



BURNSIDE HIGH SCHOOL BOARD

Minutes of meeting 23 August 2023 in the Boardroom

1 PRESENT

- Chris Dann (Presiding Member and Chair of the meeting), Andrea Griffin (Acting Principal), Amy Liu, Murray Paull, Sam Brock Smith, Chris Wallace, Kelly McGowan

In attendance

- Scott Haines
- John Creighton (HoF Technology) and Susanne (?) for item 5.1
- Vicky Aitchison (Minutes)

2 APOLOGIES

- Thomas Brocherie

3 MEETING COMMENCEMENT

- 5:00pm

4 WELCOME

- Welcome to all especially John Creighton & Susanne (?)

5 OPENING DISCUSSION

5.1 Faculty Report (Technology)

John Creighton spoke to the Annual Faculty/Department Report, review of 2022 and Goals for 2023. The report was taken as read.

- The Faculty has had a busy 2022/23 with 2861 students currently undertaking Technology.
- Staffing pressures exist at Years 9 and 10 for all classes (rooming and staff).
- Materials has cut back their Year 9 program completely and scaled back Year 10.
- Food and Textiles, Digital Technologies and Materials and DVC are all now limited by space and class sizes.
- New website has been built and shared with a large number of schools across the country picking up and delivering the programme developed at Burnside. Currently working on creating a senior one for the course delivered at Year 11, 12 and 13 to be also shared across the country.
- John spoke to the highlights of the faculty in 2022 including:
 - 7 scholarships resulting in scholarship success across the 3 departments.
 - Grand Prize Winners of the Ministry of Education Student Wellbeing Conceptual Design Competition.
 - Vex Robotics top national team and Dallas USA finalists. Continue to make good connections with businesses, universities and colleges across the country.
 - Purchase and installation of 37000 multiaccess CNC machine gifted by Tait Foundation.
- Currently looking at Maori/Pacifika to lift engagement and attendance. Appointment of Jo Chapman has made a difference in this area.

- Two scholarship students this year who are setting up a tracker (students/achievements moving forward after school).
- John spoke to his discussion points as outlined in his report namely:
 - Junior Materials Technology
 - Digital and specialist rooms in the new block.
- The Board acknowledged the faculty and its staff. Noted by Scott Haines in discussion with the Pro-Vice Chancellor of the University of Canterbury that of the 190 students who enroll every year the top students in technology come from Burnside.
- Susan acknowledged the leadership of the faculty and the staff – the quality of teaching and learning in the faculty is outstanding and is reflected in the scholarship results.
- John raised issue with one of the faculty teachers who because of his G3 status is not entitled to the last step of negotiations and therefore is not on the same grade as other teachers.

Susanne left the meeting at 5:31pm

- Scott thanked John for attending the meeting and for his work.

John left the meeting at 5:32pm.

6 REGISTER OF INTERESTS

- Phil Holstein to be removed.
- Scott Haines – VP of Secondary Principal’s Association.

7 MEETING HELD 28TH JUNE 2023

7.1 Approval of minutes

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

7.2 Matters arising

- All matters arising included as part of the Agenda.

8 CORRESPONDENCE

- The following items of correspondence were noted:
 - Enrolment scheme review.
 - Change in ERO evaluation partner.

9 PRESIDING MEMBER'S BUSINESS

9.1 Resolutions Passed by Email

The following resolutions, made by email, were noted

- *2nd July 2023*
 - Application for concurrence for noting (to be discussed in PE Minutes)

Discussion

- Noted that the Education and Training Act has been amended – legislation passed 16th August 2023. Chris D noted the key changes.

- The meeting discussed Thomas' intentions as Student Representative on the Board. Scott noted on speaking with Thomas that although he would like to stand again he would like to open the opportunity to another student.

