

BHS BOARD

Minutes of meeting held 3 April 2023 in the Boardroom

1 PRESENT

- Chris Dann (Chair), Murray Paull, Andrea Griffin, Sam Brock-Smith, Amy Liu, Kelly McGowan, Thomas Brocherie, Chris Wallace

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)
- Lizzie Harrison (for item 3.1), Rebecca O'Loughlin (for item 3.2)

2 MEETING COMMENCEMENT

- 6:20pm

3 OPENING DISCUSSIONS

3.1 Faculty report: ESOL

- Lizzie Harrison briefed the board on the ESOL department's thoughts in response to the Ministry's ESOL verification visit report which was included in the Board papers for the February meeting, including the recommendations included in that report.
 - The report suggests that a high number of students are eligible for, but are not receiving, ESOL funding. However, the numbers are somewhat misleading because many students progress quickly into mainstream classes so no longer meet the funding criteria.
 - The Ministry has highlighted the importance of BHS picking up all students who needs ESOL, as information may not come through from feeder schools. This information needs to be accelerated so ESOL students are able to pass the NCEA literacy standards.
 - ESL students who are not in the intensive class, come out of (i.e. are released from) English classes only. Currently, being taken out of social science classes also is being considered to give these more ESOL hours so they can accelerate their learning.
 - While meetings are held with new teachers to discuss teaching ESL students, it is important to also provide whole staff PLD.
 - Staff are familiar with the new literacy standards, and another part is upskilling those teaching ESOL students.
 - ESOL students with learning disabilities face additional challenges. Some bi-lingual assessments have been done, with people in the community with first language skills assisting
 - The majority of international students attend ESL classes, but depending on the level of English they learned, there will be some who go directly to mainstream classes.
 - Currently, ESL students are arriving most weeks with increasing numbers of students requiring testing.
- Andrea highlighted that ESOL was a growing area of need, making staffing more challenging as it was important to keep class numbers low.

3.2 Academic results

- Rebecca O’Loughlin briefed the board on the 2022 academic results achieved by BHS students. Key points were:
 - 2022 was recognised as the toughest of the three years in terms of Covid interruptions and results were very pleasing, well above national level and also when compared to other decile 8 schools.
 - There was a slight dip in Y11-Y12 achievements from previous years, with results being similar to the period before Covid.
 - Y13 results were very pleasing with increases in both NCEA and University Entrance achievements.
 - Achievements were fairly even across genders.
 - Level 1 NCEA achievements for Māori and Pasifika students was disappointing. A group of these students, who are now in Year 12, are being tracked so that supports can be put in place if required. Achievements at Levels 2 and 3 have also dropped. Management are looking to understand this trend further.
 - There were very pleasing results in endorsement data: top students aim for this academic goal.
 - Overall scholarship results were outstanding and well above 2021 achievements. It is understood that one student will be receiving a national Premier Award.
- Andrea noted that faculties are currently preparing their 2022 annual reports with no apparent trends identified.
- Kelly cautioned against blaming students for disappointing achievements, and highlighted the need to look at supports the school can put in for Māori and Pasifika students.

4 REGISTER OF INTERESTS

- Chris Wallace advised that he is providing consulting services to Canterbury Education Services (CES). However, that role was not seen as a potential or actual conflict of interest and noted for completeness.
- No other changes advised.

5 MEETING HELD 22 FEBRUARY 2023

5.1 Approval of Minutes

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

5.2 Matters arising

- *Privacy:* In response to privacy concerns raised by members of the Board regarding references to individual students in the Board papers (specifically references to individuals achieving success in various fields), Chris D commented that students’ names were not mentioned in meeting minutes or any other publicly available Board documents and accordingly the students’ privacy was not at risk.

6 CORRESPONDENCE

- The following items of correspondence were noted:
 - St Thomas of Canterbury, 6/3/23 (enrolment zone consultation)
 - PPTA: notice of strike action
 - CES, 14/3/23 (call for board nominations)
 - Electoral Commission (voting locations, 2023 election)

- MoE: consultation on schools' planning and reporting regulations and supports

2023 Election

- Agreed to accept the request for Burnside High School to be designated a polling station for the 2023 Elections.

