



1 PRESENT

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

1.1 In attendance

- Chu Prasertdee (for item 2.1), Tom Music (for item 2.2), Sheryl Crase (minutes), Alan Robertson (acting Associate Principal, ex officio)

2 MEETING COMMENCEMENT

- 5:0pm

3 OPENING DISCUSSION

3.1 Faculty Report (Languages)

- Chu Prasertdee provided the board with an overview of activities within the faculty. The following points were highlighted:
 - Six languages are offered at BHS.
 - The requirement for online learning in 2021-2022 created difficulties in maintaining engagement.
 - Wearing of masks also had an impact, with students tending to lack confidence. Lack of exchanges and overseas trips also impacted on levels of enthusiasm.
 - Students were much more enthusiastic and engaged this year, particularly in Year 9 and senior students were now discussing potential trips.
 - Because all units were unable to be covered during the period when online teacher was required, it has been necessary to re-teach junior levels.
 - Some levels have had to be combined due to smaller class numbers this year. It is expected that the resumption of exchange programmes is likely to result in increased numbers taking languages to senior level.
 - Preparation for NCEA changes, which will require a focus on interactions, is underway, however, it was difficult when NCEA requirements would not be confirmed until the end of the year.
- Challenges include:
 - Lower numbers of students taking languages
 - Improving achievement: 2022 results were not as good as in previous years, possibly due to the hybrid learning model last year.
 - The time required for teachers to be working on NCEA changes and difficulty in setting timelines when the requirements are still unknown.

3.2 Setting of sustainable budgets

- Tom Music presented an analysis of positive, neutral and negative future scenarios, noting that enrolled student numbers, international student numbers, teaching numbers, and support staff numbers all impacted on these scenarios. He noted that staff costs are assumed to be between

97% to 107% of operations grant.

Discussion

- The following points were made in discussion:
 - Future options may include achieving increased income from other projects, which may include establishing an Alumni.
 - There was an element of control over some of the eight drivers, but not all. Looking at the budget early and considering levers which could be pulled would be useful: some would relate to income and some to savings.
 - This work would also inform consideration of where to invest effort as it will enable decisions to be evaluated in terms of cost vs benefit.
 - There will be a need to seriously consider cost ratios/what is affordable to offer. It was, however, noted that if it did become necessary to limit course selections, this could potentially adversely affect international student numbers, as well as creating difficulty in attracting and retaining teachers.
 - Noted that the International Department is currently considering fees - this will ultimately be a board decision.
 - There is a need to understand why the percentage of donations is declining.
- Tom was thanks for the significant amount of work entailed in preparing the analysis.

4 REGISTER OF INTERESTS

- No changes advised.

5 MEETING HELD 3 APRIL 2023

5.1 Approval of minutes

- *Change required:* Chris Wallace to be added to attendees.
- *Moved by the Chair* that, with this change, the minutes be approved as a true and correct record. Carried.

6 CORRESPONDENCE

- *National Council of Women, 1 May 2023* (requested participation in survey).
 - Andrea advised the survey document was completed with Emma Davidson, confirming where the issue of consent sits within the curriculum.
- *PPTA* (notice of strike action). Andrea advised that the strike has been called off until 31 May while negotiations continue.

7 PRESIDING MEMBERS' BUSINESS

7.1 Approval of Funding applications

Pub Charities Limited

- The Burnside High School board approves an application to be made to Pub Charities Limited for a funding grant of \$6,318.26 (GST excl) for the cost of flights and accommodation for 12 students and 2 support people attending the South Island Secondary Schools Netball Tournament being held in Invercargill from 27 August to 3 September 2023.

The Trusts Community Foundation

- The Burnside High School Board approves that a request be made to The Trusts Community Foundation for funding for the amount of \$8,253.06 (GST excl) for flight and accommodation costs for 20 students and 3 staff competing in the National "Jazz Bandit" competition finals and touring Palmerston North and Wellington from 21 to 24 September 2023.

7.2 ERO Reports

- Noted.

