



BURNSIDE HIGH SCHOOL BOARD

Minutes of meeting held 26 May 2021 in the Boardroom

1 PRESENT

- Charles Breurkes (Chair), Murray Paull, Phil Holstein, Brent Crammond, Chris Dann, Wayne Muncaster, Tracy Scott, Victoria Ding

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)
- Sally-Ann Goodman and Sandra Pooch (for item 3),

2 APOLOGIES

- Tracy Scott (for lateness)

3 MEETING COMMENCEMENT

- 5:00pm

4 FACULTY REPORT: MATHS

- Murray and Sandra spoke to the written faculty report. Key points were:
 - The faculty is staffed by a strong and united team of dedicated and enthusiastic teachers who are teaching across a wide range of student capabilities from those who are struggling to those who are highly capable.
 - Generally, students are not accelerated but kept with their cohorts and the focus was on broadening skill bases.
 - BHS is well above the national average in terms of the number of students engaged in maths at Level 3, and for achievement of NCEA standards and success in Cambridge exams. In response to a query, Murray explained that Cambridge exams were more rigorous, covered a broader topic range and were more challenging than NCEA and the capable students usually participated in both.
 - Students are individually provided with a variety of opportunities to participate in both national and international competitions.
 - Next year the faculty is looking at implementing a numeracy class to support Year 9 students who achieved low results in the entrance numeracy tests.
 - There will be an ongoing focus on achieving engagement of Māori and Pasifika students in Year 11 STEM subjects.
 - In 2021, there were more students engaged in the UC Stage 1 S.T.A.R. course than ever before. This course is funded by UC's Engineering Faculty and involves students undertaking tuition outside of school hours, and undertaking first year papers.
- Sally Ann noted that collegiality, innovation and passion were key factors behind the success of the Maths Faculty.
- Charles acknowledged and thanked Murray and Sandra for their leadership of the faculty.

5 REGISTER OF INTERESTS

- No changes advised.

6 MEETING HELD 24 MARCH 2021

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

7 CORRESPONDENCE

- A letter of the Office of the Mayor, thanking BHS for its contribution to the National Remembrance Service was noted.

8 CHAIR'S BUSINESS

8.1 Application for funding

- The board resolved that a request be made to the Southern Trust for funding of \$19,205.20 for airfares to the following sports events:
 - NZSS Girls Basketball in Invercargill from 1-2 Sep
 - NZSS Federation Cup Girls Hockey, Napier, 30 Aug - 4 Sep
 - NZSS Rankin Cup Boys Hockey, Auckland, 30 Aug – 4 Sep
 - NZSS Boys Football, Lotto Premier, Auckland, 30-Aug – 3 Sep

8.2 Request for approval of additional funding for pool refurbishment

- *Moved from the Chair* that the Board approve allocating a further \$42,798.80 exc GST towards the pool refurbishment project. Carried.
- The following points were noted:
 - This amount comprises \$31,563.00 to replace the concrete pedestrian area around the pool, \$7,345.00 for an pool cover auto-winder, and \$3,890.80 representing the 10% contingency required by MoE.
 - The allocation of the \$42k has been given due consideration in relation to the 2021 forecast deficit.

8.3 Notification of enrolment scheme changes

- The Chair advised that the BHS board has been notified of a proposed change in enrolment schemes for both Marian College and Villa Maria College.
- While the documentation received did not make it clear what these changes were, it was agreed that it was unlikely they would have any material impact on BHS.

8.4 PPTA 'Promise to New Teachers'

- Noted that the PPTA has requested that the board signs the tabled document. It was noted that some of the requirements outlined in the document fall outside the collective. Agreed not to sign at this point but to await further guidance following discussion within the local PPTA branch.
- ACTION: Murray to discuss further with the BHS PPTA representative.

8.5 Approval of 2020 Annual Report

- A final draft of the 2020 Annual Report has been circulated via email to the board. Trustees to provide approval to Charles via email.

9 MASTERPLANNING

- Phil provided a presentation on the internal footprint of the three new buildings, noting that there has been broad consultation on design.
- *Moved from the Chair* that the board approves the internal footprint in principle and authorises progression of final plans. Carried.