9.2 Funding Applications

9.2.1 Paris

- Chris D spoke to the Overseas Trip Approval Form circulated prior to the Board meeting in respect to the proposed Paris itinerary. The application was taken as read.
- Chris noted that the application has been in front of the SLT who support the trip. Reviewed the itinerary and agreed that looks sound, educationally based. In support.
- *Moved by the Chair* the Board approves the application subject to the conditions noted at the foot of the application namely:
 - Adequate planning with prior approval from the Associate Principal
 - Confirmation that appropriate insurance cover is in place
 - Risk management sign-off from EOTC co-ordinators (including completion of RAMS forms)

9.2.2 Students' Cultural Camp in China 2024

- Scott Haines spoke to the Cultural Camp organised by Confucius Institute at the University of Canterbury and Huazhong University of Science and Technology (HUST) in China as included in the Board papers. The paper was taken as read.
- The meeting discussed, in particular Health & Safety responsibilities noting that would need to be satisfied appropriate for both students and staff travelling.
- *Moved by the Chair* the Board approve in principle subject to the above. Chris Wallace seconded. All in favour.

9.3 Annual Workplan Items

- Chris D noted a number of items scheduled for update. The Board agreed to defer until a later date.

10 PRINCIPAL'S REPORT

Scott spoke to the Principal's Report. The report was taken as read.

- Scott acknowledged guidance from the Board as to the content of his report moving forward. Noted that commentary from Committees to be included in Board papers separately.
- One H&S incident of note reported.
- Physical Restraint Training – Scott confirmed that all teachers have completed the mandatory physical restraint training. Kelly noted concerns around safe-handling training. Bespoke basis around a students plan and not intended for mass training. Emergency management plan comes in when supporting young people who have non-adaptive behaviors in the playground. Concern around training teachers where imminent risk whether doing everything to keep someone safe is appropriate. Chris D noted the need to flesh out the policy around minimising stress to be Burnside specific.

Principal's 3 Question Survey

- As part of transition to Burnside feedback has been solicited from students, staff and parents around what is working well at the school, areas for improvement and anything further that they feel is important as incoming Principal.
- To date 933 student responses, 139 staff and 208 parent/community responses received.

- Currently working through the responses, however data has been summarized in order to present to staff.

Chinese Education Minister Visit

- His Excellency HUAI Jinpeng, Minister of Education, People's Republic of China visit as a guest of the NZ Government in August. Education NZ arranged for Minister Huai and his delegation to visit Burnside on Friday 18th August where he met with the Senior Leadership Team and Kevin Grounds' Year 10 Chinese class. A very positive experience.

SLT Strategic Planning Meetings

- In addition to regular weekly meetings the SLT have scheduled regular SLT afternoons offsite to progress strategic initiatives for the school.

Staffing & Personnel

- Scott acknowledged Andrea for her support.
- Property & Facilities Manager Wally Lauder to finish on Friday 8th September. Suggestion to meeting with the Board to give a hand over of the master plan prior to departure. The meeting discussed and agreed Monday 4th September at 8am.
- *Action – Chris Wallace to form an agenda for the meeting.*

Strategic – Branding Refresh Proposal

- Scott spoke to the proposal to refresh the Burnside branding to address lack of consistency across various channels.
- Initial conversations held with Downing Creative Design and Digital Journeys who have prepared quotes for discussion.
- The meeting had a robust discussion and agreed to support Scott's recommendation. To be further discussed off line as required.

Principal Delegation to China

- The Principal has received an invitation from the NZ Hubei Economy Trade Culture Association as an international guest to visit three cities in Hubei province, China from 15-21st November 2023. Main objective to improve a better understanding of Chinese Culture, form relationships with potential sister schools and better support the many Chinese students at Burnside.
- *Moved by the Chair* the Board approve the Principal Delegation to China with the Confucius Institute as outlined in the Principal's report. All in favour.

