

BOARD OF TRUSTEES

Minutes of meeting held 28 September 2022 in the Boardroom

1 PRESENT

- Charles Breurkes (Chair for items 1-4), Chris Dann (Chair for items 5-), Murray Paull, Phil Holstein, Kelly McGowan, Sam Brock-Smith, Amy Liu, Chris Dann, Chris Wallace (via zoom)
- Wayne Muncaster and Brent Crammond (for items 1-5)

1.1 In attendance

- Andrea Griffin, Sheryl Crase (minutes)

2 APOLOGY

- Tracy Scott

3 INTRODUCTIONS, WELCOMES AND ACKNOWLEDGEMENTS

- Charles welcomed new members of the board, and acknowledged and thanked Dev, Brent, Wayne and Tracy's contribution during their time on the board.

4 OUTGOING CHAIR'S PRESENTATION

- Charles provided a presentation by way of induction for new members of the board.

5 ELECTION OF CHAIR

- Charles stood down from the chair, and the board secretary called for nominations. One nomination was received:
 - Chris Dann (*nominated Phil, seconded Murray*). There being no other nominations received, Chris was elected unopposed.
- Chris chaired the remainder of the meeting.

6 INFORMATION FOR NEW BOARD MEMBERS

- Chris briefed new members on matters relating to the board. He highlighted that the Education and Training Act 2020 clarifies members of the board carry no personal liability. Participating in NZSTA courses and events was recommended.
- Chris outlined the primary objectives for school boards set out in s127 of the Education and Training Act, which included:
 - Ensuring that each individual student is able to be the best they can be in terms of educational achievement.
 - Ensuring the school was a physically and emotionally safe place for all students and staff and takes all reasonable steps to eliminate racism, stigma, bullying and any other forms of discrimination within the school
 - Ensuring that the school is inclusive of, and caters for, students with differing needs; and
 - Ensuring that the school gives effect to Te Tiriti
- Important documents were:
 - The Strategic Plan
 - Budget
 - Master Plan

- Policy and Procedures Manual
- Governance Policies
- Finance and Property Committee Terms of Reference
- Local Government Official Information and Meetings Act.
- Agreed to schedule time at the beginning of the next two board meetings for briefings regarding finance and property matters.

7 REGISTER OF INTERESTS

- No changes advised.
- ACTION: new members of the board to advise Sheryl of any potential conflicts.

8 CODE OF CONDUCT / CERTIFICATE OF ELIGIBILITY

- ACTION: Sheryl to circulate to new board members for signing.

9 MEETING HELD 24 AUGUST 2022

9.1 Approval of minutes

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

9.2 Matters arising

- Andrea confirmed that there would be no significant change in funding as a result of BHS's equity index rating of 418 which equates to \$50/student. The index will be reviewed annually, with phased implementation over four years.

10 PRESIDING MEMBER'S BUSINESS

10.1 Approval of funding request

- The following funding request was approved:
 - That a request be made to The Trusts Community Foundation for funding for the amount of \$3,464.35 (GST exclusive) for accommodation for the 46 students and teachers competing in the BNZ SISS Volleyball Championships in Nelson from the 21st to 25 November 2022.

10.2 Resolutions passed via email

Funding application

- That the Board allocate \$25,000.00 of unbudgeted funds to enable a much needed website upgrade to be completed as swiftly as possible.
- Sam expressed interest in seeing the website development presentation. ACTION: Phil.

Appointment of Discipline Committee members

- That Murray Paull, Kelly McGowan, and Chris Dann will represent the board as disciplinary committee members for disciplinary meetings held during next week (19 to 23 September) and follow-up meetings to these as required.

Approval of policies

- That the following updated policies be approved.
 - Complaints Policy
 - International Student Policy

- Education Outside the Classroom (EOTC) Policy

10.3 Change to school bylaws

- *Moved by the Chair* that section (I) of the School Bylaws relating to Uniform Regulations and Dress Codes be updated to read:

(I) Physical Education

- The BHS Physical Education (PE) Uniform is compulsory for all students taking Physical Education in Year 9 and Year 10.
- Students in Year 11 and Year 12 Physical Education classes are not required to wear the BHS Physical Education Uniform but instead adhere to BHS's clear expectations of non-uniform clothing.
- The regulation school tracksuit is additional to the PE uniform and optional for students doing physical education or playing sport.