7.3 Textiles technology trip

- The board considered a proposal to approve a Textiles Technology trip to Paris. The following points were raised in discussion:
 - Prior to the Covid pandemic, there had been a successful textures technology trip to New York.
 - If trips are taken outside holiday periods, the school did incur costs for relieving staff. It was acknowledged that for trips taking place during school holidays, it was possible that costs to students may be higher.
 - It is preferable that there is no more than one trip going at a time.
 - The issue of equity, and trips being available to all students was raised. For this reason, it was suggested that there was long term planning around all overseas school trips to enable greater equity of access.
 - The board needs to receive comprehensive trip proposals to inform decisions
 - It would be useful for the board to develop guidelines for trip proposals, taking into account FISH requirements.
- ACTION:
 - Chris D to draft guidelines and circulate for approval by email.
 - Andrea to advise Textiles Technology to provide a proposal including the additional information required to the June board meeting.

7.4 Annual Report

- The final draft of the 2022 Annual Report was noted. The board acknowledged the efforts of both Andrea and Tom Music in preparing the annual report.

7.5 Board Annual Workplan

- The board discussed the draft annual workplan. It was noted that this is a working document which will be refined going forward.
- ACTION: Chris to seek Tom's input re timing of approval of the annual financial statements and other matters that require board or sub-committee approval.

7.6 Outdoor Education / EOTC

- Andrea confirmed BHS has very robust risk management processes in place, however, these will be reviewed again in terms of potentially working to achieve Qualmark certification. Any learnings from the investigation into the recent facility during the Whangārei Boys' High School caving trip will also be taken into consideration.
- It was noted that members of School boards cannot be personally liable for any breach of duty under the Health & Safety at Work Act 2015 but the board itself (as a statutory entity) can be held liable.

7.7 Approval of a Specialist Music Programme scholarship

- *Moved by the Chair* that the Board establishes a \$500 scholarship to be awarded bi-annually to a Year 10 or Year 11 Burnside High School student who is continuing in the SMP programme. Carried.
- The following points were noted:
 - The inaugural awarding of the scholarship will be in 2024.
 - The Head of the SMP will choose the recipient under the following criteria:
 - A clear commitment to the SMP, Music as a subject, and the co-curricular programme at Burnside
 - A developing sense of leadership and/or service
 - A high level of performance at school-based events and competitions

8 ACTING PRINCIPAL'S REPORT

- Andrea provided an overview of the report, highlighting the following points:

8.1 Implementation of Student Behaviour, Reducing Student Distress and Use of Physical Restraint Policy

- This was presented at the Teacher only Day, and a number of staff are now working through the training.
- Kelly stressed the importance of the focus being on minimising distress to avoid the need for restraint.

8.2 Aurora Centre Operations and Future

- Andrea advised that the person with responsibility for managing the Aurora Centre was approaching retirement. In discussion with BDO, a recommendation has been made that the board develop a strategy regarding the future direction and operation of the Aurora Centre. BDO can assist with facilitation of a strategic review and provide information around financial performance.
- Agreed to:
 - Delegate responsibility to the Property Committee to consider this further and report back to the board.
 - Put in place an internal Aurora Centre management arrangement until the end of 2023.

8.3 Appointment of Attendance and Engagement Mentor

- Andrea briefed the board on a proposal to appoint an Attendance and Engagement Mentor for 24 hours/week for Terms 3 and 4, to work with the pastoral team, whānau and students at risk of not attending class.
- The proposal has been discussed with the Ministry of Education, and it is likely that the ongoing funding may become available later in the year. Progressing with appointment now will allow the initiative to commence, and allow time for it to be developed into a longer term project.
- *Moved by the Chair* that the board approves up to \$16,000 to be made available for the appointment of an Attendance and Engagement Mentor. Carried.
- Kelly briefed the board on a collaborative model which could potentially be adopted as a trial. ACTION: Kelly to discuss with Andrea outside the meeting.

8.4 NCEA changes

- Noted that, eight months away from a requirement to implement the new standards, staff are expressing significant frustration that the Ministry has still not provided required information, with significant concern around the lack of material made available for the staff only days,.

- The board acknowledged staff concerns, and considered raising this with the Ministry, but it was felt that national organisations would be better placed to have a greater impact.
- ACTION: Andrea to discuss further with SPANZ.

