



BOARD OF TRUSTEES

Minutes of meeting held 24 August 2022 in the Boardroom

1 PRESENT

- Charles Breurkes (Presiding Member and Chair of the meeting), Brent Crammond, Wayne Muncaster, Dev Pandya, Phil Holstein, Tracy Scott, Chris Dann

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)
- Juliette Hogan (ERO) for items 2, 3 and 4, John Johnston (observer)

2 ERO UPDATE

- Juliette Hogan provided the board with an overview of the ERO process and an update on progress. Key points were:
 - ERO' focus was on equity, excellence and continuous improvement in schools.
 - The schools Profile Report will be co-written by ERO and BHS to ensure language is relatable to the community, and is likely to be completed by the end of 2022.
 - A final evaluation report will be written in about three years. This report to the community would provide a summary of everything that had been done.
 - The review schedule would then start again, with continuous engagement between ERO and BHS.

3 STRATEGIC PLAN

- *Moved from the Chair* that the board approves the BHS 2023-2025 Strategic Plan as written. Carried.

Discussion

- Charles outlined the process followed, which had included wide consultation with the school community, Pasifika and Māori communities, leaders of the International student group, with the process led by Chris Jansen from Grow Waitaha. Extraordinary board meetings were scheduled to discuss the process and determine who would be involved at each stage.
- Noted that the process had been evolutionary, building on data in previous reports. Having an external facilitator had been valuable, with Chris Jansen chosen because of his involvement in developing the BHS Education Brief and subsequent strategic plan.
- Phil highlighted the balance between achieving continuous improvement while maintaining wellbeing.

4 ANNUAL PLAN AND STUDENT ACHIEVEMENT TARGETS

4.1 Annual Plan

- Phil provided an overview, highlighting the following points:
 - It had not been possible to achieve some things due to Covid related disruption.
 - Staff wellbeing activities were ongoing.
 - Strong commitment to Culturally Responsive Engagement PD. Some adjustments were required while responding to needs such as online learning.
 - Looking to implement a revised and refreshed junior curriculum in 2023.

- New uniform will be available for year 9 students in 2023. PTA are clear they are not able to run sale of uniforms on a voluntary basis, and are looking at alternative options.
- Good plans in place for decanting, with construction of technology block, Pukehinau, expected to start in September.
- School website: a new website has been developed but requires updated content and we will need to be mindful of this in the budget process.

4.2 Student achievement

- Phil highlighted the strategic goals and noted the following points:
 - There was an emphasis on Māori and Pasifika achievement, particularly in years 9 and 10.
 - Engagement of Year 9 students was of particular concern. These students had been hugely impacted by Covid disruptions and had a difficult start to high school. It had not been possible to hold the usual transition events, which had impacted on establishing student relationships.
 - It was aimed to bring Māori and Pasifika students from contributing schools to BHS for two days at the end of the year.

5 REGISTER OF INTERESTS

- No changes advised.

6 APPROVAL OF MINUTES

- Change required:
 - 7.2: *motion should read 'Appropriate insurance cover for all medical related and repatriation costs.*
- *Moved from the Chair* that, with this change, the minutes of the meeting held 22 June 2022 be approved as a true and correct record. Carried.

7 CORRESPONDENCE

- The following item of correspondence was noted:
 - MoE, 25/07/22 (re St Thomas of Canterbury College, proposed enrolment scheme amendment)

8 CHAIR'S BUSINESS

8.1 Resolution passed via email

- Noted that the following resolution was passed by email on 2 August 2022:
 - That the board approve the unbudgeted expenditure of \$32,994.60, excluding GST, to allow payment of an insurance premium 'top-up' to ensure that board owned buildings are fully covered for rebuild insurance through to 31 December, 2022; the end of the annual period insured.

8.2 Funding applications

- The following applications for funding were approved:
 - That an application be made to NZ Community Trust for accommodation and airfares for 12 students and one staff member travelling to Palmerston North for the NZ Young Performer of the Year Competition. The total amount requested is \$4,984.70 GST exclusive.

- That an application be made to Kiwi Gaming Foundation Ltd for accommodation and airfares for 30 students and three staff travelling to Palmerston North for the Secondary School DanceNZ Made Competition. The total amount requested is \$16,311.30 GST exclusive.