10 PRINCIPAL'S REPORT

- Phil spoke to his written report, with the following points highlighted:
 - NCEA expectations and targets have been a focus in discussions with Year 11 students.
 - *Student conferences*: Murray highlighted that not all parents can get time off work to attend daytime appointments.
 - *Summary of engagement report*: it will be interesting to see how the improvement in Year 10 engagement levels flows through into the 2021 Year 11 data.
 - *Leaving data*: 81% of year 13 students moved into tertiary education. Noted that links with UC have been strengthened over the last few years.
 - *Specialist Music Programme*: there are 91 students this year. The slight decrease in numbers has been influenced by COVID related impacts, having fewer international students, and some male students choosing to undertake private tuition instead.
 - *NCEA changes*: highlighted that while MoE had announced an intention to implement changes in 2023, information received to date has essentially been aspirational rather than specific in nature.
 - *Staff flu vaccinations*: around 160 staff have been vaccinated.
 - *Vaping*: vaping is becoming an increasing issue of concern for schools in Christchurch. Educative messaging has been provided to teachers, students and parents, and firm disciplinary procedures have been adopted. Christchurch principals have approached the MoE for further advice on how to address this.
 - *Attendance and achievement*: Phil highlighted that students of Asian descent are consistently achieving higher level of qualification and attendance. Consideration is being given to how the achievements of Māori, Pasifika and European students can be improved.
 - *PPTA Donations*: donations to areas within the school were acknowledged. It was noted that the PTA achieves a significant level of income by way of PTA donations and the uniform shop and suggestions of where donation of PTA funds would be of particular benefit could be made.

2022 enrolments

- Recent data indicates there are currently 543 Year 8 students living in zone (480 in 2020). Phil advised that, at this stage, it looks likely that, for the first time, it will not be possible to offer places to all six priority applications prior to the general ballot.
- Noted that the Ministry is proposing to make some changes to priority groups. ACTION: Andrea to circulate a link to the discussion document.

Acceptance of report

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

11 FINANCE REPORT

- Wayne spoke to the written Finance Report, noting the following points:
 - It is the responsibility of board members to review the Annual Financial Statements. Wayne confirmed that under the terms of the Education and Training Act 2020, the Chair and Principal are mandated to sign the Annual report.
 - The Finance Committee had discussed the proposed increase to international student fees.
 - Wayne noted that results to date were very pleasing. Future reports will include a graph tracking spending of uncommitted funds.
- *Moved Wayne, seconded Brent* that the Finance Report be accepted. Carried.

12 POLICIES

Enrolment Policy

- *Moved Chris, seconded Charles* that the Enrolment Policy be approved subject to changes clarifying how to access the BHS home zone details. Carried.

Community and Whānau Liaison

- *Moved Chris, seconded Tracy* that the policy be approved subject to minor changes to be finalised by Chris. Carried.

Staff Professional Growth and Certification

- Noted that this is a new policy replacing the Assessment and Attestation Policy.
- *Moved Chris, seconded Wayne* that the policy be approved subject to minor additions discussed at the meeting. Carried.

Creative Commons Policy

- *Moved Chris, seconded Brent* that the policy be approved subject to the inclusion of points raised at the meeting. Carried.

Preventing and Responding to Harmful Behaviour

- A draft of a new policy which will replace the 'Prevention of Student Bullying' was tabled for initial discussion. Will be tabled for approval once the internal review process has been completed.

Treaty of Waitangi Policy

- Chris tabled a draft of the policy under review for consideration. Agreed to link Mikaere Greenslade/Ngāi Tahu into the review process.

13 PROPERTY COMMITTEE REPORT

Aurora Centre update

- BHS legal adviser has been advised that all future communications with regard to the final account are to be through Hampton Jones' solicitor. Progress has been slow, despite weekly requests for movement by Charles.

Master planning

- Brent advised that the Ministry had proposed undertaking the construction of all three new buildings at the same time. However, after consideration of decanting requirements and associated cost impacts, BHS did not consider this to be a viable option.
- It has subsequently been agreed with the Ministry that Block 1 will be constructed first, with construction of Blocks 2 and 3 to commence following completion of Block 1.

14 STUDENT TRUSTEE REPORT

- Victoria spoke to her written report, highlighting the following points:
 - The Student Council is working on raising awareness and providing information around non-smoking/non-vaping.
 - The Uniform Committee has reviewed results of the uniform survey and is about to establish some focus groups.
- *Moved Victoria, seconded Chris* that the Student Report and recommendations within be accepted. Carried.

15 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 12("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
Directed Enrolments	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.
Specialist Music Programme	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")	
Personnel 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")	

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.

16 MEETING CONCLUSION

- 9:20pm

17 SUMMARY OF ACTIONS

Agenda item	Meeting date	Action required	Person
<i>PPTA Promise to New Teachers</i>	26/05/21	Discuss with BHS PPTA representative	Murray
<i>Enrolment</i>	26/05/21	Circulate link to MoE discussion document re changes to priority groups	Andrea

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Presiding Member

30/6/21

Date