



BURNSIDE HIGH SCHOOL BOARD

Minutes of meeting 25 October 2023 in the Boardroom

1 PRESENT

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

In attendance

- Tracey Simpson-Smith (Minutes)
- Julia Johnson (Head of Faculty - English), Lizzy Harrison (Head of Department ESOL), Darryn Findlay (North Division Principal) *<each of whom left the meeting after agenda item 4>*

2 APOLOGIES

There were no apologies.

3 MEETING COMMENCEMENT

- 5:00pm

4 FACULTY REPORT – ENGLISH DEPARTMENT

Julia, Lizzy and Darryn were welcomed to the meeting and spoke to the English Report.

5 REGISTER OF INTERESTS

- No changes required

6 MEETING HELD 20 SEPTEMBER 2023

- A change is to be made in 8.4 it should read NZSTA, not NZSA.
- A formatting change is needed in 10.3, as the heading is 10.2 and 10.3 carries the related text.
- Property Related Matters should be included in the Public Excluded table also.
- The Chair moved that subject to the changes above being made the meeting minutes be approved. *Carried.*

Matters Arising:

- Chris has not progressed the Self Review at this stage but that matter will stay on the Action List
- Tracey will contact those still to sign the Code of Conduct

7 CORRESPONDENCE

- Niche Recruitment (Marketing from a recruitment company), noted.
- StellarBoards (board Management software) –
ACTION: Tracey to get a quote for cost
ACTION: Sam to talk to contact at St Andrews.

8 PRESIDING MEMBERS BUSINESS

8.1 Annual Workplan Items

- Some strategy items (sustainable financial performance, alumni, Aurora Centre strategic review) have been parked for this year. It was suggested that a review could be done of the annual work plan as part of the planned Board self-review hui, and an action plan for those parked items would come out of that.
- Buddle Findlay have offered a Student Discipline workshop for the BHS board alone. That could be scheduled in the Annual Plan for next year.
- It would be good to look at the number of meetings, the structure of meetings for 2024 and the need for/terms of reference of our standing committees (Finance and Property) also during the planned Board self-review hui.
- There was discussion of the new planning and reporting regulations and whether they may require tweaks to BHS' Strategic Plan. In the first instance, the SLT will consider the Strategic Plan in light of the new regulations and report back to the Board on their recommendations for amendment (if any).

8.2 December Board meeting timing

- Andrea and Scott to advise the best night to hold this given the scheduled date clashes with the SLT end of year. Friday the 8th was suggested and perhaps a dinner is not required but a short session on the budget and end of year drinks instead. Date and time TBC.

8.3 Prizegivings

- Y13 graduation and prizegiving would be attended by Chris D, Chris W, Murray, Andrea and Kelly. It is being held at the Town Hall and commences at 7pm
- Year 11 and 12 prizegiving is to be held the following week and the reporting time will be sent out by Andrea to Board members
- The Poroporoaki will be on the 30th of November and the Fiafia night on the 5th of December, both in the Staffroom. The Board is invited to attend these events also

8.4 Student Representative Election

- Nominations have now closed and 12 candidates are standing.
- The Election is on the 31st and the new candidate will take office 7 days later
- Thomas will continue in office until the new candidate takes office and will be in attendance at the next Board meeting

9 PRINCIPAL'S REPORT

9.1 Principal's Report

- Scott acknowledged Thomas for the good work he has done as the student representative on the Board.
- In 2024 the predicted role is expected to be 2100 in the Master Plan, but is looking more likely to be 2475. It is creating a pressure point for BHS, especially given some buildings are coming down. Year 9 enrolments are still coming in but are currently sitting at 947.
- Scott advised it would be appropriate for the Board to write to Wally to acknowledge him coming out of retirement to help at such a difficult time.
ACTION: Marinda to draft letter a letter for Chris D.
- Rachel Western is the new Property Manager starting on Tuesday the 31st of October. She will have a handover with Wally.
- A Business Manager appointment has been made and Alison Leatherland will be starting on the 13th of November 2023.

- Scott and Andrea were thanked for the amazing job they have done with recruitment and also covering roles.
- Branding identity refresh is ongoing. Scott noted he was pleased with how the first meeting went. Scott is expecting a brand strategy by January 2024, which should be early enough to go into the new Prospectus document and available for the Open night next year with new tools to engage with.
- Legislative and Compliance: The BHS enrolment scheme was reviewed by the Ministry and there are no changes required by the Ministry. The Board confirmed they are comfortable with the current enrolment scheme.

9.2 Worksafe Proactive Assessment at Secondary Schools

BHS have been advised this will be happening in the Hard Materials area.

9.3 International Marketing Activities

- Craig is currently in China.
- International Fee Schedule: It is proposed to increase the 2025 full year tuition fee from <redacted – commercially sensitive> to <redacted – commercially sensitive> for 40 week tuition. This increase in cost would make the school quality look more desirable as our fees have been comparatively low. Some work needs to be done around Homestay families as they are in short supply.

9.4 International Self Attestation 2023

BHS have completed the compliance based exercise, and now has its Quality Assurance document which will go to NZQA. NZQA audit approximately 10% of such reports.

9.5 TKW Support Request BHS 2023

- We have a number of Alternative Education providers that we can refer students to. Alternative Education in Christchurch is managed by Cashmere High School and they manage the placements of 120 students currently. They are looking to pull the Te Ora Hau provided Te Kaupapa Whakaora (TKW) programme at the end of the year due to no funding. Te Ora Hou requested a \$36,000 funding contribution from Burnside High School.
- The funding request was declined. Scott and Papanui High Principal will meet with the Consortium to find another option in this area or we will have to take those places back. BHS does rely on Alt Ed. One option is an inhouse option but, to progress that option, we would need to understand how much we are funded for, based on role and equity index. Each funded place is \$16,500. There are another 5 providers where Burnside students can go.

