

### 1 PRESENT

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

#### 1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)

### 2 APOLOGIES

- James McNeill
- Tracy Scott (for early departure, left the meeting at 6:00pm)

### 3 MEETING COMMENCEMENT

- 5:00pm

### 4 OPENING DISCUSSION

- Tom Music, Business Manager, presented an overview of
  - The Finance Team structure
  - Current and potential future reporting
  - Financial health of the school
  - Financial impact of international students and general roll numbers

#### BHS Roll

- Achieving the Ministry required reduction in roll to 2100 will be challenging. In consultation with the Ministry, agreement reached for 465 places for Yr 9s in 2021.

#### International students

- Now forecasting 100 FTE international students for 2021, based on current students remaining and with potential to gain new students being very uncertain.

#### 2020 Budget

- Noted that the 2020 budget was signed off at a time when risk associated to Covid-19 was not present.
- While acknowledging that many costs are fixed, agreed that it would be prudent to look at alleviating the impact of reduced international student numbers by reducing expenditure in the second half of the year.
- *Moved from the Chair* that the board requests the Principal to negotiate with faculties to reduce spending, and also to consider ways in which the external relief budget could be reduced for the remainder of 2020. Carried.

### 5 REGISTER OF INTERESTS

- Tracy advised some additions to the register:
  - BHS Yr10 netball coach
  - Coordinator, Ministry of Health funded peer mediation training programme for teachers and students

## 6 MEETING HELD 27 MAY 2020

### 6.1 Approval of Minutes

- *Chris to advise an update to the PE declaration.*
- *Moved from the Chair* that the minutes be approved as a true and correct record. Carried.

### 6.2 Matters Arising

## 7 CORRESPONDENCE

- The following items of correspondence were noted:

### Inwards

- MoE, dated 9 June 2020 (**Going Concern Letter Retraction**)
- Deloitte, 24 June 2020 (formal apology)
  - Noted that Deloitte had submitted a request to the MoE for BHS funding support in error.

### Outwards

- BoT message of thanks to BHS staff.

## 8 CHAIR'S BUSINESS

- Noted that a BoT funded morning tea for staff took place last week to acknowledge the efforts of staff during the lockdown period.

### 8.1 Enrolment

- Phil noted that the Yr9 enrolments are the key influence on eventual reduction of roll numbers. Working with adviser and established working towards a 2021 roll of 465 Yr9 students. Legislation requires schools to advertise out-of-zone placements – will identify 140 places for out of zone students, will be essentially taken up by categories 1-5 (find what they are). In better position to have more in-zone students.

### 8.2 Honoraria spreadsheet

- To be updated, signed, and returned to Tom Music.

### 8.3 Trustee development

- Trustees were advised that NZSTA is offering a student achievement training video. Opportunity if required.

## 9 PRINCIPAL'S REPORT

- Phil summarised key points in his report.

### ERO

- During lockdown, ERO provided a survey for completion with follow up meetings scheduled with the Principal and Chair. The purpose is uncertain but it is understood that ERO will be subsequently providing a report.

### NCEA opportunities for students who are offshore

- NCEA have advised that, in 2020 and 2021, programmes may be offered to students who are unable to return to NZ in 2020 and 2021 with schools managing the process.

- Noted that BHS international students unable to come to NZ have all deferred enrolment to next year.

#### Health and safety update

- Andrea provided an update, advising that a QR code is now available for scanning for COVID-19 tracing. She noted that Level 1 requirements were the main topic of discussion at the recent H&S Committee meeting.
- The prohibition on dropping students off on-site had significantly reduced congestion and will be maintained.

#### Professional Responsibilities and Email Protocols

- Copies of the updated Professional Responsibilities and Email Protocols documents, which set out expectations and protocols, were tabled for information.

#### 2019 School Leavers Data

- Noted that the vast number of leavers were Y13s. In 2019, there was a noticeable difference in the percentage of students achieving UE. For a large number of students in this particular cohort, university was not considered a preference.

#### Acceptance of report

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

## **10 FINANCE REPORT**

- Andrea Loubser spoke to the Finance Report, highlighting the following points:

#### Financial results to date

- Andrea spoke to the management reports, noting that there was a \$15k deficit for the month, with a \$167k surplus YTD.
- With working capital sitting at 2:1, the school is able to comfortably meet liabilities in the current financial year.

#### Income

- The Aurora Centre insurance claim settlement has been received. This is not included in May results but is included in the forecast.
- Two out of the three scheduled payments have been received from Watts and Hughes.

#### Financial management policies

- The Finance Committee has agreed that these policies should be reviewed against requirements laid out in the Financial Information for Schools Handbook.

#### 2019 Annual Report

- A satisfactory audit report has been received, confirming that the annual report accurately presents the school's financial position and that auditors are comfortable with the internal controls in place. There is a note in the report that events after balance date/impact of COVID-19 does not detract from the auditors opinion.

#### Receipt of report

- *Moved Andrea, seconded Brent* that the Finance Report be received. Carried.

## 12 POLICY REVIEWS

- Chris and Andrea G provided updates on policy reviews currently underway.

### Health and Safety

- H&S Committee review completed. No substantial changes. Updated policy to be tabled for approval next meeting.

### Guidance of Students

- Internal review completed. Updated policy to be tabled for approval next meeting.

### Sexuality Education

- Internal review completed. Relatively small changes required. Noted that the Education Act specifically requires a formal board statement. Updated policy to be tabled for approval next meeting.

### Prevention of Theft and Fraud Policy

- Chris has discussed with Tom and agreed policy to be expanded. Updated policy to be tabled for approval next meeting.

### Timetabling Policy

- Policy has been updated and is now with union reps for review/feedback..

### Privacy

- Andrea G advised that a new policy is under development.

### Assessment and reporting

- With Alan Robertson for final review. Updated policy to be tabled for approval next meeting.

### Staff performance and attestation

- Remains under review and consideration.

## 13 OTHER REPORTS

### 13.1 Property Committee Report

- Brent briefed the board on the final draft of the master plan, noting that excellent progress had been achieved over the last month.
- As part of the plan, the old library will be repurposed, I and J block will be refurbished and the \$400k School Investment Package will be utilised to upgrade the pool and if any funds remain, resurface the astroturf courts.
- Confirmed that the Property Committee, Ministry and Architects are all happy with the final draft of the Masterplan. Noted that the plan will require 42-48 months until completion.
- *Moved from the Chair* that the master plan dated 22 June 2020 be approved. Carried.

### 13.2 Student Representative Report

- No additional points to add.

## 14 MOVE TO PUBLIC EXCLUDED

*Moved from 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
<i>Staff Complaint</i>	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons (i.e. those involved in and with the complaint), being a good reason for withholding information under s9(2) 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.
<i>Aurora Centre Update</i>	It is necessary to exclude the public from this part of the meeting in order to (i) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the School; and (ii) prevent the disclosure or use of official information for improper gain or improper advantage, all of which are good reasons for withholding information under s9(2) of the OIA.	
<i>Directed enrolment</i>	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons (i.e. the students the subject of the directed enrolment), being a good reason for withholding information under s9(2) of the OIA	
<i>Specialist Music Programme</i>	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons (i.e. the student the subject of the programme), being a good reason for withholding information under s9(2) of the 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**

- 8.05pm

**SIGNED AS A TRUE AND CORRECT RECORD**

  
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 Charles Breurkes, Chair

  
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 Date