



1 PRESENT

- Charles Breurkes (Chair), Murray Paull, Brent Crammond, Victoria Ding, Wayne Muncaster, Andrea Griffin (for Phil Holstein)

1.1 In attendance

- Alan Robertson (for item 3), Sheryl Crase (minutes)

2 APOLOGIES

- Phil Holstein, Chris Dann

3 OPENING DISCUSSION: NCEA OUTCOMES 2020

- Alan Robertson provided a presentation on the 2020 NCEA student outcomes which demonstrated outstanding BHS student successes, particularly when compared to student achievements in other Canterbury high schools, and when compared against national data.
- A significantly higher number of scholarships had been achieved by BHS students.
- The upward trend in Māori student engagement in STEM subjects was particularly pleasing.

4 REGISTER OF INTERESTS

- The following declarations were made:
 - Tracy Scott: BHS Senior Netball Coach
 - Wayne Muncaster: no relevant interests to declare

5 MEETING HELD 24 FEBRUARY 2021

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

6 CORRESPONDENCE

- MoE, 9 March 2021 (email) confirmation of master plan.
 - Charles noted that BHS had requested consideration be given to allocation of specialist classrooms which acknowledged the higher number of students at BHS undertaking specialist subjects.
 - Early in the year, the MoE had responded advising that the building cap would be lifted to ensure BHS was provided with what it needed to deliver its curriculum. However, the email communication of 9 March advised 15 specialist classrooms which did not acknowledge the space required.
 - This discrepancy will be challenged in a meeting with Gayle Baldwin (MoE) scheduled to take place tomorrow.

7 CHAIR'S BUSINESS

7.1 School donation

- The following resolution, moved by the Chair and approved by all trustees via email on 17 March 2021 was noted:
 - *That the board approve, until such time as it is reviewed, requesting the following school annual donation from parents: For one child - \$200.00; for two children - \$300.00; for three or more children - \$400.00.*

7.2 Approval of application for funding

- *Moved from the Chair* that the board approves an application be made to Mainland Foundation for funding of \$2,845.00 GST excl for accommodation for the senior girls' netball team to attend the South Island Secondary Schools Netball Tournament in Timaru from 29 August 2021 to 2 September 2021.
- Carried. Tracy abstained from the vote.

7.3 Annual plan

- Andrea provided the following responses to queries raised by Chris Dann:

Action 1.1.2: Tiakina programme

- Could the measures/products/outcome for implement of the programme be more specific?
This wellbeing programme involves Year 13 students working with Year 9 students. The programme does not occur during direct teaching time. Because teachers are not providing teaching, it is not possible to impose rigorous targets. Andrea noted that the programme would be reviewed during the year to assess how well the year 13s are doing.

Target 1.2: Te Reo

- Success measures focus on te reo, but the target refers to incorporating tikanga Māori.
Te reo and tikana Māori are linked and are not considered separately. Agreed to modify 1.2.1 to say '... develop te reo and tikanga Māori'

Action 4.1.1

- Request to include an additional outcome for inclusion of the plan to be available on the BHS website.
Agreed and will be actioned.

7.4 Notification of significant incidents

- The Chair confirmed that, under normal circumstances, the Principal notifies him of any issues occurring in the school that impact on the board. This step was inadvertently overlooked when, recently, a BHS student uploaded a video of a fight between two students to social media. Andrea confirmed that the video was taken down within a short time of senior management becoming aware of it.

7.5 Kāhui Ako Memorandum of Agreement

- Charles advised that this was a straightforward agreement, which is required to be signed on an annual basis. He noted that several BHS staff held kāhui ako lead teacher roles.
- *Moved from the Chair* that the board accepts the 2021 Waimairi-iri Kāhui Ako Memorandum of Agreement. Carried.

8 PRINCIPAL'S REPORT

- In Phil's absence, Andrea spoke to the Principal's Report. The report was taken as read, but Andrea highlighted the following points:

Self review

- Andrea noted that, due to COVID-19, faculty reviews did not occur in 2020, but the programme had been reinstated this year, with the Mathematics Faculty review having taken place recently. The review programme involved two days of discussions and observations, looking at NCEA processes and moderation, with feedback given to teachers.
- Murray noted that the faculty review had been very positively received by mathematics staff.

Professional development

- Professional development is back on track with professional learning groups.
- BHS is a pilot site for a new middle leadership programme around best practice for professional work relationships and holding difficult conversations. The programme had been well received, and middle leaders and SLT will have ongoing conversations.

Health and Safety

- Andrea advised she had attended a valuable workshop facilitated by MoE/NZ Police on emergency preparedness. Police had reviewed and were happy with the BHS Emergency Response Plan processes.
- Concern is increasing around vaping which is becoming more of an issue in higher decile schools. BHS is looking at ways to counter this through education and discipline processes.
- BHS has opted into the national programme providing access to period products.

International students

- Reduction in international student numbers is expected to be a continuing issue for the school for at least two years.

Applications for funding

- Noted that it is likely there will be some requests for approval of funding applications coming through before the next board meeting in May. Agreed to circulate these for approval via email.

Acceptance of report

- *Moved Andrea, seconded Brent* that the Principal's Report and recommendations within be accepted. Carried.

9 FINANCE REPORT

- Wayne spoke briefly to the Finance Report, highlighting the following key points:

2020 Annual Financial Statements

- The annual financial statements for 2020 are close to being finalised. Wayne noted that the 2020 surplus of \$414k will be reduced by an amount relating to the final HJ account.

Financial results to 28 February 2021

- There is a YTD surplus of \$330k due to some efficiencies and underspend in some curriculum areas. Curriculum spending, however, is likely to be a timing issue. Murray noted that some text books printed overseas are not yet available for purchase in NZ.

Donations

- An efficient process with getting invoices out early had resulted in good levels of payment being received to date.

Acceptance of report

- *Moved Wayne, seconded Tracy* that the Finance Report be accepted. Carried.

10 POLICIES

Property Management Policy

- *Moved from the Chair* that the Property Management Policy be approved, subject to final review by Wally Lauder, BHS Facilities Manager. Carried

Updates on other policies under review

- *Appraisal and Attestation*: Chris is now drawing up a policy.
- *Prevention of student bullying* – still in development.
- *Enrolment*: now with Chris for final review. Note: needs to be approved prior to open night on 18 May.

11 PROPERTY REPORT

- Minutes of the Property Committee meeting held 8 March noted.
- Brent highlighted that the school's Building Warrant of Fitness has been received, as well as the Council's Code Compliance for fire protection improvements to the Aurora Centre.

12 STUDENT TRUSTEE REPORT

- Victoria briefly spoke to the written report, highlighting recent student achievements in sports.
- *Moved Victoria, seconded Tracy* that the report be accepted and recommendations within. Carried.

13 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
Personnel 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.

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.

14 MEETING CLOSURE

- 7:00pm

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Chair

30/6/21
Date