Reporting regulations

- Chris D highlighted that many of the requirements in the new regulations were currently being met. There may be a need to think about "measures, evidence and processes to evaluate progress" which had previously been in the implementation plan but may need to be included in the strategic plan.
- The new regulations required the strategic plan to be reviewed by the first of January of every year following board elections. Board members felt it was a flawed process for a new board to be charged with developing a strategic plan so soon after the elections.
- It was also noted that the draft regulations required each Annual Report to include (among other things) progress toward instruction in tikanga and te reo.
- Agreed that further discussion on the strategic plan (and content of the Annual Report and Annual Implementation Plan) should be deferred for the new principal's input.

7 PRESIDING MEMBER'S BUSINESS

New website

- Chris D noted that, while there were some content gaps and updates to be made, the new website was generally looking good. He noted that an e-Prospectus will be added which will be useful for international students.

ERO reports

- Chris D advised that slightly updated initial ERO reports (profile report, international students report and Board assurance with regulatory and legislative requirements report) had been received and circulated by email to Board members prior to the meeting. The reports were positive and a few small tweaks to the three reports would be requested. In particular:
 - The ERO focus will be on internal evaluation as further discussed in the Principal's report below: *"ERO and the school are working together to evaluate the effectiveness of its school-wide use of internal evaluation and reporting for improvement and innovation as it implements the new, visionary strategic plan for its future"*
 - The Board assurance report noted one area of non-compliance regarding the physical restraint policy. However, new Rules requiring updates to the policy do not come into force until early May so it is considered the School is in fact fully compliant. Nevertheless, updates to the policy to address the new Rules will be considered later in the meeting and, if adopted, the new policy provided to ERO to ensure that BHS is recorded as fully compliant.

Mana whenua representation on the board

- Chris acknowledged the correspondence received from Lynne Te Aika. Ngāi Tūāhiwi is able to support a Māori whānau member to develop into a Board role but doesn't have a supply of Ngāi Tahu candidates readily available. Lynne encouraged the Board, the SLT and the new principal to attend the Tūāhiwi Education workshops.
- Agreed to discuss the importance of building this relationship with the new principal.

8 PRINCIPAL'S REPORT

- The Principal's Report was taken as read, with the following points discussed:

8.1 ERO framework

Andrea briefed the board on progress to date, noting the following points:

- The ERO review process started at end of last year, initially focused on compliance components with a pleasing outcome and reports received.
- This year, Juliet (ERO) had met with senior leaders, curriculum leads, students, and the International Department and it was confirmed BHS is doing everything required.
- Some slight changes to the Annual Plan were required with some items removed, and ERO outcome indicators included.
- The strength of the school were seen to be its values, student led culture, and Māori engagement.
- New work will be focused on continuous improvement – evaluating the evaluation. This would include outcomes for Māori and Pasifika achievement.
- Area identified for strengthening were:
 - Faculties reviews
 - Academic measures and student voice
 - Improved processes.
 - Assessing the impact of projects.
- Attendance was an area of focus - the Ministry is pushing to get 90% and above and ERO is interested in what BHS intends to do about this.
- ACTION: Andrea to arrange for Juliet to meet with the board (after the new principal commences).

8.2 Disciplinary issues

- The board discussed the increase in discipline issues arising over recent months, particularly related to violence which is also being experienced by a number of other secondary schools in Christchurch.
- The pastoral team has been considering ways in which to combat some of these issues. A suite of strategies and range of initiatives may be required.
- Employment of an in-house Attendance/Whānau /Engagement Offer focusing on disengaged students who are not gaining literacy and numeracy skills is seen as a valuable tool to be explored. An approach has been made to the Ministry of Education for access to regional resource funding to be invested in employing an Attendance/Engagement Officer.
- The board strongly supported this initiative. To be discussed further at the May board meeting.

8.3 Annual Plan

- Following discussion with ERO, some items originally in the plan for 2023 have been pushed back into later years. A number of ancillary strategic documents were overdue for review including long term plans for international fee paying students, and IT.
- Agreed review of those ancillary strategic documents needs to be postponed until after the new principal commences.
- It was noted that a target or measure needed to be added to the te ao māori understanding target (2.1) in the Annual Plan (for the actions of "continuing to develop te reo Māori basic proficiency for all staff" and "supporting staff to meaningfully incorporate tikanga Māori into everyday life and all classrooms") as well as action 5.2.1 ("Revising our international growth strategy (including targets)").

9 FINANCE REPORT

- Amy spoke to her written report, highlighting the following:

9.1 2022 financial year

- Following end of year adjustments, the final result was a deficit of \$68,519, a positive variance of \$859k. The positive variance was mainly due to:
 - Increased income from government grants (which included pay equity funding), other grants, fundraising and an increase in international student numbers.
 - Savings in expenditure across most departments, as well as lower property related costs.

