



1 PRESENT

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

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)

2 APOLOGIES

- James McNeill

3 MEETING COMMENCEMENT

- 5:00pm

4 OPENING DISCUSSION: MASTER PLANNING

- Phil provided an overview of the latest version of the master plan. The plan detailed four stages, with scheduled commencement September 2021 and estimated to be completed over a 42 month period with work primarily funded out of the Canterbury Schools Rebuild (CSR) fund.
- *Stage 1*
 - Relocation of H1A (board owned) – new location to be confirmed
 - Demolition of F Block and F block extension. Students decant to G block.
 - Refurbishment of swimming pool (funded through School Investment Programme (SIP) contract). Resurfacing of existing tennis courts
 - Construction of new Science and Technology Block, two storey, 26 classrooms, estimated completion end 2022. New Memorial Ave pick up / drop off area
 - Transfer of Hunter Gym ownership to MoE
- *Stage 2*
 - Students in blocks C, G, I and J decant into Block 1 (Science and Technology)
 - Refurbishment of blocks I and J
 - Demolition of blocks C and G
 - Construction of new Block 2 comprising 10 learning spaces as well as deans, counselling, careers, international students, wellbeing support
- *Stage 3*
 - Demolition of Blocks X, E, A, D extension and Z relocatables.
 - Refurbishment of admin, library to create new cultural centre
- *Stage 4*
 - Demolition of block B
 - Construction of new Block 3 comprising 12 learning spaces
- *Final completion of CSR rebuild: landscaping of the 'town square'.*
- *Future options (MoE funded)*
 - Potential demolition of the admin block - Currently Admin space is over capacity but building has weather tightness issues – unknown as yet whether it may need to be demolished.

- Construction of new music /drama / dance space including smaller auditorium to support Aurora Centre. Auditorium could be constructed separately to the music/drama/dance space but indications are that this will be dependent on reduction of the admin space.
- Potential replacement of Hunter and Cross gyms.

Discussion

- There will be flexibility to individually tailor each of the buildings to ensure they meet expectations and accommodate everything that is wanted.
- Once the rebuild is completed, will revert to five year planning for maintenance.
- Confirmed that it is intended to retain a senior common room, but the new location of this has not been finalised yet.
- Confirmed that there will be flexibility to make future changes with the Ministry and BHS deciding on priorities.
- If it is going to take ten years before a new music/drama block is constructed, it may be necessary to consider refurbish and improve the current area for staff and students.
- Trustees were comfortable there had been a good deal of thought and critical analysis undertaken and were happy with the process taken in development of the draft master plan.

Agreed

- To delegate authority to the Property Committee to approve a final draft of the Master Plan.

Next steps

- The draft master plan to be circulated to staff for review and feedback.
- Trustees to provide any comments/feedback to Charles prior to the Property Committee meeting on Monday 8 June at which the plan will likely be approved.

5 REGISTER OF INTERESTS

- No changes advised.

6 APPROVAL OF MINUTES

- *Moved from the Chair* that the minutes of the BOT meeting held 29 April by videoconference be approved as a true and correct record. Carried.
- *Moved from the Chair* that the record of discussions and decisions made via email during March 2020 be approved as a true and correct record. Carried.

7 CORRESPONDENCE

- Noted

8 REPORTS

8.1 Finance Report (Andrea L)

- Andrea overviewed the comprehensive written Finance Reports, highlighting that, despite some income uncertainties created by Covid-19, the school was in a strong financial position.
- She noted that a dashboard was under development for inclusion in future finance reports.

International students

- Concern was raised around the vulnerability of income coming from the international department and the impact of lower numbers of students post Covid-19.

- Phil advised that there was work underway to consider the impacts of having lower numbers of students and suggested that further discussion be postponed until such time as this work was completed.
- Andrea noted that the new dashboard would incorporate monitoring and analysis around the impact of international student numbers and inform future planning.

OAG advice

- Andrea noted that a review of the OAG's advice to schools re audit had identified some areas where the school could do better. These included board approval of equipment leases to ensure all borrowings did not exceed 10% of operating funds. This will be added to the new dashboard.
- With regard to the OAG recommendation that a cashflow summary is produced, Andrea advised that current software did not produce this but a spreadsheet option was being worked on.

Acknowledgement

- On behalf of the Board, the Chair acknowledged the significant efforts of Business Manager, Tom Music, in producing the comprehensive Finance report for the May meeting, and also his efforts in negotiating and managing refunds to families impacted by the cancellation of overseas trips.

Approval of report

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

8.2 Principal's Report

- Phil highlighted key points in the written report, and acknowledged the considerable efforts of a number of key staff and trustees over the last two months as detailed in his report.
- ACTION: Phil/Andrea to provide a list of staff to receive the board's thanks.

School Reopening

- Phil noted that there was a 95.1% attendance rate on the first day back, against an average of 80% across NZ, with only one staff member currently prevented from being on site due to a health condition.
- The Ministry has provided a separate code for students who have signalled they are working from home – initially there were 17 students, now down to 12 with deans working with each to encourage a return to school.
- Many music, drama, dance, and sports events have been cancelled.
- There are 127 international students on site, including one who was due to return home to Argentina in April but had been unable to secure flights.

Health and Safety

- 185 staff have taken advantage of the free flu vaccinations - funded by the MoE this year.
- Andrea advised the following points:
 - Level 2 H&S Plan was developed collaboratively between HoFs and the H&S Committee.
 - The increased cleaning regime is visible and provides confidence.
 - In addition to basic requirements, staff have been provided with additional sanitisation products.
 - A Ministry directive requiring registration of parents dropping students off had resulted in students being dropped off further away, a change of behaviour which has reduced congestion.
 - A decision has been made that junior students will not be offsite during exam week, but will have a no-interruptions week onsite.

Approval of Report

- *Moved Phil, seconded Charles* that the Principal's Report and recommendations therein be approved. Carried.

8.3 Student Trustee's Report

- Anna noted that the return to school had gone well, with positive responses from teachers and no stress around work that had or had not been completed during the lockdown. She noted that seniors were very pleased to hear that the Formal will be going ahead.

8.4 Staff Trustee's Report

- Murray advised that staff were now settled, after some initial nervousness. He acknowledged the efforts of the Senior Leadership Team and noted that the lack of pressure on teachers had been appreciated.
- There was a high level of upset regarding the Teaching Council's increase in Registration fees, and the move from a three yearly to annual renewal process. PPTA meetings have been held to consider this further.

9 POLICY REVIEWS

- Review schedule noted.
- ACTION: Chris and Andrea G to discuss and prioritise policies for review.

10 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
<ul style="list-style-type: none">▪ Personnel issues▪ Request to withdraw from SMP▪ Ministry directed enrolment	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.
<ul style="list-style-type: none">▪ Aurora Centre Update	Commercial sensitivity	

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.

11 MEETING CLOSURE

▪ 7.45pm

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Chair



Date