

## BOARD OF TRUSTEES

Minutes of meeting held 23 November 2022 in the Boardroom

### 1 PRESENT

- Chris Dann (Presiding Member and Chair of the meeting), Phil Holstein, Amy Liu, Kelly McGowan, Murray Paull, Sam Brock Smith, Chris Wallace, Thomas Brocherie

#### 1.1 In attendance

- Andrea Griffin, Wayne Muncaster, Sheryl Crase (minutes)

### 2 OPENING SESSION

- Wally Lauder led members of the board on a tour of the school site.

### 3 REGISTER OF INTERESTS

- No changes advised.

### 4 MEETING HELD 26 OCTOBER 2022

#### 4.1 Approval of minutes

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

#### 4.2 Matters arising

- Chris D confirmed that the Ministry of Education (MoE) has not yet responded to the letter requesting a discussion regarding support for ongoing Aurora Centre costs.

### 5 CORRESPONDENCE

- The following items of correspondence were noted:
  - PPTA, 4/11/22 (notice of paid union meeting)
  - Deloitte, 4/11/22 (BHS board responses to audit queries)
  - MoE, 27/10/22 (re 2022 Enrolment Scheme Review)
  - R Smith, 4/11/22 (BHS board response to complaint re new uniform)

### 6 CHAIR'S BUSINESS

#### 6.1 Funding applications

- *Moved from the Chair* that the following funding applications be approved
    - That the board approves an application be made to Aotearoa Gaming Trust 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.
    - That the board approves an application be made to the Mainland Foundation for funding of \$19,521.74 (GST Exclusive) for airfares for 40 students and six teachers attending the NZ Secondary Schools' Volleyball Tournament to be held 27-31 March 2023 in Palmerston North.
- Carried.

## 6.2 NZSTA – new process for Principals’ Professional Growth Cycles

- Information from the NZSTA relating to the new process relating to Principals’ Professional Growth Cycles was noted. This will come into effect in 2023.

## 6.3 Regulations for school boards

- Chris D advised that he had reviewed the new amendment regulations for school boards and the changes (the addition of two new board duties) were not in fact new duties at all but rather existing duties previously included in the National Administration Guidelines. Accordingly, there were no changes in effect to the Board’s statutory responsibilities.

## 6.4 Trip proposals

### 6.4.1 Languages: proposed trip to France

- A proposal has been received seeking Board agreement in principle for a return to holding the successful French exchange programme which had been paused in recent years due to Covid impacts.
- This would involve a small group of BHS students travelling to France in late 2024 accompanied by teachers, during the Christmas holiday period, with students hosted in homestays. Students from France would subsequently be hosted by BHS over a four week period in 2025, with two weeks spent in class, and two weeks on holidays.
- Moved from the Chair* that the Board approves, in principle, a BHS trip to France in late 2024 subject to completion of due diligence and a full risk management assessment as our relevant policy requires, as well as utilisation of the same T&Cs for the application form for parents (with all necessary amendments) and insurance policy cover as was applied to the recently approved Classics trip. Carried.

### 6.4.2 Art History / Visual Art: proposed trip to Melbourne

- A proposal has been received seeking agreement in principle for an Art trip to Melbourne at the end of Term 2 2024. This has been a successful trip in the past, but had been paused due to Covid impacts.
- Moved from the Chair* that the board approves, in principle, a BHS trip to Melbourne subject to the same conditions as approved for the Languages trip to France. Carried.

## 6.5 Vandalism and repeat break-ins

- Phil briefed the board on a number of incidents of wanton vandalism and school property break-ins which had occurred outside of school hours in recent weeks. Some 40 windows had been broken over a recent weekend and the cafeteria had been broken into on three occasions. Damage is estimated to have reached more than \$20k.
- These events had been deeply upsetting to staff and students, and there had been a considerable impact on staff in terms of the time responding to these events and time taken to investigate and identify those involved.
- Some current BHS students have been involved. Police are involved in processing those arrested and, in conjunction with Constable Brunton, a parallel process of conducting internal interviews with a wider group of students known to be on site at the relevant time was underway.
- The Board discussed potential consequences for identified students who were known to be involved at different levels. It was agreed important that there was seen to be consequences resulting for those who committing offences, as well as those who were complicit bystanders, and that a disciplinary process should be initiated.
- The concept of students being stood down, with a requirement to undertake community service activities during the period of stand down, was also supported.

## Acknowledgements

- On behalf of the Board, the Chair acknowledged the significant impact on, and efforts by following staff in addressing these events:
  - Wally Lauder, Facilities Manager: agreed to acknowledge by way of a gift.
  - The Principal, Associate Principal and Divisional Principals
  - The Canteen Manager: any loss will be covered by the school, and a small gift to be given.