9.6 Allenvale School – proposed satellite site at Burnside

- Scott provided an update on his meeting with the Allenvale Principal, Ian Poulter. Scott noted it was a useful conversation to be updated on Allenvale's proposal, but until the Ministry changes its view on the proposal (the Ministry is not currently supportive), it won't be able to progress as it will not be funded.

Scott moved the Principal report be received and accepted. Chris D seconded. **Carried**

10 FINANCE REPORT

- Amy advised it was a good month in September. The Aurora Centre is doing better than expected, assisted by new management.
- The Uniform Centre may not be worth continuing with on an in-house basis given the demands on volunteers, and thoughts are going into outsourcing that in 2024. Chris D will look at the contract with Uniform Group (Burnside's uniform supplier) in relation to outsourcing the retail sale of the uniform.
- Options around funding for furniture and equipment for new buildings were discussed. To be discussed further at the next PSG meeting.

- The 2024 Budget is under control with Susan having some assistance in getting that set up. It won't look how it usually does and the approach to capex was discussed. The Board advised they are happy with the approach. The full budget is presented at the November meeting and then signed off in December, which will be approval in principle and then final approval in January. Susan could come to the Board to present and it would be good opportunity for the Board to acknowledge her work as well.
- The Attendance Officer position was discussed. The Board had previously approved an advance of \$17k while Ministry funding was sought for the Attendance Officer. BHS received Ministry funding of \$30k which is sufficient to engage the Attendance Officer only for a fixed period of time. The Attendance Officer is making a significant contribution to the attendance rate and engagement generally and has been complemented for her work and approach by a number of staff. Understandably, the Attendance Officer is asking whether her position will continue to be funded going forward. Following discussion the the Chair moved that the Board employ the Attendance Officer on a permanent basis. **Carried.**

Amy moved her report be received by the Board, Chris D seconded. Carried.

11 PROPERTY COMMITTEE REPORT

- Wally and Allan have picked up oversight of property matters pending the appointment and commencement of the new Property Manager, and Chris gave a big thank you to them both on behalf of the Board.
- The need to carry out a seismic assessment on the School gyms has been raised. The completed Detailed Engineering Evaluation previously carried out has been forwarded to the Ministry (which owns the gyms) and this one of the agenda items for the upcoming Meeting with the Ministry on all things Property.
- It was noted that it might be helpful at some point for Simon Cruikshank and Kat Beattie to take the Board through what needs to be done.
- The future of Caretakers House remains uncertain while the Caretaker recruitment process remains ongoing.

Chris W moved that his report be received by the Board, Kelly seconded. Carried.

12 STUDENT REPRESENTATIVE REPORT

- Thomas advised he could see potential for improvement around the process for Student Elections, as not much information is given to candidates about what the Board is, and what the student representative role is and it feels like you are applying for a job before knowing what it is. Some students don't realise the difference between management and governance matters. It would be good to have this information available before elections to help write the candidate profile. What the role is, and is not – in particular that it not a student advocate role, it is a governance role. Thomas was happy to be involved in the process to shape future resource to better describe the role of student representative.

ACTION: Andrea and Scott to look at a 'job description' and an information pack next year Scott and Chris will do an induction with the new Student Representative.

Thomas moved that the Student Representative report be received by the Board, Chris W seconded. Carried.

13 POLICIES: DELEGATION SCHEDULE

- Tracey will do some further work to identify what policies are up for review and set up a Review Schedule for 2024.

- The Delegation Schedule requires some changes, and a revised Schedule was tabled which reflects discussions held between Scott and Chris D. The Board were happy with the document content and suggested changes. Further discussion was held and the following agreed:
 - The Board were comfortable with the Principal having delegated authority to spend the approved and budgeted contingency for capital expenditure. Any expenditure in excess of the contingency will require further Board approval.
 - Principal delegation for unbudgeted operational expenditure of up to \$25,000.
 - Business Manager sub delegations would be:
 - \$10k unbudgeted operational expenditure.
 - No specific delegation for capital expenditure in excess of budget
 - Amend the Business Manager's delegation for disposal of assets such that disposal is permitted where the book value of the relevant Asset is no greater than \$1,000.
 - The Finance Committee and Property Committee delegations would not be adjusted at this time and would be reviewed as part of the proposed review of those committees terms of reference during the self-review hui.

The Chair moved that the Board approve the Delegation Schedule in principle with amendments. Carried.

- The Attendance and Learning Support/GATE policies are being reviewed further by Andrea and support team staff following Board feedback in August.

14 GENERAL BUSINESS

Thank you to Thomas for his time as Board representative and congratulations for being appointed as North Division Year 12 Prefect for next year.

15 PUBLIC EXCLUDED

Thomas left the meeting prior to the commencement of discussion on agenda item 15.

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 15 ("Public Excluded") at 8.18pm.

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		
Property Related Matters	It is necessary to exclude the public from this part of the meeting in order to protect information where the making available of the information would disclose a trade secret, would be likely unreasonably to prejudice the	

	<p>commercial position of the person who supplied or who is the subject of the information or which is subject to an obligation of confidence and where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied, being good reasons for withholding information under s9(2)(b) and s9(2)(ba) of the OIA</p>	
--	--	--

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 Public Excluded at 9.15pm.

16 MEETING CLOSURE/KARAKIA

9.15pm

SIGNED AS A TRUE AND CORRECT RECORD



Chris Dann, Presiding Member/Chair

_____ *Date 29/11/2023* _____