9.2 Monthly financial statements

- An operating surplus of \$382k in February 2023 was essentially due to timing differences. The forecast year end result has been adjusted slightly to now reflect a \$851k deficit.

9.3 2024 School donation

- Noted that the board had delegated authority to the Finance Committee to finalise the 2024 donations. These have been set at:
 - \$220 for one child
 - \$315 for two children
 - \$415 for three children

9.4 Future planning

- Sam and Amy highlighted the importance of having a long term plan before confirming the 2024 budget. On behalf of the Finance Committee, the Business Manager is identifying major levers, and will produce a range of scenarios within a sensitivity analysis model to enable better understanding of budget influences and consideration of how reserves can be grown.

9.5 Aurora Centre

- Agreed to contract BDO to undertake a review of viability and impact of the Aurora Centre operation.
- ACTION: Andrea to circulate a copy of the report provided by BDO in 2016.

9.6 Schedule of Delegations

- Noted that the Finance Committee has reviewed the Schedule of Delegations and recommends to the board that no changes are required at this time.
- *Moved by the Chair* that the current Schedule of Delegations be approved for a further year. Carried.

9.7 Board Plan

- The concept of developing a Board Work Plan was strongly supported.
- ACTION: Sam to develop the initial 'strawman' draft included within the Board papers.

9.8 Establishment of an Alumni

- ACTIONS
 - Andrea to discuss with Scott
 - Chris W to circulate information
 - Sam and Amy to progress enquiries.

9.9 Uniform Shop

- A profit of \$25k had been achieved to date. The need to establish if it is viable in the long term was noted.

9.10 Acknowledgement

- *Moved by the Chair* that the board formally acknowledges and thanks Business Manager, Tom Music, for the significant amount of additional work he has undertaken related to the adjustment of support staff grades and establishment of the new uniform shop. Carried.

9.11 Acceptance of report

- *Moved Amy, seconded Sam* that the Finance report be received. Carried.

10 OTHER REPORTS

10.1 Property Report

- Minutes of the Property Committee meeting held 6 March 2023 were noted. The following points were added:
 - Confirmed that reducing insurance cover on Aurora Centre would achieve little in savings.
 - Assessment of I and J Block has been completed. A report is due in approximately ten weeks.

10.2 Student Report

- Thomas highlighted key points in his written report.

11 POLICIES

Child Protection Policy

- Chris D outlined changes, highlighting that in terms of police vetting, BHS goes further than legally required by requiring vetting of volunteers in appropriate circumstances (such as where a volunteer will have unsupervised access to students, e.g. on an overnight trip).
- *Moved from the Chair* that the Child Protection Policy be approved. Carried.

Student Behaviour, Reducing Student Distress, and Use of Restraint Policy

- Chris D briefed the board that the Student Behaviour Policy had been reviewed last year, however, new rules and guidelines have been introduced with a specific requirement to have a new policy in place by May. As a result the previous policy has been updated and expanded to reflect the rules and guidelines.
- *Moved by the Chair* that the Student Behaviour, Reducing Student Distress, and Use of Restraint Policy be approved. Carried.
- It was noted that continuous improvement of this policy should remain a focus, particularly to expand policy and procedure related to reducing and managing student distress.

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 13 ("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:

<i>General subject</i>	<i>Reason for passing this resolution</i>	<i>Ground(s) under s48(1) for the passing of this resolution</i>
Student 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.
Staff related matters		

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 SUMMARY OF ACTIONS

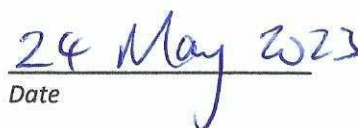
<i>Issue</i>	<i>Meeting</i>	<i>Action required</i>	<i>Person</i>
ERO	3/04/23	Arrange for Juliet to meet with the board (after Scott commences)	Andrea
Aurora Centre	3/04/23	Circulate copy of 2016 BDO report re Aurora Centre	Andrea
Board plan	3/04/23	Prepare draft of board plan	Sam
Alumni	3/04/23	Discuss with Scott	Andrea
	3/04/23	Progress enquiries	Sam/Amy

14 MEETING CONCLUSION

- 9: 15pm.

SIGNED AS A TRUE AND CORRECT RECORD


 Chris Dann, Presiding Member/Chair


 Date