



BHS BOARD

Minutes of meeting held 22 February 2023 in the Boardroom.

1 PRESENT

- Chris Dann (Presiding Member and chair of the meeting), Sam Brock-Smith, Chris Wallace, Amy Liu, Kelly McGowan, Andrea Griffin, Thomas Brocherie

1.1 In attendance

- Alan Robertson, Sheryl Crase (minutes)

2 ELECTION OF PRESIDING MEMBER

- The Board Secretary called for nominations with only one nomination received.
- *Moved Chris W, seconded Sam* that Chris Dann be elected Presiding Member for the 2023 year. Carried

3 ELECTION OF DEPUTY PRESIDING MEMBER/CHAIR

- *Moved Murray, seconded Chris D* that Chris Wallace be appointed Deputy Presiding Member. Carried.

4 MEETING COMMENCEMENT

- 5:05pm

5 REGISTER OF INTERESTS

- Murray advised he had moved from Head of Department to a teaching role.

6 MEETING HELD 23 NOVEMBER 2022

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

7 MEETING HELD 19 DECEMBER 2022

Approval of minutes

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

Matters arising

- ACTION: Andrea to set up a gift register as required under the Gifts and Koha Policy.

8 CORRESPONDENCE

BHS-CCC correspondence re students crossing Memorial Avenue

- Noted. Andrea advised that efforts to reduce risk to students crossing Memorial Avenue were ongoing.
- Chris W offered to represent the board at any future meetings with Christchurch City Council..

Donations letter

- Noted. Andrea confirmed that no negative feedback had been received since the letter was sent out.

9 PRESIDING MEMBER'S BUSINESS

- Noted that the following resolution was approved unanimously, by email, on 2 February 2022:
That the board approves an application be made to Air Rescue Services Limited for funding of \$20,455.56 (GST exclusive) for accommodation for 40 students and six teachers attending the NZ Secondary Schools' Volleyball Tournament to be held 27-31 March 2023 in Palmerston North.

Aurora Centre

- The board was briefed regarding a positive meeting with the MoE held recently to discuss Aurora Centre ownership options. There is a short window of opportunity to consider all options, which include the Ministry potentially taking ownership. However, there are implications associated with each of the options available and before a decision can be made, it will be necessary to understand the Ministry's plans for I and J blocks. The BHS Property Committee will continue to discuss with the Ministry, with any proposals brought back to the board for discussion.
- In the meantime, the Facilities Manager is investigating options around Aurora Centre insurance cover.

Uniform issues

- Andrea advised that feedback from the school community had been 100% positive. There were some concerns around delayed supply of blazers.
- Thomas said he did not believe the new uniform was a contentious issue among students.
- Selling through BHS was intended to reduce cost for the school community and generate a small profit for investing back into the school. For now, existing staff are managing the uniform shop. The Finance Manager will undertake a cost-benefit analysis (of continuing to sell the uniform exclusively through the school using existing school staff) after around three months' operation.

Kāhui Ako Stewardship Group

- Kelly briefed the board regarding the Kāhui Ako Stewardship Group where some members of school boards met twice a year to share information and discuss topical issues. Agreed Kelly will represent the BHS board on this group.

10 PRINCIPAL'S REPORT

- Report taken as read. The following points were highlighted:

Provisional results

- BHS students had achieved good results in NCEA, particularly at Y13 level.
 - A high number of scholarships awarded (83).
 - Last year's Y13 cohort had achieved the best ever results in Cambridge exams, with Years 11 and 12 also achieving good results.
 - Level 1 Maori and Pasifika results were down slightly and will be working on this. A further breakdown will be provided next meeting.
- ACTIONS: Sheryl to prepare congratulatory letters to each faculty having had scholarship(s) awarded.

Emergency response drill

- Alan briefed the board on the recent emergency response drill. The entire school was evacuated and assembled in less than 10 mins with the only issue identified being bottlenecks created by the new build. Alan noted that, in the event of an emergency for which such bottlenecks would give rise to a H&S risk, staff knew to direct students in a different direction.

ERO

- ACTION: Andrea to discuss with Juliet (our ERO review officer/evaluation partner) her attendance at a future board meeting.

MoE ESOL Verification Report

- Head of English, Lizzy Harrison, will be presenting to the next board meeting. Confirmed that many of the recommendations set out in the Ministry report have already been implemented.

International students

- Numbers are tracking positively - this may require some adjustments to classes. While there had initially been some concerns around available homestays, there are now expressions of interest in this.

Disciplinary matters

- There have been some recent issues with a small number of disengaged Yr9 and Yr10 students involved in fighting.
- Appointing an internal engagement and attendance person to work with families/whanau and support students on site is being discussed as part of a solution. Funding support for this initiative is being sought from the MoE.
- The board supported this concept in principle.

Website

- Alan advised the prototype for the new website has been built. There are some content updates to be done and it will then be presented to SLT. The website is expected to go live before the end of term.