8.5 Acceptance of report

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

9 FINANCE REPORT

- Amy provided an overview of her report, highlighting the following key points:
 - There was a \$21,823 deficit in April, but this was positive to budget (\$46,241). This has reduced the year end forecast deficit to \$716,716.
 - Positive variances included increases in government grants and interest as well as an increase in international student numbers.
 - There have been 90 additional enrolments from in zone students across all levels, and this may result in increased staffing costs due to the need to reduce some class sizes.
 - Final adjustments have now seen the 2022 year end unaudited result adjusted to \$66,870 deficit, and the Annual Report will be published once the audit report becomes available.
 - Amy confirmed that all benchmarks and expectations in the OAG audit guidelines have been met.
 - The Finance Committee is exploring additional income opportunities such as applying to the RATA foundation which offers opportunities to apply for funding up to \$100k. Amy suggested it would be useful to have one person looking at all funding opportunities.

Acceptance of report

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

9.1 Establishment of a BHS Alumni

- The board discussed the written report and recommendations prepared by Amy. Points raised in discussion included:
 - It is important to take a strategic view, and while the initial expectation was that an alumni would generate additional income and support the operational deficit, it was acknowledged that an Alumni will also be likely to add broader benefits.
 - An alumni could provide an opportunity for people who want to give back to the school but that relies on effective communication and engagement. Alumni may be more inclined to contribute if they understand the board's funding pressures, such as the need for the board to fund extra teachers.
 - Establishing an Alumni is likely to lead to increased understanding, contributions, connections and reconnections.
 - The importance of high quality, regular communication was highlighted.
 - There should be synergy with the PTA.
 - It would be useful to garner support for the alumni at time of graduation. Additionally, the time of graduation presents an opportunity to collect alumni data, while being mindful of privacy issues related to handling this data.
 - Initially, establishment of the Alumni would be volunteer based with management resource appointed later.
 - A strong digital platform will be critical. . It was suggested to arrange a meeting with the key person at Digital Journey who designed the school's website, to understand and assess the current capabilities of the website.

- There was acknowledgment that a potential financial benefit is realistically achievable by targeting a portion of the alumni population.
- The upcoming 65th anniversary of BHS in two years, would serve as an opportune moment to officially launch the alumni program.

Next steps

- Agreed to progress with forming a subcommittee to determine next steps. Confirmed members of the sub-committee will be: Amy Liu, Chris Wallace, Andrea Griffin, Sam Brock-Smith and Helen Townsend.
- ACTION: Chris D to discuss involvement/presentation with JB Were contact.

9.2 Property Report

- The minutes of the Property Committee meeting held 7 May 2023 were noted. Chris W highlighted the following points:
 - The Ministry’s report on I and J blocks had not yet been received.
 - A proposal from Peter Burley regarding installation of a cover over the pool and turf areas will be explored further - the proposal was for a permanent structure that would not be completely enclosed.

10 STUDENT REPORT

- Thomas spoke to his written report, noting that student achievements in South Island events would be acknowledged.

11 POLICIES

Appointment of Staff Policy | Equal Employment Opportunities Policy

- Chris noted that the only modifications were updating statutory references and making sure the policies were accurate from a legislative perspective.
- *Moved by the Chair* that the following updated policies be approved:
 - Appointment of Staff Policy; and
 - Equal Employment Opportunity Policy.

Carried.

STAR funding Policy

- Chris highlighted the changes, noting that the policy had been reviewed internally.
- *Moved by the Chair* that the STAR Funding Policy be approved, subject to Andrea’s final review and any required minor changes. Carried.

Attendance Policy

- Andrea noted that this was an important policy particularly with the Ministry’s drive around attendance, and will be a focus for the next staff meeting.

12 GENERAL BUSINESS

Satellite school proposal

- The board was advised that Allenvale School have again indicated their interest in establishing a satellite school at BHS. Noted that the previous board was supportive of this in principle. To be discussed further.

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.

13 MEETING CLOSURE

- 8:45pm.

SIGNED AS A TRUE AND CORRECT RECORD


Chris Dann, Presiding Member/Chair

28/06/23
Date