24 February 2021 in the Boardroom

1 PRESENT

- Charles Breurkes (Chair), Murray Paull, Brent Crammond, Victoria Ding, Wayne Muncaster
- Andrea Loubser (until 5.30pm)

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)

2 APOLOGY

- Tracy Scott

3 ELECTION OF CHAIR

- As this was the first Board meeting of the year the Board Secretary called for nominations for Board Chair.
 - *Charles Breurkes*: nominated Brent, seconded Phil. There being no other nominations, Charles was elected unopposed.

4 CHAIR'S BUSINESS

- Charles resumed as the Chair and thanked the Board for the privilege of being re-elected.

4.1 Election of Deputy Chair

- Charles called for nominations for Deputy Chair.
 - *Brent Crammond* (nominated Chris, seconded Phil). There being no other nominations, Brent was elected unopposed.

4.2 Board Composition

4.2.1 Selection of Trustee

- With the resignations of James McNeil and Andrea Loubser from the board, it was now necessary to address the number of parent representatives on the BHS Board.
- A proposal to move Brent Crammond from co-opted trustee to selected trustee was communicated to the school community by the Chair. No objections had been received.
- *Moved by the Chair* that Brent Crammond be selected as a parent representative trustee on the BHS Board. Carried.

4.2.2 Co-option of Trustee

- Following receipt of Andrea Loubser's advice of intention to resign from the board in early 2021, a communication was sent to the school community seeking expressions of interest in joining the board from Chartered Accountants. Three expressions of interest were received, and Wayne Muncaster was identified as the most suitably qualified and experienced candidate.
- *Moved by the Chair* that the Board co-opt Wayne Muncaster until the end of this Board's triennium on the grounds of his financial management skills and that we require a suitably qualified replacement Finance Committee Chair. Carried.

4.3 Committee Composition

Property Committee

- *Moved by the Chair* that board representatives on the Property Committee for the 2021 year are Phil Holstein (Chair), Charles Breurkes, Brent Crammond, and Murray Paull. Carried.

Finance Committee

- *Moved by the Chair* that board representatives on the Finance Committee for the 2021 year are: Wayne Muncaster (Chair), Phil Holstein, and Charles Breurkes.
- Tom Music, school Business Manager, also sits on the Finance committee

4.4 Email resolutions

- The following resolutions, approved via email, were noted:

4.4.1 Application for funding (approved 10 December 2020)

- *Moved by the Chair* that an application be made to the Air Rescue Services for funding of \$10,330.44 excluding GST for flights for 36 students, teachers and coaches travelling to Palmerston North for the NZ Secondary School Volleyball Championship on 22nd to 26th March 2021. This is to replace the similar motion for a larger amount made at the November 25 Board meeting.

4.4.2 Pool refurbishment (approved 12 February 2021)

- *Moved by the Chair* that the Board:
 - approve the allocation of \$40,000.00 towards pool refurbishment costs in order that the project and preparatory work can be fully funded; and
 - provide assurance to MoE and other providers that all contract fees are budgeted for and are available from SIP, CSR and school funds.
 - It was noted that the \$40k would be refunded if the project encountered no significant variations.

5 REGISTER OF INTERESTS

- No changes advised.
- Wayne confirmed no relevant conflicts to declare.

6 APPROVAL OF MINUTES

- *Moved from the Chair* that the minutes of the meeting held 25 November 2020 be approved as a true and correct record. Carried.
- *Moved from the Chair* that the minutes of the meeting held 16 December 2020 be approved as a true and correct record. Carried.

7 FINANCE REPORT

- Andrea Loubser advised that February results will be presented at the March Meeting.

7.1 Annual Financial Statements

- Final adjustments to the Annual Financial Statements for the year ended 31 December 2020 are being worked through, and it is expected to have near final numbers presented at the next Finance Meeting for final review before tabling at the March board meeting.
- The Annual Report under development, and will be published on the website by 31 May 2021.

7.2 2021 Budget

- Andrea L advised that, in line with past practice, the draft budget was presented to the December board meeting for approval in principle, with the final budget now tabled for Board approval. Following some adjustments since the December meeting, the projected deficit was now \$796k
- *Moved Andrea L, seconded Chris* that the budget, as presented, be approved. Carried.

7.3 Acknowledgement

- On behalf of the board, Charles acknowledged and thanked Andrea for her contribution as Chair of the Finance Committee, and for her work on committees and in other areas not related to finance.

8 CORRESPONDENCE

- The following item of correspondence was noted:
 - Communication from Board Chair to BHS community regarding the call for a Chartered Accountant and in relation to selection of a trustee, December 2020.