Annual Plan 2023 (draft)

- Tabled for information as a draft - some refinements to be done (including having regard to comments provided by Chris D to Andrea) before submitting to the Ministry.

Ako time

- Andrea advised that this was being scoped to determine what this programme, a targeted years 9 and 10 engagement tool, will look like and how it will work with the timetable. It is intended for this to be a constructive, meaningful session, providing guidance and support to students throughout their school life. It is considered that a minimum of one hour will be required in order to make it meaningful.
- Currently, form time is not part of teachers' contact time and staff cannot be directed to teach this. Last year, it was decided to put in place an ako programme which will impact on teaching staff as some will be required to teach this with some associated financial impacts.

Receipt of report

- *Moved Andrea, seconded Chris D* that the Principal's Report be received. Carried.

11 FINANCE REPORT

Amy highlighted key points in her written report:

11.1 2022 year end result

- The 2022 draft result has a deficit of \$71,429 and is subject to final balance date adjustment. Compared with the original budgeted deficit of \$928,145, the final result is very favourable and the positive variances include additional government funding, pay equity funding, interest income and additional fees from a greater number of international students than forecast. The negative variances result from increased wage costs..

11.2 2023 budget

- The board discussed the updated budget, showing a \$850,082 deficit, which was tabled for approval.

- *Moved Amy, seconded Chris D* that the board approves the 2023 budget subject to the Finance Manager confirming that the budget as presented is in final form. Carried.

11.3 Other financial matters

- Amy briefed the board on the following matters related to the updated budget report:

Admin staff

- The Principal's PA currently also supports the Senior Leadership Management Team as well as being responsible for HR work. More resourcing is required in this area, potentially to be achieved by increasing hours for some existing staff.

International numbers

- Conservative numbers in the budget, but signs are very optimistic.

Longer term financial planning

- The Finance Committee is looking to take a longer term view of financial planning. Tom is undertaking some modelling work to inform future discussion on various scenarios.
- Improving system efficiencies is also being discussed.

11.4 Receipt of report

- *Moved Amy, seconded Chris D* that the Finance Report be received. Carried.

12 OTHER REPORTS

12.1 Property Report

- Report noted.
- *Moved Chris W, seconded Kelly* that the Property Report be received. Carried.

12.2 Student Report

- Thomas highlighted key points in his written report.
 - *Volleyball* – while the senior girls team didn't get a chance to defend NZ title due to Covid, they won the Australian title which was a significant achievement.
 - *Wellbeing*: the BHS team developed a wellbeing app which won a national competition.
- *Moved Thomas, seconded Chris W* that the Student Report be received. Carried.

13 POLICIES

Child Protection Policy

- Revisions are in progress.

Appointment of staff

- *Moved by the Chair* that the updated Appointment of Staff Policy be approved. Carried.
- It was highlighted that BHS goes beyond legislative requirements around the vetting of volunteers.

Equal Employment Opportunities

- *Moved by the Chair* that the updated Equal Employment Opportunities Policy be approved. Carried.
- Andrea noted that processes were being worked on to address the NELPS requirement to seek feedback from learners, whānau and staff on their experience of racism, discrimination and

bullying. The SLT is also discussing the concept of incorporating student feedback into faculty reviews.

Workplace harassment and bullying

- Agreed to tweak him/her/their references in all policies.
- *Moved by the Chair* that the updated Workplace Harassment and Bullying Policy be approved. Carried.

School’s Self Review

- Agreed that, while this policy is no longer required under the NELPS, it represents good practice and should be retained.
- *Moved by the Chair* that the School’s Self Review Policy be approved. Carried.

STAR Funding

- This policy is currently under review.

14 GENERAL BUSINESS

14.1 Appointment of new principal

- It was noted that, following a comprehensive recruitment and interview process, the board has appointed Scott Haines as the new principal of Burnside High School | Te Kura o Waimairi-iri with effect from the beginning of Term 3. Scott is currently the principal of Waimea College in Nelson.
- Andrea Griffin has agreed to continue as Acting Principal during Term 2.”

14.2 Board composition

- The board discussed the value of having mana whenua representation on the board, and it was agreed to raise this for discussion at the next whānau hui.

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 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:

<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.

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 **SUMMARY OF ACTIONS**

<i>Issue</i>	<i>Meeting date</i>	<i>Action required</i>	<i>Person</i>
<i>Gifts and Koha Policy</i>	22/02/23	Create a Register of Gifts	Andrea
<i>Scholarship congratulations</i>	22/02/23	Prepare letters of congratulations to each faculty having had scholarships awarded	Sheryl
<i>ERO</i>	22/02/23	Discuss with Juliet next meeting with the Board	Andrea

17 **MEETING CLOSURE**

- 8:45pm

SIGNED AS A TRUE AND CORRECT RECORD


Chris Dann, Presiding Member/Chair

24 May 2023
Date