



1 PRESENT

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

1.1 In attendance

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

2 OPENING SESSION

2.1 Site tour

- Members of the board visited the Art Faculty.

2.2 BHS Finance

- Tom Music, Business Manager, briefed the board with regard to Burnside High School finances.

2.3 International Department

- Craig Rosengrave, International Student Director, provided a briefing on the International Department, including a marketing plan and budget options for 2023. The following points were noted in discussion:
 - It is vital that the website works well as a marketing tool.
 - It would be extremely valuable to have a Mandarin speaking person on staff to manage social media marketing, and to accompany Craig on trips to China.
 - In preparation of the 2023 budget, Phil will be working with Craig to establish international student numbers for 2023.

3 WELCOME

- Chris welcomed Thomas Brocherie, newly elected student member of the board, to the meeting.

4 REGISTER OF INTERESTS

- Sam advised that Gayle Baldwin, MoE Delivery Team Manager - Capital Works (Southern) is a personal friend.
- No other changes advised.

5 APPROVAL OF MINUTES

- *Moved from the Chair* that the minutes of the meeting held 28 September 2022 be approved as a true and correct record. Carried.

6 CHAIRS'S BUSINESS

6.1 Request for Ministry support: Aurora Centre

- Chris highlighted that the Aurora Centre required ongoing expenditure which was not currently matched by income, with limited ability to increase income, and the situation was becoming

unsustainable. The Property Committee had discussed and recommended that the Ministry of Education be approached to:

- discuss the MoE’s previous offer of working through financial issues, and potential Ministry support, on a case-by-case basis;
 - confirm that the Ministry is, or is not, an owner of the building already;
 - find a way to transfer ownership to the Ministry in part; or
 - consider any other options to assist BHS to reduce costs relating to the Aurora Centre, including declaring the Aurora Centre unmanageable by the school and requesting special assistance from the Secretary of Education.
- The tabled draft letter to the Ministry was approved for sending.

6.2 NZSTA update

- Members of the board were invited to attend an event on 9 November at Christ the King school which would provide an opportunity to meet members of other school boards. Kelly expressed interest in attending.

6.3 School trips update

6.3.1 Classics trip to Europe

- Chris confirmed he had reviewed the insurance policy and considered this to be comprehensive and relevant.
- Andrea confirmed that 25 students and four staff will be participating; one SLT member and three other staff members.

6.3.2 Dance trip to Los Angeles

- Andrea briefed the board on a proposed dance trip to Los Angeles in the 2023 October holidays 2023. Key points were:
- Three BHS students had won the trip as a result of winning NZ Dance competition but were unlikely to travel on their own
 - Participation by 20 additional students would make the trip feasible.
 - The trip would be organised by She Shines On, a global dance tour organiser with the trip comprising a mix of workshops, training and dance demonstrations.
 - Because the trip is scheduled to take place in school holidays, no direct relief teaching costs would be incurred.
 - No direct costing in terms of relief as in holidays. Around \$6k cost for a ten day – would provide opportunities for doing workshops and doing demonstrations.
- *Moved from the Chair* that the dance trip to Los Angeles be approved in principle, subject to completion of due diligence regarding the provider, full risk management assessment and the same T&Cs for the application form for parents and insurance policy cover as was applied to the Classics trip.
- Carried.

7 PRINCIPAL’S REPORT

- The Principal’s Report was taken as read.

Year 9 enrolment numbers

- Phil advised that these were likely to increase. He highlighted that it was expected there will be higher Year 9s requiring learning support, with an associated need to keep class numbers down at the same time as managing costs.
- *Moved from the Chair* that the Principal’s Report be received and recommendations within be

approved. Carried.

8 FINANCE REPORT

- Wayne highlighted key points in the Finance Report. The following points were discussed:

8.1 Uniform Shop

- It will be a significant task to set up systems and manage the uniform shop, and expected that there will be a requirement for 1.5FTE to run, with support from PTA volunteers.

8.2 Alumni

- Agreed that this could achieve an additional income stream, but acknowledged that:
 - This would require the setting up of a trust and estimated investment of \$10k per annum to establish the infrastructure, with the likelihood of a period of three years before any income was received.
 - The person setting it up would need to be someone who understands the education sector and has skills in marketing, and could potentially be someone who managed social media and the school website as well (including for the international student programme).
 - The decision to establish an alumni could be made at any time, and it may be better to focus investment on the international department at this time.

8.3 2023 Budget

- The board was advised that a draft budget is under development and will available for discussion at the November meeting. It is likely that this will be a deficit budget.
- The draft budget will be tabled for approval in principle in December, with the final budget tabled for approval in February after any required adjustments are made.
- Wayne highlighted that it was the board's responsibility to maintain the financial health of the school, and noted that individual board members will need to consider if they are comfortable with approving a deficit budget.
- Phil noted that large schools such as BHS were somewhat disadvantaged in operations grant calculations, and as a result, additional sources of income were required to support a number of education programmes and maintain appropriate staffing levels.
- Members of the board discussed a range of options with regard to increasing income, particularly in terms of increasing international student numbers.
- While options for increasing income were discussed, such as establishing an alumni and increasing international student numbers it was agreed that the board was not currently in a position to make investment decisions.
- Agreed that:
 - The board is not yet in a position to consider any significant investment decisions, or material cost-reduction decisions;
 - There will be a need to establish some understanding of future international student numbers in the future in order to inform longer term decisions.
 - In Term 2, 2023, it will be critical to take the impact of the international student situation at that time into account before preparation of the 2024 budget process commences.

8.4 Receipt of report

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

9 POLICIES

Policies for deletion

- *Moved from the Chair* that the following policies, which had now been incorporated into the EOTC Policy, be deleted:
 - Student Participation in Extra-Curricular Activities Policy
 - Student Trips - Extended Travel Policy

Carried.

Animal Ethics

- *Moved from the Chair* that the Animal Welfare and Ethics Policy be approved, subject to final approval by Rebecca O’Loughlin, Head of Science Faculty.

Carried

Child Protection Policy

- Chris D advised that he will be undertaking a review of this policy in conjunction with the SLT.

10 PROPERTY COMMITTEE

- The minutes of meeting held 17 October were noted. The following points were noted:
 - Master planning: contractors are scheduled to be on site 31 October.
 - Recent canteen break ins: police are working through the information provided. Through phone records, some BHS students have been identified as being involved.

11 STUDENT REPORT

- Thomas spoke to his written report, highlighting that:
 - the student body is looking forward to the remainder of the year;
 - common themes in student feedback around what they would like to see in a new principal were student engagement and being involved in the school community.

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 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.

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

- 9:25pm

SIGNED AS A TRUE AND CORRECT RECORD


Chris Dann, Chair

22/02/23
Date