



BURNSIDE HIGH SCHOOL BOARD

Minutes of meeting 28 June 2023 in the Boardroom

1 PRESENT

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

1.1 In attendance

- Alan Robertson (acting Associate Principal, ex officio), Sheryl Crase (minutes)
- Sandra Pooch (Acting HoF Mathematics) and Sally-Ann Goodman (Divisional Principal) for item 5.1)
- Clare Ansley (new Board Secretary) for items 1-9.4

2 APOLOGIES

- Sam Brock-Smith and Alan Robertson for lateness.

3 MEETING COMMENCEMENT

- 5:00pm

4 WELCOME

- Welcome to Clare Ansley, new Board Secretary.

5 OPENING DISCUSSION

5.1 Faculty Report (Mathematics)

- Sandra provided the board with a briefing on activities within the Mathematics Faculty.

Numeracy assessments

- There is a new pathway for numeracy assessment, alongside literacy, in 2024 and 2025. From 2026, the new numeracy and literacy standards must be passed before NCEA can be achieved at any level.
- Assessments cannot run over more than one day, and the following issues were identified during the 2022 trial:
 - The challenges around undertaking assessment of 18 Year 10 classes at the same time requiring 18 supervisors along with appropriate technology support.
 - Where a student was away on the specified assessment date, they must wait six months for the next opportunity to sit which is stressful for those who miss the assessment.
 - There were no special provisions for sitting the assessment. It is understood that this is being looked into.
 - While NZQA advised students should not sit until ready, assessing readiness to sit was difficult.
 - Assessments were heavy on language, requiring explanations to be described in depth. This was particularly difficult for those students for whom English was not their first language, but who were competent in numeracy.

2023 cohort

- Sandra noted that there was a huge range of ability in the current Year 9 cohort, with the median being closer to the lower end of ability. The challenge was to meet the needs of all students and get them to a place where they could achieve the numeracy standards. To operate efficiently with significant ranges of ability was very challenging but teachers were focused on supporting students to grow in confidence. Capable year 9 students could be extended by becoming involved in problem solving.
- Kelly highlighted that support was available from MoE Curriculum Leads to empower teachers.

Cambridge Exams

- Good results were achieved in the Cambridge exams in 2022. This programme meets the needs of BHS senior students well, and is available in addition to NCEA.

STEM

- Participation of Māori students in STEM subjects has increased. There is conscious effort to put individual students into the best course for them and to help them to succeed.

Closing comments

- There were lot of opportunities for students at BHS, a culture of success, and high participation in external exams.
- Andrea highlighted that the Mathematics Faculty was highly regarded, not only within the school but also externally. It was a collaborative and collegial faculty which was always looking to improve.
- The faculty was staffed by very talented teachers and while it was challenging to find good maths teachers, there was strong demand to be able to work in the BHS Maths Faculty.

6 REGISTER OF INTERESTS

- No changes advised.

7 MEETING HELD 24 MAY 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

Overseas trip approval

- Chris presented the new approval form which had been designed to capture more comprehensive information to inform approval decisions at the board table. The information required was aligned with the BHS Education Outside the Classroom (EOTC) Policy, Financial Information for Schools (FISH) guidelines, and Ministry of Education guidelines.
- Noted that Textiles trip to Paris proposal will be tabled for approval at the next meeting.

8 CORRESPONDENCE

- The following items of correspondence were noted:
 - PPTA correspondence relating to strike days was noted.
 - Duncan Cotterill correspondence related to a student discipline workshop.

Actions

- Amy to contact Duncan Cotterill signalling the board's interest in participating in a student discipline workshop.

- Andrea to liaise with Scott to identify a suitable date.
- Chris to forward information on upcoming NZSTA workshops and seminars.

9 PRESIDING MEMBER'S BUSINESS

9.1 Acknowledgements

- The board acknowledge receipt of resignations from Tom Music (Business Manager) and Wally Lauder (Facilities Manager).
- On behalf of the Board, the Chair acknowledged and thanked the following people:
 - *Andrea Griffin*, Acting Principal during Terms 1 and 2. Chris noted that Andrea's liaison with the new principal, Scott Haines, during this transition period had been enormously valuable.
 - *Alan Robertson*, Acting Associate Principal during Terms 1 and 2
 - *Rebecca O'Loughlin*, Acting Divisional Principal, Senior Division during Terms 1 and 2
 - *Sheryl Crase*, Board Secretary, retiring after five years supporting the board.

9.2 Resolutions made outside the meeting

The following resolutions, made by email, were noted

- *2 June 2023*
 - That Chris D, Sam Brock-Smith and Murray Paull be appointed to act on behalf of the Board as the disciplinary committee for the suspension meeting of a Y9 student to be held on Thursday 8 June (and follow up actions as required).
- *17 June 2023*
 - That the Electric Kiwi tender for the BHS electricity contract 1 April 2024 to 31 March 2027 be accepted as per the recommendations from Total Utilities and the BHS Property Committee.
- *23 June 2023*
 - That the board approves the appointment of Sheffield Consulting to recruit for the positions of Business Manager and Property Manager on the terms of the Proposal letter received, including a cost of \$[redacted as commercially sensitive] (plus disbursements).

Discussion

- Andrea advised that she and Scott and Andrea have discussed making some changes to both the Business Manager role and the Facilities Manager role, and have met with Sheffield Consulting to discuss. The recruitment process is now underway.
- It was agreed that a Board nominee will participate in the interview process for the Business Manager role.

Board Workplan

- The updated workplan was noted. It was noted that this was a living document and may change from time to time.

