



BOARD OF TRUSTEES

Minutes of meeting held 23 February 2022 in the Boardroom

1 PRESENT

- Charles Breurkes (Presiding Member and Chair of the meeting), Phil Holstein, Brent Crammond, Murray Paull, Wayne Muncaster, Chris Dann, Dev Pandya, Tracy Scott (via Zoom)

1.1 In attendance

- Andrea Griffin and Sheryl Crase (minutes) – both attended via Zoom)

2 MEETING COMMENCEMENT

- 5:00pm

3 WELCOME

- Charles welcomed Dev to the board and presented him with a Student Trustee badge

4 REGISTER OF INTEREST

- No changes advised.

5 ACKNOWLEDGEMENT

- On behalf of the board, the Chair acknowledged and thanked Phil and Andrea for their work related to managing COVID-19, on top of all the other things that need to be organised at the beginning of year.

6 OPENING DISCUSSION

Annual plan

- Charles noted that members of the board have already provided feedback on the Annual Plan. Phil discussed Annual Plan and variances with 2021 Annual Plan

2022 Student Achievement Targets

- Phil provided an overview of the 2022 student achievement targets, highlighting the following points:
 - Professional development – seeing progress in te reo capability and working on a plan for what competency looks like in 2025.
 - Hoping Term 1 will sort itself, and it will be more settled from Term 2 onwards so the focus can shift to continuing improvement rather than managing the COVID world.
 - Hoping to identify students at risk - every cohort has a different starting point.
 - There will be a focus on Māori and Pasifika students in 2022, and it is hoped to see improved attendance and fewer students appearing before the board.
 - Retention of Māori students will be an area of focus. Māori achievement data is above national levels, but still below expected levels.
 - Pasifika students usually stay for five years but there is a need to focus on achievements.

2021 student achievement targets - variances

- Analysis of variance identified BHS was pretty much on track on goals.
- End of Term 4 was different, but good progress was made.
- Engagement levels were up with 90% of year 11 students achieving NCEA Level 1. This is a great achievement and in line with goals set for this cohort. It is expected that if the same strategies are applied to following year groups, similar trends will emerge.

Strategic Plan

- Phil noted that minor changes were made to the strategic plan last year and this will remain unchanged for now, with work to refine it occurring throughout the year.

Approval

- *Moved by the Chair* that the Annual Plan and Student Achievement Targets are approved for inclusion in the BHS Charter to be submitted to the Ministry on 1 March. Carried.

7 APPROVAL OF MINUTES

Meeting held 24 November 2021

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

Meeting held 15 December 2021

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

8 CORRESPONDENCE

- The following items of correspondence were noted:
 - *Inwards*
 - PPTA, Dec 2021, notice of paid union meeting.
 - CDHB Public Health Nursing Service, 13/12/21: Student Health Report for 2021
 - *Outwards*
 - BHS to Aurora Centre hirers, 26/11/21: notice of vaccination certificate requirements.

9 PRESIDING MEMBER'S BUSINESS

9.1 Schedule of Delegations

- ACTION: Chris to review and table for approval at the March meeting.

9.2 Uniform Review

- Phil spoke to the written report on the uniform review process. He highlighted that this should sit as part of the review of the strategic plan.
- *Moved by the Chair* that the board ratifies the recommendation from the Uniform Review Committee that Uniform Group be appointed the company to create a new uniform for BHS. Carried.
- Agreed that Tracy and Dev will represent the board on the Uniform Review Committee.
- Phil advised that it was hoped to have some designs available for board review at the March meeting.

9.3 Strategic plan update

- The analysis of feedback provided to the board was acknowledged and Charles will thank Suzanne, Nadene and Rachaelle.

- Agreed to schedule an externally facilitated extraordinary board meeting to discuss the strategic plan: tentatively set for 5:00pm, Wednesday 9 March.

Actions

- Charles/Phil to consider Māori and Pasifika input.
- Charles/Phil meet with Chris Jansen (Grow Waitaha) and confirm meeting date.

10 REPORTS

10.1 Principal's Report

- Taken as read. Phil highlighted the following matters:

NCEA/Cambridge Examination achievements

- Provisional results were both encouraging and pleasing, and were very positive compared to other Canterbury schools.
- It was not useful to compare against Auckland schools as NZQA adjustments made to take into account last year's COVID related disruption had skewed results.
- There were also very pleasing results in Cambridge exams, with higher Year 12 achievements than in previous years, and both Years 11 and 13 being similar to last year.

COVID-19 update

- Phil acknowledged Andrea's significant efforts in managing COVID-19 related matters.
- Andrea provided the following update:
 - No positive notifications to date.
 - BHS has a very compliant student body with very good mask wearing
 - Managing mask exemptions has been difficult.
 - Taking opportunity to learn from other schools and the Ministry.
 - Contact tracing will take a significant block of time.
 - There will be a high threshold for using RATs.
 - A CO₂ monitor is now available for checking ventilation efficiencies.
 - Staff have been requested to be thoughtful about leave applications. Leave allocation will be as per the Collective.

School roll

- Phil confirmed there were 52 fee paying students enrolled with, applications for 5-6 more to come in July, depending on immigration requirements.

Bereavement

- Charles acknowledged the passing of Leah Parsons, school nurse from 1995 – 2020, noting that Leah had been very supportive of the board and of him as Chair.

10.2 Finance Report

2021 Annual Financial Statements

- Wayne provided an overview of the draft end of year results and acknowledging the efforts of the operations team in achieving what was a very good result. He noted that auditors may require some minor changes.

2022 Budget

- Wayne noted that the board had approved a draft budget, in principle, at the December meeting.
- Since that time, some necessary adjustments had been made which resulted in an increase in the forecast deficit from \$892k to \$900k.
- *Moved Wayne, seconded Chris* that the board approves the 2022 budget as tabled. Carried.

OAG Audit report to schools

- No matters of concern regarding Burnside High School were indicated

10.3 Property Report

- Brent highlighted key points in the minutes of Property Committee meeting held 8 February 2022.
- The board acknowledged the incredible job done by Wally Lauder, Facilities Manager, and the property team in creating decanting facilities – Charles will thank Wally and his team.
- Phil confirmed that Mataū had advised the team would no longer require

10.4 Student Report

- Dev spoke to his written report, noting that there was a good understanding of the need for mask wearing and acknowledged that some students had been enduring the impacts of COVID-19 for three years now.
- The school Valentine’s Day was very successful. Most involved in organising it did not hold a position of leadership which showed a willingness to lead without having a leadership title.
- Phil noted that the BHS team were champions at the recent National Robotics Competition in Auckland and had qualified for the World Championships.

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 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
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		
Student related matters		

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 CONCLUSION

- 7:30pm


13 SUMMARY OF ACTIONS

Subject	Mtg date	Action Required	Person
<i>Schedule of Delegations</i>	23/02/22	Review, modify and table for approval at March meeting	Chris
<i>Strategic planning</i>	23/02/22	Consider people to provide Māori and Pasifika input	Charles/Phil
	23/02/22	Meet with Chris Jansen (Grow Waitaha)	Charles/Phil
	23/02/22	Confirm meeting date/time	Charles

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Presiding Member



Date