## **7 PRINCIPAL'S REPORT**

- Report taken as read. Phil highlighted the following points:
  - A number of late resignations have been received, most for understandable reasons.
  - It had been a disruptive couple of weeks for younger students with a paid union meeting, and Accord days included.
  - International student numbers were continuing to increase, with 43 new students starting at the beginning of the year.
  - Year 8 parent meetings had been held for the first time in three years, and there were special parent evenings scheduled with the counselling team to discuss students starting high school.
  - A new initiative will be implemented to award BHS Values badges at the end of year 10 and year 12 to reward good behaviour.
  - There had been a drop off in numbers participating in sport over the last two years, made difficult by cancellation of events. Agreed the quality and enthusiasm of coaches is key.
- *Moved Phil, seconded Chris D* that the Principal's Report be received. Carried.

## **8 FINANCE REPORT**

### **8.1 October results**

- Amy highlighted key points in the written report, noting that while there had been a loss for October, this was significantly better than budgeted. The year to date result was a \$120k deficit compared to a budgeted deficit of \$565k. The adjusted year end deficit is now just under \$400k.
- The positive variance was impacted by:
  - Additional government funding which included equity funding of \$328k to cover the August to December period. This was part paid in October as backpay, with the remainder accrued until December when the process of adjusting support staff position gradings would be completed.
  - Increases in income from other grants, interest, international students, and school donations.
  - Savings across a range of expenditure codes.
- Expenditure increases had occurred in staff costs and insurance costs.

### **8.2 2023 budget**

- A first draft of the 2023 budget with a projected deficit of \$996k, of which \$711k related to staffing costs, was tabled for discussion. Also, following the strong signal given by the Board, an international student marketing budget had been included.
- It was noted that, historically, despite deficit budgets being set in the last two years, actual results had been significantly better than budgeted.
- *Reserves*
  - While there were sufficient reserves to fund a deficit at this level, the level of reserves had been trending downwards in previous years.
  - Previous international student numbers had enabled reserves to build up, but the previous two years had deficit budgets, with a third year of deficits projected for 2023. It is unlikely that international student numbers in 2023 will be sufficient to address this.

- *Long term planning*
  - Members of the board discussed the importance of getting back to the position of setting sustainable budgets.
  - Agreed this will require long term planning, including exploring options to generate additional income through Aurora Centre hireage, and establishing a BHS Alumni.
- *Aurora Centre income*
  - Suggested that the following options be explored: what upgrades would be necessary to generate more income through hireage, and a ‘naming rights’ option.
- *Potential establishment of an alumni*
  - Noted that establishing a BHS alumni had been considered by the previous board in 2018 with an estimate that annual investment of around \$100k would be required to set this up. It had not been possible to progress at that time due to the board having to meet significant costs relating to the Aurora Centre.
  - Agreed an alumni would be a worthy project to explore, along with upgrading and developing the school website to increase its marketing value to international students.

### 8.3 Approvals

- *Moved from the Chair* that:
  - The draft budget showing a \$996k deficit was supported in principle.
  - That \$40k be added to the budget for the purposes of exploring options for future income generation.

Carried.

- Noted that a final draft of the budget will be tabled for approval, in principle, at the December meeting. This would be further adjusted in the new year, and the final budget will be tabled for board approval at the February 2023 meeting.

#### Capital expenditure

- Noted that the Capital Expenditure budget was yet to be finalised. The tabled budget was supported in principle.
- *Moved from the Chair* that the following capex allocations be approved in advance so that orders can be placed to ensure equipment is available at the beginning of Term 1.
  - Music lab: \$50,600
  - Chromebooks: \$14,760
  - C1 Lab replacements: \$42,900

## 9 OTHER REPORTS

### 9.1 Property Report

- Minutes of the Property Committee meeting held 7 November were noted.
- Agreed it would be useful to upload copies of master planning documentation to Moodle.

### 9.2 Student Report

- Report noted.

## 10 POLICY UPDATE

- *Animal Welfare and Ethics Policy*: noted there was one small change (updated link) to the policy approved at the October meeting.

## 11 GENERAL BUSINESS

### 2023 Kāhui Ako meetings

- Phil note that each year the Waimairi-iri Kāhui Ako leadership group hold a couple of evening meetings for board members of all Kāhui Ako schools, providing an opportunity to meet, greet and share. The dates haven't been confirmed yet for 2023. Either Chris D or Kelly will attend on behalf of the BHS Board – TBC based on dates and availability.

### Board governance update

- Confirmed Sam and Chris W attended this worthwhile event

### Discipline meetings.

- Phil encouraged members of the board to work closely with the future principal when setting conditions associated with a student's return to the school after suspension.

## 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")

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:

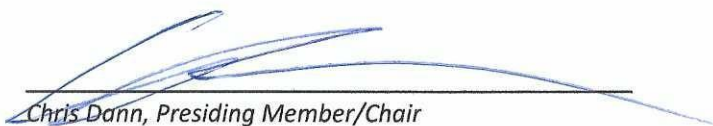
General subject	Reason for passing this motion	Ground(s) under s48(1) for the passing of this resolution
Student related matters	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under 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.
Enrolment related matters		
Personnel 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

- 8:50pm

### SIGNED AS A TRUE AND CORRECT RECORD

  
Chris Dann, Presiding Member/Chair

22/02/23  
Date