9 PRINCIPALS REPORT

- Phil spoke to his written report, highlighting key points:
 - Murray Paull was congratulated on being re-elected as staff member of the board.
 - Year 9 applications were slightly down and Phil advised that it was likely to get close to achieving the 435 target. While there had been a number of applications received for the BHS Specialist Music Programme, the impact of independent schools offering scholarships would not be known for some time.
 - The board discussed the increase in prevalence of stand downs for physical assaults and fighting and suggested that it would be interesting to identify which schools the stood down students were coming from.
- *Moved Phil, seconded Brent* that the Principal's Report be received and recommendations within approved. Carried.
- *Moved from the Chair* that koha to the value of \$100 be given to Chris Jansen in in acknowledgement of his guidance to the board in the strategic planning process. Carried.

10 FINANCE REPORT

- Wayne highlighted the following key points in the Finance Report:
 - July had been a good month, with a \$97k surplus, \$30k of which is represented by the Ministry's reimbursement of sick leave. There were wide ranging small underspends from faculties, plus extra funding received in in relation to pay equity.
 - Changes in the forecast included costs for both diesel and electricity.
 - Audit management letter had been received, with only one minor recommendation. This will see the principal counter-signing the wage report in future, as confirmation that due process has been followed.
 - It appears that recently issued equity index number places BHS in a similar position to where the previous decile rating was. The MoE has not yet advised what impact this will have on funding, however, assurance has been given that current funding is locked in for 2023.
- *Moved Wayne, seconded Chris* that the Finance Report be accepted. Carried.

11 POLICY UPDATES

11.1 Allocation of management units and allowances

- Chris noted that this is mostly prescribed by the Collective and advised that the policy document has been adjusted to align.
- *Moved Chris, seconded Tracy* that the Allocation of Management Units and Management Allowances Policy be approved. Carried.

11.2 International fee-paying students

- Chris provided an update, noting that work was underway to ensure the policy had regard to the new Code of Practice, as well as the school's enrolment contracts and accommodation agreements.
- The final draft will be circulated for approval via email.

11.3 EOTC

- Chris noted that this was an important policy which had required a significant rewrite. Key points were:
 - The need to have specific reference to work experience.
 - Incorporating health and safety aspects.
 - Adding aspects of MoE guidelines.
 - Referencing the Fundraising Policy.
 - Board approval requirements around overseas trips.
- The final draft will be circulated for approval via email.

11.4 Complaints Policy

- A flow chart has now been developed with a number of small changes in the document to align with the flowchart.
- A number of small changes were discussed in the meeting.
- An updated policy and flowchart will be circulated for approval via email.

11.5 Aurora Centre hire guidelines

- The board discussed the potential for hirers of the Aurora Centre to bring the school's reputation into disrepute.
- ACTION: Chris and Andrea to review the Aurora Centre hire agreement and possible guidelines.

12 OTHER REPORTS

12.1 Property Report

- Brent provided an update, noting the following points:
 - Turf replacement has been delayed until Christmas holidays.
 - Swimming pool upgrade expected to be completed in Term 4.
 - An insurance payment has been received relating to damage of the B block toilets.
- Phil noted that Simon Cruickshank (MoE) has asked for BHS to prepare a proposal for alternative use of the Caretaker's House as it was possible the Ministry may agree to fund this as a special attendance and engagement project.
- The board discussed the apparent difficulty of securing insurance for the school pool and it was agreed it would be useful to discuss further with an insurance broker.

12.2 Student Report

- Dev spoke to his written report, noting that it was pleasing to see the Strategic Plan would ensure that the school's values would be expressed and accentuated in coming years.
- He acknowledged the exceptional support from teaching staff, and the NZQA allowances made which were supporting students to achieve the requirements for university entrance, particularly for those seeking high level results.
- *Moved Dev, seconded Brent* that the Student Report be accepted. Carried.

13 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>Student related matter</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)(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.
<i>Staff related matter</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)(a) of the Official Information Act 1982 ("OIA")	
<i>Principal's appraisal</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)(a) of the Official Information Act 1982 ("OIA")	
<i>Matter related to a school contractual relationship</i>	It is necessary to exclude the public from this part of the meeting because disclosure would be likely unreasonably to prejudice the commercial position of persons; and the information is confidential and disclosure would be likely to prejudice the supply of further information from the same source and it is in the public interest that further dialogue be maintained, each being good reasons for withholding information under s9(2)(b) and s9(2)(ba) 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.

14 MEETING CLOSURE

- 8:30pm

SIGNED AS A TRUE AND CORRECT RECORD



Chris Dann, Presiding Member from 28/09/22

26/10/22

Date