



1 PRESENT

- Charles Breurkes, Brent Crammond, Murray Paull, Tracy Scott, Victoria Ding, Phil Holstein, Andrea Loubser, Chris Dann

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)

2 MEETING COMMENCEMENT

- 5:00pm

3 REGISTER OF INTERESTS

- No changes advised.

4 MEETING HELD 28 OCTOBER 2020

4.1 Approval of minutes

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

5 CORRESPONDENCE

Inwards Correspondence

- The following items of inwards correspondence were noted:
 - ERO Correspondence (post October interviews)
 - Casebrook Intermediate School (re proposed enrolment zone change). The board resolved to accept this change – Charles will respond
 - Matt White (notice of resignation and acceptance)

Outwards correspondence

- Nil

ERO correspondence

- This correspondence provided post interview feedback to BHS.
- Noted that, from 2021, ERO will be moving from the previous three year review model to an ongoing and continuous process with a designated reviewer.

6 CHAIR'S BUSINESS

6.1 Selection of Trustee

- Charles advised that there was a need to select a parent trustee to fill the vacancy left by James McNeill.
- *Moved Tracy, seconded Chris* that Brent Crammond be selected as a parent trustee on the BHS Board. Carried.

- A trustee with appropriate accountancy skills and experience has not yet been found to fill the vacancy of Finance Committee chair which will occur when Andrea Loubser retires from the board after the Feb 2021 meeting.
- A letter from the Chair will be sent to the school community, as well as the parents of incoming Yr 9 students, announcing Brent's selection and seeking expressions of interest from any Chartered Accountant from the extended school community who may be prepared to take over Andrea's role.

6.2 Appointment process: DP Engagement/Head of Te Puna Raki, North Division

- Three candidates will be interviewed on Monday 30 November. Schedule of interviews and questions tabled.

6.3 Applications for funding

- *Moved from the Chair* that the following resolutions be approved:
 - Resolved that an application be made to NZ Community Trust for accommodation for a team travelling Alexandra to attend the SISS Softball Championship. The total amount requested is \$1,060.00 (excl GST).
 - Resolved that a request be made to One Foundation, for funding for the amount of \$10,024.00 (excl GST) for accommodation for 30 students and six adults attending the NZ Secondary Schools' Volleyball Championship in Palmerston North.
 - Resolved that an application be made to Air Rescue Services for funding of \$13,120.00 (excl GST) for flights for 46 students, teachers and coaches travelling to Palmerston North for the NZ Secondary Schools' Volleyball Championships on 22-26 March 2021.

7 PRINCIPAL'S REPORT

- Phil spoke to his written report, highlighting key points, including the announcement of Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl for 2021.

Investment in Schoology

- The decision made three years ago to invest in Schoology proved worthwhile. This was evidenced during lockdown and a recent survey which demonstrated wide support from staff.
- Andrea confirmed that Schoology personnel provided BHS with good support. She also noted that there were a number of developments progressing outside of this platform.

Appointments

- Andrea G confirmed that the end of year appointment process was almost finished.

Teacher only day: NCEA changes

- Feedback had been reasonably positive.
- Noted NCEA changes are impacting on some staff more than others. There was an ongoing focus to build on learning through the lockdown, particularly around student agency, and to look at how programmes and pedagogy could be appropriately altered.

International students

- Initially we planned for 150 FTE international students this year. This narrowed to 125 and has been adjusted in the budget to 124.63 post COVID-19. Some refunds are still to be processed. We are budgeting on 83 for 2021. Craig Rosengrave has been elected on to the Christchurch Educator board – a network of education and business organisations. This is an indication of the high esteem in which Craig is held. An acknowledgement will be sent to Craig from the board.

Yr 9 enrolments

- Confirmed 470 Yr 9 students are enrolled for 2021.

- The Yr9 familiarisation day went well with over 400 attending.

Kāhui Ako

- Three principals share the leadership role, with a rolling process of appointment. Charles, as a member of the Kāhui Ako Steering Group, was involved in appointment of the third principal for 2021/22 who will be Eddie Norgate from Cobham Intermediate.

PTA donations

- Applications for funding have been shortlisted, and the PTA will be deciding on allocation of the \$17k of funds available for donation.

Upcoming events

- *Fiafia: Tuesday 1 December*
 - Charles and Victoria attending
- *Poroporoaki: Thursday 3 December*
 - Charles, Murray, Tracy, Andrea L attending
- *Board dinner: Wednesday 15 December*
 - Madam Kwong's, Blenheim Road.
 - 5:30pm, board meeting to approve 2021 budget in principle – final budget will be tabled for approval, February 2021 meeting
 - 6:00pm, dinner

Approval of Report

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

8 FINANCE REPORT

- Andrea L briefed the board on discussions at the Finance Committee meeting held 18 November 2020. Key points were:
 - October results had produced an operational surplus of \$368k.
 - Tom has completed extensive work on the forecast, which had been significantly updated from last meeting and now showed that there was likely to be a year-end surplus of \$523,800. This was particularly pleasing given the projected deficit next year.
 - The 2021 budget was firming up along lines previously presented.
 - Lower levels of donations and interest income have been flagged as items which will affect 2021 revenue.
 - Andrea confirmed that a percentage of the operations grant is allocated to offset the cost of relief teachers.
- *Moved Andrea L, seconded Brent* that the Finance Report be approved. Carried.

9 POLICIES

9.1 Privacy Policy

- The new Privacy Policy was tabled for discussion and approval.
- Andrea G advised that the BHS Privacy Officer is the Associate Principal (not the Business Manager)
- *Moved Chris, seconded Charles* that, with this change, the Privacy Policy be approved. Carried.

9.2 Search and Seizure

- Chris provided background to proposed changes to the Search and Seizure of Property Policy.

- *Moved Chris, seconded Brent* that the Search and Seizure of Property Policy be approved. Carried.

9.3 Property Policy

- Chris briefed the board on proposed changes to the Property Policy.
- *Moved Chris, seconded Phil* that the Property Policy be approved, subject to minor changes discussed at the meeting. Carried.

9.4 Prevention of Student Bullying

- Andrea G advised that this Policy was almost ready for presentation to the board for approval. February 2021 agenda item.

10 PROPERTY REPORT

- Brent provided an overview, noting the following points:
 - The Hampton Jones final invoice for Project Management is still under negotiation.
 - The fire protection solution involving installation of lighting on stairs has been signed off by Council. Much of the work involved can be done internally.
- Master Planning:
 - Weather tightness discussions are ongoing.
 - BHS will be making an application for funding to offset additional work required of staff involved in master planning.

11 STUDENT TRUSTEE'S REPORT

- Victoria provided a brief overview of her written report, outlining key successes.
- *Moved Victoria, seconded Chris* that the Student Trustee's Report be received. Carried.

12 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
<i>Request to withdraw from SMP and remain enrolled at BHS</i>	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) 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>Complaint regarding staff</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 complaints), being a good reason for withholding information under s9(2) 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.

13 MEETING CLOSURE

- 7:15pm

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Chair



Date