9 STRATEGY AND PLANNING

9.1 BHS Strategic Plan

- Charles noted National Education Learning Priorities (NELPs) were issued in November under the Education and Training Act 2020. It is intimated that the NELPs will replace the National Administration Guidelines (NAGs). The five objectives in the NELPs are:
 - Learners at the centre (learners with their whānau are at the centre of education)
 - Barrier free access (great education opportunities and outcomes are within reach for every learner)
 - Quality teaching and leadership (quality teaching and leadership make the difference for learners and their whānau)
 - Future of learning and work (learning that is relevant to the lives of New Zealanders today and throughout their lives)
 - World class inclusive public education (New Zealand education is trusted and sustainable)
- Phil noted that the NELPS are supported, and the Strategic Plan has been reviewed and adjusted to achieve alignment with some of the objectives outlined in the NELPs. He provided an overview of the alignments between current Strategic Plan Keystones and the objectives as well as highlighting areas that may require further development.
- Phil noted that this was the second year of the three year Strategic Plan and recommended that the updated strategic plan be adopted for this year, with the Board undertaking a more comprehensive review at the end of this year once there was greater understanding of what is required to be done.
- *Moved from the Chair* that Board approves the updated Strategic Plan as tabled. Carried.

9.2 Draft Annual Plan and outcomes

- The 2021 draft Annual Plan was tabled, and Phil provided an overview of key priorities which he confirmed were aligned with the Strategic Plan, and with most of the NELPs. It was highlighted that Master Planning is expected to be a major area of focus this year.
- ACTION: Charles to circulate for trustees' review and approval.

9.3 Student Achievement Targets

- Phil noted that the target is to continue to achieve high levels of engagement and achievement in the 2019 Year 9 cohort and to position these students to achieve NCEA level 1. This represented the most significant research project undertaken by BHS and will enable understanding of what difference has been achieved.
- ACTION: Charles to circulate for trustees' review and approval.

10 PRINCIPAL'S REPORT

- Phil spoke to his written report, highlighting key points.

10.1 Change to By-laws

- Phil noted that the Board had previously asked for the recommendation that students be permitted to wear a nose stud to be put on hold until the full uniform review was completed. However, it was becoming the norm for students to have a nose stud, there was strong parental pushback, and enforcement was consuming a great deal of time and effort by Deans.
- *Moved Phil, seconded Chris* that the uniform by-law be modified to permit one small plastic retainer nose stud to be worn. The proposal was carried by majority vote.

10.2 2020 achievements

- It was highlighted that BHS was ranked No.1 in Christchurch for achievement of scholarships in 2020, with 80 scholarships awarded to BHS students. BHS students also achieved high achievement levels in NCEA, Cambridge and university based assessments.

10.3 NZSTA PD workshops

- Noted that BHS was one of five schools in NZ trialing these workshops which were proving very valuable for growing middle and senior leaders.

10.4 International students

- Confirmed that there are 82 returning fee paying students, with nine additional students enrolled. Of these only 25 are in home stays. Indications are that the border is not likely to open this year.
- Noted that the Homestay Coordinator has been seconded to the Careers Department for a term after which the Homestay Coordinator position will be reviewed.

10.5 Approval of report

- *Moved Phil, seconded Charles* that the Principal's Report be accepted. Carried.

11 POLICIES

- Chris and Andrea provided a brief update on status of policy reviews, with the following points noted:
 - Student Bullying: now has a wider area of focus.
 - Enrolment: Phil/Andrea reviewing.
 - Professional Growth Cycle (previously Appraisal): external meetings attended, ongoing.
 - Property Management – will be tabled for board approval at the March meeting.

12.1 Aurora Centre

- *Fire protection:* lighting on stairs installed, now with Council for final approval.
- *Hampton Jones account* – with legal representatives to negotiate settlement.

12.2 Master Planning

- Phil confirmed a funding request to offset impacts of Master Planning on responsibilities and workload of teaching staff has been granted with additional funding for 1 FTE for this year which can be renewed annually for the term of the project.
- A further request will be made to cover allowances for additional work done by the Business Manager and Facilities Manager above and beyond their normal work.

12.3 Health and Safety

- Brent confirmed that, in relation to a contractor's recent fall from a BHS building, all safety rails were in place, and BHS holds no responsibility.

12.4 Master Plan

- Confirmed that the Ministry of Education have approved the BHS Master Plan. All has been approved, including everything that had been requested. The Ministry has also advised it will work to meet the needs of the Master Plan in delivering facilities and services relating to the curriculum, and indicated that the \$20m expenditure budget ceiling may be removed.

12.5 Ownership of Hunter Gym

- *Moved from the Chair* that the Board transfer its 50% ownership of the Hunter Gymnasium to the MoE in order to bring, under the Master Plan, BHS allocation of gymnasium footprint allowance into alignment with the MoE guidelines. This move will also minimise the Board's future capital and maintenance expenditure on this building.

Carried.

- Wayne highlighted that this was likely to represent a loss on sale which, while having no cash impact, could have a negative impact on reported financial results.

13 STUDENT TRUSTEE'S REPORT

- Victoria spoke to her written report, highlighting a range of recent student academic and sporting achievements.
- *Moved Victoria, seconded Brent* that the Student Trustee's Report be accepted. Carried.

14 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 14 ("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
Matters relating to individual students	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.
Personnel 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")	
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")	

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.

15 MEETING CLOSURE

- 8:30pm

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Chair

26/3/21

Date