Enrolment/Zoning

- Scott spoke to the 2024 enrolments. Places offered to 364 in-zone students and those out of zone students with current sibling association (54) and former sibling association (18). In addition it is likely that there will be further in-zone student enrolments of approximately 40+ by January 2024.
- In addition a ballot has been held for the remaining 234 out of zone students to establish a waiting list.

Ngāi Tūāhuriri Cultural Education Workshops

- Booked with several staff to attend the "Getting to know us" workshop in December. The meeting discussed and agreed that it would be key for a couple of Board members to attend.

Acceptance of report

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

11 PROPERTY REPORT

- The minutes of the Property Committee meeting held 7th August 2023 were noted and taken as read. The following points were highlighted:
- *Caretaker's House Renovations*
 - Great information around the cost to bring the Caretaker's house up to a habitable space – overlap with conversation around Caretaker recruitment. Costings as outlined in the Property Committee meeting minutes.
- *I and J block*
 - To be discussed further under PE Minutes.

Acceptance of report

Moved Chris D that the Property Report be received and accepted in Chris W's absence. 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") at 7:39pm.

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
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.

Chris W left the meeting at 8:11pm.

The meeting moved out of PE at 8:16pm.

13 FINANCE REPORT

Amy spoke to the Finance Committee Report as included in the Board papers. The paper was taken as read.

- July actual result of \$150,889 compared to budget of \$8,000.
- YTD result of \$272,476 compared to budget of deficit \$390,107.
- Noted that over-budget approval over the last few months resulting in negative variances for later months including recruitment costs and additional spending on external CES costs.

Review of Accounting and Payroll Software

- Current accounting software and payroll system have been reviewed by CES. Recommendation to move to an alternative package. Aspiration to move to Xero from 1st January 2024. Decision to be made around October.

Over Budget Spending

- The Finance Committee approved over-budget spending for lift motor replacement totaling \$6k. Noted that the current delegation authority of \$5,000 could potentially present operational challenges, particularly in situations requiring urgent action.

Attendance & Engagement Funding

- Amy confirmed that the funding application of \$30,000 has been approved by the Ministry of Education. The Board has funded a current officer, whose performance has garnered significant positive feedback. Amy acknowledged Andrea's hard work.

Acceptance of report

- *Moved Amy, seconded Scott* that the Finance Report be accepted. Carried.

Scott acknowledged Amy in her support around the Finances.

14 POLICIES

Chris D spoke to the policies as outlined in the Board pack. The policies were taken as read.

- STAR Funding – reviewed by Andrea – as approved.
- Education outside the classroom – previously approved.
- Attendance – to be further reviewed. Highlighted changes as per reporting. To be further reframed/reworded. *Action – Kelly to review language. To be further discussed via email.*
- Special Education Needs – Learning support/GATE – requires further work. Recommendation to change to Learning Support Needs rather than Special Education Needs. *Action - Chris D to review and send to Kelly for further feedback.*
- Code of Conduct – The meeting discussed the highlighted additions made to regulatory code as outlined in the Board papers. All agreed subject to minor changes.
- *Moved by the Chair* the Board approve the Code of Conduct subject to minor changes as discussed. All in favor. Approved.
- Delegation Schedule – Chris D spoke to the schedule circulated via email prior to the meeting. Remains largely the same with some corrections of inconsistencies from a draft perspective. Noted that Scott based on experience previously has highlighted limits are low. Also some anomalies in terms of gaps coming through as per email. The meeting discussed recommendation of Opex delegations of \$10k and Capex DA of capex contingency around the budget (\$30k)
- *Action – Chris N to review delegation schedule for the Board to approve in September.*

15 STUDENT REPORT

The student report was taken as read.

16 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") at 9:00pm.

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

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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.

The meeting moved out of PE at 9:20pm.

17 MEETING CLOSURE/KARAKIA

- 9:20pm

SIGNED AS A TRUE AND CORRECT RECORD

Chris Dann, Presiding Member/Chair

_____ Date 20/9/2023 _____