Electricity Supply Contract

- Chris advised that good rates had been secured and the contract had now been signed.
- Sam noted that he had met with the Business Manager to discuss any potential to reduce electricity costs through installation of solar panels. Because Ministry funding is provided on the basis of utilization, if electricity costs went up, a claim could be made for Ministry reimbursement. While comforting from a School budgetary perspective, this means there is no financial incentive to invest in solar power at this point in time. He recommended raising this for discussion with the Ministry again as part of master planning discussions.

9.3 Code of Conduct

- Chris D advised that he had mapped the mandatory new regulatory code of conduct against the Board's voluntarily implemented current code of conduct, highlighting that items could be added to the mandatory requirements if desired. Agreed to add the following items.
 - School vision and values
 - Respecting the integrity of Principal and staff and the Board's governance role vs the management role of the Principal and staff
- ACTION: Chris to draft a new Code of Conduct document, obtain Scott's input, and table for signing at the next meeting.

9.4 Approval of Funding applications

Moved by the Chair the board approves the following applications for funding to be made:

Lion Foundation

- To apply to The Lion Foundation for a grant of \$10,241.73 (GST exclusive) for accommodation for three teams competing in South Island Secondary School Basketball Tournaments.
 - Senior Boys, Dunedin, 30 Aug to 1 Sep 2023: \$4253.47
 - Senior Girls, Timaru, 30 Aug to 1 Sep 2023: \$2,739.13
 - Junior Boys, Dunedin: 27 Aug - 30 Aug 2023: \$3,259.13

New Zealand Community Trust

- To apply to the New Zealand Community Trust for a grant of \$7,600.86 (GST exclusive) for accommodation for 32 students, one umpire, six coaches, managers and staff travelling to Nelson for the NZ Secondary Schools' Hockey Tournament being held from 28 August to 1 September 2023. .

Mainland Foundation

- To apply to the Mainland Foundation for funding for the amount of \$10,817.38 (GST exclusive) for accommodation for two teams made up of 32 students and six coaches, managers and staff attending the New Zealand Secondary School Football tournaments being held in Blenheim and Dunedin from 28 August to 31 August 2023.

Kiwi Gaming Foundation

- To apply to the Kiwi Gaming Foundation Ltd for a grant of \$20,761.74 (GST exclusive) for the cost of flights and for 44 students and three support people travelling to the Big Sing National Finale being held in Auckland from 25 Aug to 27 Aug 2023.

Carried

10 ACTING PRINCIPAL'S REPORT

- The Acting Principal's Report was taken as read. Andrea highlighted her appreciation of the Senior Leadership Team's valued support during her time in the Acting Principal role.

Pukehinau building progress

- Andrea noted that engagement with Naylor Love was very positive

Acceptance of report

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

11 FINANCE REPORT

Amy spoke to her written report, highlighting the following key points:

- May actual result was a deficit of \$200,701, which was a \$98,885 positive variance to budget
- YTD there was a surplus of \$121,570.
- Positive variances related predominantly to an increase in interest income, and increased international student numbers as well as savings on expenditure.
- The projected year end result has been adjusted from a deficit of \$850,081, to a deficit of \$516,716 (a positive variance of \$333,365).
- Two items of unbudgeted expenditure were noted:
 - \$10k to meet IT requirements for the new principal
 - \$[commercially sensitive] for recruitment.

Audit report

- Amy confirmed that the auditors had identified no major issues of concern. A request has been made for the auditor to remove the standard but (for BHS) inaccurate clause relating to internal controls, as was done last year.

Credit card approvals

- *Moved by the Chair* that the following credit cards be approved:
 - Talia Ellis (leading an overseas trip): temporary card with a \$10k limit
 - Scott Haines (Principal): with a \$15k limit

Attendance Officer

- Andrea confirmed that an appointment has now been made.

Acceptance of report

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

11.1 Alumni establishment

- Amy advised that it was not necessary to commence forming a legal structure yet, but recommended discussion around improvements that could be made to comms and IT.
- Agreed Scott's input will be valuable.
- ACTION: Initial kick-off meeting of the committee to be postponed until an appropriate meeting time can be scheduled following Scott's arrival, having regard to Scott's relative priorities following his arrival.

12 PROPERTY REPORT

- The minutes of the Property Committee meeting held 12 June 2023 were noted. The following points were highlighted:
 - *Astro turf*
 - Installation of the astro turf has gone well, with staff and students happy with the outcome.
 - *I and J block*
 - The report has not yet been finalised, however it has been orally reported by the engineers (subject to confirmation in the written report) that aspects of I & J block are likely to be determined to be <100% NBS ("New Building Standard").
 - Noted that I and J block comprise 24 classrooms out of a total of 107 which could potentially involve considerably decanting if significant remedial work (or deconstruction work) was required to those buildings.
 - It was highlighted that the Ministry checked both blocks for safety post earthquakes.
 - The Committee will report back to the Board when the written report is received. It was agreed that it would be important to consider and liaise with the Ministry (as building owner) on appropriate next steps based on the actual NBS rating.

- *Vandalism*
 - Andrea noted that the SLT is giving consideration to potentially recouping some of the costs associated with vandalism from the perpetrators.
- Chris W/Chris D report accepted.

13 STUDENT REPORT

- Report taken as read.
- Chris acknowledged Thomas' interview on Breakfast TV for the "Make it 16" campaign (lowering of voting age).
- Thomas/Chris W that the report be received.

14 POLICIES

- Reviews of Attendance Policy and STAR funding Policy both in progress.

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:

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.

16 MEETING CLOSURE

- 7:00pm.

SIGNED AS A TRUE AND CORRECT RECORD



Chris Dann, Presiding Member/Chair

_____ Date 23/8/2023 _____