



## BURNSIDE HIGH SCHOOL BOARD

Minutes of meeting 20 September 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)

### 2 APOLOGIES

There were no apologies.

### 3 MEETING COMMENCEMENT

- 5:00pm

### 4 WELCOME

- Chris welcomed Tracey to her first Board meeting.
- It was advised that there is no faculty review for this Board meeting.

### 5 REGISTER OF INTERESTS

- The Register has been updated with corrections from the Board's August meeting.
- Scott suggested that the Register of Interests should also record that he is the President of SPANZ union.

### 6 MEETING HELD 23 AUGUST 2023

- A correction to the Finance Report was that the report is received not accepted.
- Policies matters have had no progress to date.
- The Chair moved that the meeting minutes be approved. *Carried.*

### 7 CORRESPONDENCE

- The tool for self review of readiness for NCEA changes distributed by the Ministry of Education best sits at the Senior Leadership team. The tool was noted as correspondence but requires no action from the Board.

### 8 PRESIDING MEMBERS BUSINESS

8.1 Resolutions passed by the Board in writing – none this month

8.2 Funding applications – none this month

8.3 2024 Japan trip

- Andrea spoke to the paper. This was an exchange programme running pre-covid. It is organized with a sister school in Japan, and was last done in 2018 and both schools are keen to get it going again. The numbers are hard to work out but will be between 12 and 20 students. The estimated costs are low because the students are billeted and it ties in with the sister school and their grant funding. There is no specific teacher/student ratio.
- *Moved* by the Chair: The Board approves the application for the Japan Cultural trip in July 2024 in principle and subject to the conditions noted at the foot of the application namely:
  - Adequate planning with prior approval from the Associate Principal
  - Confirmation that appropriate insurance cover is in place
  - Risk management sign-off from EOTC co-ordinators (including completion of RAMS forms)
  - Parent/caregiver permission*Carried.*

8.4 Annual Workplan items

- It was noted that the following strategic workplan items would continue to be deferred in light of resource pressures on Scott and Andrea in particular (including the ongoing recruitment of a business manager and property manager):
  - Sustainable financial performance
  - Alumni programme
  - Aurora Centre review
  - International student review
- The Board self review is due and Chris D. would like to do this now that the Board is a full team. It should be appropriately self reflective. It would be preferable to do this as a separate meeting and could work through a template.

ACTION: Chris D. to find if there is a tool, or could use the NZSA Self Assessment tool as a discussion document. Chris can circulate amongst the Board about the process and content and once that's received a date could be locked in. Would be good to have not such a formal meeting.

## 9 PRINCIPAL'S REPORT

9.1 Principal's Report

Scott took his Principal's Report as being read and picked up on key issues.

- The incoming Principal's survey has now been worked through, including an analysis of the student data. The raw data was put through some artificial Intelligence which was asked some carefully crafted questions. SLT will craft the data into an action plan. The questions were based around Communications, Behaviour and Uniform. There were some strong themes that are emerging across 1. Property; 2. Feelings of safety; and 3. issues around vaping. There has been good buy in from the staff and three teams of staff have been formed to work on these issues, along with a fourth group to focus on branding.
- The school roll for 2024 is looking really strong with 432 Year 9 enrolments. There was a comment from the Enrolment Officer, saying that they are uncovering a level of dishonesty around living in-zone. The enrolments team are testing with evidence provided being stronger

than previously such as a tenancy agreement, or electricity account, however none shows the student lives at that address. Home visits have been done on some occasions to confirm whether the student does live in-zone during term time as required by the law. The Board may anul the enrolment of a student if the Board believes on reasonable grounds that the student's enrolment form falsely claimed for the purposes of securing enrolment that the student was living in the school's home zone when the student enrolled at the school, or if the student used a temporary residence within the school's home zone for the purpose of gaining enrolment.

- The International Director is overseas at the moment and has recruited 21 German students currently. Term 4 he will be in China and that has 51% (68) international students. Scott also introduced agents he has previously worked with the intention to up these numbers.
- A strategic meeting to look at the School brand was positive. It was held with Board members, 7 staff and 6 students. The students were exceptional, they had done their homework and had talked to wider students and Year 9 to Year 13 students were present. There was widespread agreement that this is an exercise that needs to be undertaken. The logo is due for a refresh and they are all on the same page on what needs a refresh and what is working. Sense of cohesion around the branding piece. Same group will come back and check and connect. is the branding review based around how the school is viewed in the community and what the school stands for. The review is not going to revise the School's mission, vision and values. The uniform is not within the scope of this brief although sports teams uniforms also did come up. There is a real range of colours and styles that could be looked at in regards to sports uniforms but there is no timeframe given for that work yet. it was questioned whether a link to mana whenua should be incorporated in the review and agreement that would be important if the review considers the school's cultural narrative.
- Ngāi Tūāhuriri has graciously offered BHS a 4<sup>th</sup> place for board members on their "Getting to know us" cultural education workshop. Scott, Andrea, some staff, Sam, Chris D, Chris W and Amy to be on that course on 8<sup>th</sup> of December.
- A Request for refreshment leave has been received from one of the teaching staff. The Board gave delegations to Scott to manage this matter. Scott advised he will deal with it and endorse the leave, subject to finding a suitable replacement.

ACTION: Check the Schedule of Delegations but in future SLT to consider long term leave.

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

## 9.2 Annual Plan review

The mid year progress report against the annual plan was tabled and discussed. It was noted that the annual plan represents the first year of implementation of the three year strategic plan and evidences a lot of achievement in a challenging and resource constrained environment.

