



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)
- Tom Music (BHS Business Manager) for item 3

2 MEETING COMMENCEMENT

- 5:00pm

3 OPENING DISCUSSION: 2021 BUDGET

- Tom Music, Phil Holstein and Andrea G led discussion around the 2021 budget, including outlining a presentation that had been delivered to staff. Key discussion points were:
 - The 2021 budgeted deficit of \$900k reflects a budgeted drop in income of more than \$1m, mostly due to the impact of lower interest rates and lower international student numbers and the associated uncertainty around when NZ's border may open.
 - The school had a solid financial base, with good levels of working capital and reserves.
 - The budget is looking at a one year horizon – more may be known early in 2021 to inform future courses of action.

School roll

- The agreement with the MoE to reduce the roll can be controlled through Yr 9 enrolments and through reduction in out of zone student numbers. However, it was noted that in zone Yr 9 enrolments are increasing.
- Aiming to achieve 465 Yr9 enrolments for 2021 - currently on 459. Total roll is predicted to be 2333, plus fee paying students.
- It is planned to achieve a reduction in roll to 2199 in 2024.

Donations

- A lower level of donations is expected (currently sitting at 53% for 2020).

International students

- Before the impact of COVID-19 was experienced, 28% of the school's non-staffing income came from international fee-paying students, however it is predicted that numbers will reduce to 87 international students in 2021.
- There is no certainty around any further government subsidies to offset the impact of lower international student numbers.
- Noted that affected Auckland schools are investigating the option of establishing quarantine facilities for international students.

2021 staffing position

- Andrea G advised that the aim was to get the best people in front of students in the best way.

- Reduction in staffing numbers is currently being achieved through attrition rather than a redundancy process.
- Work was also being undertaken to achieve efficiencies such as reducing external relief teacher costs.
- In 2021, there will be no salary increases or payments made other than those required under the terms of relevant Collective Agreements.

Master planning

- Design workshops are currently focused on the first two new buildings. Still waiting on feedback from the MoE Design Review Process on space entitlements.
- A weather tightness report for the Admin building is currently being reviewed by MoE but it is understood that there are no structural changes planned for I and J block or the Admin building at this time.
- Discussions with staff are underway around commencement of decanting into G block.
- Timetable:
 - Next 6 months – installation of astro turf, swimming pool upgrade
 - 2021/2022 holiday break - Demolition of F block
 - Construction of new science/technology building to possibly commence February 2022 with completion in 2023.
 - Building of library/student support building likely to commence in 2024.

3.1 Summary

- Charles highlighted that while there were sufficient funds in reserve to meet the budgeted deficit in 2021, if the international student market issues were not resolved, 2022 could be a difficult year for the school.
- Noted that staff were well informed and appreciated the budget situation for the coming year.

4 REGISTER OF INTERESTS

- No changes advised.

5 MINUTES

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

6 CORRESPONDENCE

- Letter from Merrin School dated 24/09/20 advising directed enrolment zone change. Noted that Merrin School was a key contributing school to BHS.
- *Moved from the Chair* that the board writes to Merrin School endorsing the zone change. Carried.

7 CHAIR'S BUSINESS

7.1 End of year Board function

- To be held 16 Dec at 6pm at Madam Kwongs, Riccarton Road, preceded by a budget meeting at 5.30pm.

7.2 Resignation of trustees

- The Chair advised that, due to increasing work pressure, Andrea Loubser is planning to tender her resignation from the board. Andrea's last official board meeting will be the December meeting, however she will attend the February 2021 meeting for approval of the final budget.
- The board discussed selecting trustees to replace Andrea L and James McNeill.
- Noted that chartered accountancy skills would be of significant value to the board, as would achieving Māori or Pasifika input and agreed to canvas parents and staff for potential contacts.
- Noted that former trustee, Susan MacAuley had agreed to provide accountancy input in the short term.

7.3 Uniform by laws

7.3.1 Proposed change to jewellery rules

- Phil spoke to a proposed change to the uniform by laws which would permit two small ear studs or sleepers (currently one), and one small nose stud. He noted that there was a groundswell of opinion from students, and supported by deans, that the current requirements were outdated. Comparison against other school's uniform rules showed that other schools were more lenient around jewellery restrictions.
- Moved from the Chair that the board agrees a change to the uniform by-laws to allow two small ear studs or sleepers, effective from beginning of 2021 school year. Carried.
- The board requested that the issue of permitting nose studs be taken into the wider uniform review survey.

7.3.2 Uniform review process

- The board endorsed the proposed uniform review process and timelines. It was confirmed that parents and staff will be included in focus groups.

8 REPORTS

9 PRINCIPAL'S REPORT

- The Principal's written report was largely taken as read. Phil highlighted the following points:

Health and Safety Committee

- Andrea G noted that the H&S Committee had recently met. The accident register was reviewed with no particular concerns raised. She noted that in the new year, there will be communication to staff around key skills, defibrillator use etc.

Kāhui Ako

- Noted that the election of the three principal leads was in process.

Approval of report

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

10 FINANCE REPORT

- Andrea L noted that the Finance Committee was comfortable with the September financial results which included a forecast that end of year results would be favourable to budget.
- Noted that the auditor would be on site on 23 November to begin the interim audit.
- *Moved Andrea L, seconded Tracy* that the Finance Report be accepted. Carried.

11 POLICY REVIEWS

Schedule of Delegations

- Chris advised that no substantial changes had been required. Some minor changes were made to achieve consistency with the Financial Management Policy and associated procedures, update statutory references and align Finance Committee and Property Committee delegations.
- *Moved Chris, seconded Brent* that the updated Schedule of Delegations be approved. Carried.

Financial Management Policy

- This comprised of an overarching financial management policy with supplementary policies and procedure statements. Changes had been made to ensure consistency and accuracy, and to cross reference other policies where relevant.
- *Moved Chris, seconded Andrea L* that the Financial Management Policy be approved. Carried.

Assessment and Reporting Policy

- Noted that this policy was anchored with regulatory requirements.
- *Moved Chris, seconded Brent* that the Assessment and Reporting Policy be approved, subject to one minor change identified in the meeting. Carried.

Privacy Policy

- ACTION: draft copy to be made available for review/feedback.

Risk Management Policy

- Agreed this policy is the next priority.

12 OTHER REPORTS

12.1 Student Report

- Victoria spoke to her written report, noting that she had found the student trustee training course very useful.
- *Moved Victoria, seconded Brent* that the Student Trustee's report and recommendations therein be accepted. Carried.
- Tracy noted that the senior girls' volleyball team had recently won the Canterbury tournament.

12.2 Property Report

- Minutes of the Property Committee meeting held 12 October 2020 were noted. Brent highlighted that \$70k has been received back from Watts and Hughes.
- Noted that the proposed fire protection solution for the Aurora Centre has now been signed off by Council.

13 GENERAL BUSINESS

- Youth Worker Term 3 Report tabled and noted.

14 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>Requested enrolment and 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 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").	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.

15 MEETING CLOSURE

- 7:45pm

SIGNED AS A TRUE AND CORRECT RECORD



Charles Breurkes, Chair

24/2/21

Date