Carried.

10.4 Appointments to Board Sub-Committees

Finance Committee

- Meetings held 08:00am, the Wednesday week before board meetings
 - Amy Liu
 - Sam Brock-Smith

Property Committee

- Meetings held 08:00am, Monday two weeks before board meetings
 - Chris Wallace
 - Murray Paul
- Sam Brock-Smith and Chris Wallace will also join the project steering group meetings in respect of the school's master planning process.

Sub-Committee attendances during transition

- For the purposes of transition it was agreed to:
 - Invite Brent Crammond to join the October and November Property Committee meetings, with the option of attending the next two board meetings if desired, with full speaking rights in each case.
 - Invite Wayne Muncaster to join the October and November Finance Committee meetings, with the option of attending the next two board meetings if desired, with full speaking rights in each case.

11 STUDENT ELECTIONS

- Phil advised that a year 10 student has been elected as the new student representative on the board. ACTION: Phil and Andrea to provide appropriate induction/guidance for the new student rep and Chris D to also meet with the new student rep on board responsibilities etc.

12 APPROVAL OF EUROPEAN TRIP

- Andrea briefed the board on a proposed Classics trip to Greece and Italy in April 2023.
- *Moved from the Chair* that the Board approves this trip in principle, subject to review of insurance policy and registration form. Carried.
- ACTION: Chris D to review the insurance policy to ensure appropriate cover and review the T&Cs for the registration form to ensure parents are made aware of financial risks etc..

- Terms and conditions will be communicated to parents, including EOTC Policy and Fundraising Policy.

13 PRINCIPAL'S REPORT

- Report taken as read.

Acknowledgement of staff effort

- Phil invited board members to attend a staff meeting at 8:15am on the first day of Term 4 as an opportunity for staff to meet the board and acknowledge staff efforts. ACTION: Phil and Chris to discuss

Standowns and suspensions

- Noted that there is a city wide issue around the behaviour of Year 9 students.

Attendance data

- Noted that there was an anomaly in the data as it did not take into account that Covid requires a five day absence. As a result, it is easy for a student to fall below the expected 90% attendance.

Approval of report

- *Moved Phil seconded Chris D* that the Principal's Report be received and recommendations within be approved. Carried

14 FINANCE REPORT

- Amy highlighted key points in the Finance Report prepared by Wayne Muncaster. Key points were:
 - There was a \$114k deficit in August, and YTD deficit of \$169k. August variances in expenditure were mainly due to timing issues as there were some expenses in August that had been expected to occur later in the year.
 - There was a YTD positive variance of \$282k and the forecast has been adjusted to reflect an expected year end deficit of \$417k.
 - BHS has recently signed a supply agreement for a new uniform. Volunteers were not in a position to run the uniform shop, and the Finance Committee supported the concept of employing a manager to run the uniform shop with support from PTA volunteers.
- *Moved Amy, seconded Chris D* that the Finance Report be received. Carried.

15 PROPERTY COMMITTEE

Master Planning

- Noted that Naylor Love will be on site during the holidays, but it is not likely there will be visible change until after Christmas. The Minister of Education will be invited to a ground turning ceremony.

Swimming pool

- Work is progressing and it is hoped the pool will be ready by 14 November.

16 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
<i>Student related matters</i>	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.
<i>Health and Safety update</i>	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.


17 MEETING CLOSURE

- 9:30pm

18 SUMMARY OF ACTIONS

<i>Issue</i>	<i>Meeting date</i>	<i>Action required</i>	<i>Person</i>
<i>Register of interests</i>	28/09/22	Advise any potential conflicts	Amy, Kelly, Sam, Chris W
<i>Code of Conduct</i>	28/09/22	Circulate Board Code of Conduct and Declaration of Eligibility for signing	Sheryl
<i>Student Rep</i>	28/09/22	Brief new student rep on board responsibilities etc	Chris
<i>Classics trip to Europe</i>	28/09/22	Review insurance policy to ensure appropriate cover and review registration form to ensure parents appropriately briefed on risks	Chris

SIGNED AS A TRUE AND CORRECT RECORD


Chris Dann, Presiding Member

26/10/22
Date