Chris D reminded the Board of a discussion in the April meeting regarding the new Education (School Planning and Reporting) Regulations 2023 and the potential need to reconsider whether the strategic plan might need to be tweaked to ensure it fully reflects the new Regulations (which were issued after the strategic plan was finalised). There was agreement that the strategic plan aligned well with the new Regulations but a need for further consideration on whether the strategic plan satisfactorily covered the content requirements in Regulation 7, including:

- "measures, evidence and processes to evaluate progress toward achieving the strategic goals" (which had historically been contained in the annual plan);
- "information relating to how the Board has prioritised its strategic goals"
- "the board's strategies for achieving or making progress towards its strategic goals based on the identities, needs, and aspirations of its school community, including, without limitation, strategies for identifying and catering to students whose needs have not yet been well met"

ACTION: Chris D. will refer the details of the regulations Scott and Andrea who will consider further in consultation with the SLT and provide a recommendation to the Board on any proposed modifications to the Strategic Plan.

## 10 FINANCE REPORT

### 10.1 Financial performance

Amy spoke to her paper on August financial performance to budget. There is a very small (\$1,366) negative variance to budget for the month. Actual year to date result is a small positive surplus (\$267,306). Same position as last month for forecast (\$307,166 deficit). November is going to be a big spend month. Another large sum is the pay equity settlement. A lump sum repayment was paid out for that last year.

### 10.2 Budget

10.3 The 2024 budget setting process is causing issues due to having not yet recruited a replacement Business Manager meaning that it is likely that a draft budget will not be available for the Board until later than usual (likely October). Susan McCabe (senior accounts administrator) is trying to bring the information together. Scott has arranged for the Business Manager from Papatoetoe High School to spend some time with our finance team to assist in budgeting but it was noted that a pragmatic approach may be required based on rolling over and adjusting the 2023 budget for known variances/parameters in 2024 and a comprehensive re-forecast in Q1 when the replacement Business Manager is on board. Scott thanked Amy for her support with the budgeting process.

The existing support contract with Fuji Xerox has expired. A tender would ordinarily be undertaken for the business but capacity constraints in the finance team (in the continued absence of a replacement Business Manager) prevent a tender in the near term. Sam and Scott will meet with Fuji Xerox (an All-of-Government panel supplier) regarding ongoing support.

### 10.4 School Annual Accrual Report Certification

As part of Deloitte's audit process, the Principal has been asked to sign the above report (78 pages) relating to payroll. Scott raised a concern about that process given the level of detail is beyond his direct knowledge. Chris D noted that he had previously only been asked to sign an annual report on contractor payroll and only on a 'best of knowledge' basis, coupled with management representations. Scott and the finance committee will investigate and discuss further with Deloitte regarding process and appropriate certification.

### 10.5 Receipt of report

Amy moved that her finance committee report be received. Seconded by Chris D. Carried.

## 11 PROPERTY COMMITTEE REPORT

Chris W spoke to some key points in the property committee September meeting minutes:

- the need to get a detailed seismic assessment (DSA) on the Aurora Centre. BECA will be asked to quote on that work.
- consideration of renovating the "Caretakers House" is on hold currently pending the outcome of the caretaker recruitment process.
- Scott and Andrea met with EdPro – an independent company to whom BHS could outsource some or all of the caretaker services. It was noted that there is some deferred maintenance that needs to be caught up on and EdPro could be a good option. but there would be a bit more due diligence to be done. The Property Manager would be a key point of contact for

such an outsourced service and the property committee recommended deferring further consideration until the outcome of the property manager (and caretaker) recruitment process was known.

- The build for Pukehinau Is on track.
- Chris W moved that the minutes of the property committee meeting of 11 September are received. Seconded by Chris D. Carried

## 12 STUDENT REPRESENTATIVE REPORT

Thomas noted the following points from his report:

- Exams have been held at the end of T3. It was noted and discussed that n teachers and staff don't refer to "mock" exams anymore, as they are not mock, they are actually of importance and set a derived grade if a student cannot attend the final NCEA exams for any reason.
- NCEA is a very confusing system but with school exams Thomas thinks there could be better communication as to what is going on, including the difference between internals and externals and the importance of using past papers as a resource and where to find them.
- The "Burnside's Got Talent" competition was great fun, with great judging and the piano winner was well deserved.

Thomas noted that he will not run again for the Student Representative position, so this or next month maybe Thomas' last meeting. Thomas noted that he enjoyed his time on the Board and has learned a lot but mangnanimously thought it appropriate to give an opportunity for another student.

Thomas moved that his report be received. Seconded by Chris D. Carried

## 13 CODE OF CONDUCT

Chris D circulated to the Board an updated Board Code of Conduct (with a correction from the draft discussed in the Board's August meeting but otherwise in the form previously discussed and approved by the Board) and asked that the Board Secretary provide a copy of the Code of Conduct to all Board members to sign and return.

## 14 GENERAL BUSINESS

Nil.

## 15 PUBLIC EXCLUDED

*Thomas left the meeting prior to the commencement of discussion on agenda item 14.*

*Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 14 ("Public Excluded") at 7.19pm.*

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	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
Staff related matters		

	Official Information Act 1982 ("OIA")	reason for withholding exists under the OIA.
	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 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	

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.

**16 THE MEETING MOVED OUT OF PUBLIC EXCLUDED AT 7:19PM.  
MEETING CLOSURE/KARAKIA**

**SIGNED AS A TRUE AND CORRECT RECORD**



*Chris Dann, Presiding Member/Chair*

\_\_\_\_\_ Date 25/10/2023 \_\_\_\_\_