



1 RESENT

Chris Dann (Presiding Member and Chair of the meeting), Scott Haines (Principal), Amy Liu, Murray Paull (Staff Representative), Sam Brock-Smith, Chris Wallace, Kelly McGowan, Andrew Wu* (Student Representative)

* joined online.

In attendance

Alan Robertson (Senior Division Principal, Ex-officio), Tracey Simpson-Smith (Board Secretary, minutes)

2 APOLOGIES

Andrea Magson

3 REGISTER OF INTERESTS

Amy Liu has been asked to join the Finance Committee at Christs College and Chris Wallace is taking training with the Senior Leadership team currently.

4 MEETING HELD 26 JUNE 2024

4.1 **Approval:** The Chair moved that the meeting minutes from the Board meeting held on the 26th of June 2024 with a correction made to 5.2 to state that Chris Wallace and Scott (not Sam) met with Canterbury University, be approved as a true and correct record. *CARRIED.*

4.2 **Matters arising:**

- A new minutes template has been drafted to ensure consistency across the meetings.
- Both the Finance Committee and Property Committee are to review their respective Terms of Reference (including the specific delegations afforded to each committee) and the Finance Committee will also review the complete Schedule of Delegations. This will be added to next month's agenda of each committee.
- The HR role needs further work to be done and that will be completed when Ali and Andrea are back on board.

5 STRATEGIC FOCUS

5.1 **Sensitive property matters:** Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 5.1 ("Property Update (Public Excluded)") at 5.33pm.

The meeting moved out of Public Excluded at 7:30pm

The Chair acknowledged Scott's work on property matters as well as multiple trips on behalf of the school over the last few months and in the month to come. He also expressed the Board's condolences to Andrea for the recent loss of her mother and the Board's thanks for her work in leading the School in Scott's absence on overseas trips and in investigating and reporting on recent complaints. The Chair also acknowledged Alan's efforts in stepping into the acting principal role when both Scott and Andrea were away.

The Strategic focus for the next Board meeting will be Property.

6 PRINCIPAL'S REPORT

6.1 Principal's Report:

The Principal's report was taken as read. Scott highlighted the following points:

- The Website is requiring a revamp after feedback from International Agents advising it was not representing the school as well as it could. The rebrand will be incorporated but there is also a lot of other work that can help improve the functionality of the site. There was discussion of the proposal (and cost estimate) for this work from Downing Creative Design (which carried out our recent rebranding project). It was noted that Downing's work on the rebranding project and knowledge of our objectives/drivers was helpful for this new proposed packet of work on the website. There was discussion of the timing of the project, in light of other current or impending significant financial commitments. Scott advised that he would ideally like this work completed before the international enrolments start next year. It was also noted that the significant property related capital expenditure required by the Board would not be required until 2025/26. Finally, it was noted that the proposed new Comms role will be helpful in picking this project up and providing content for the website. The proposed work by Downer was not content focussed but rather look/feel and functionality of the

The Chair moved the motion to approve the appointment of Downer to carry out the website refresh work with the scope and cost outlined in their proposal. *CARRIED.*

- The Strategic Plan includes, as a strategic priority: "Developing and implementing a weekly (timetabled) Ako time where students experience our values by focussing on connections, belonging, skills and wellbeing". Management have been undertaking investigative work and consultation on a proposed Ako programme, including content at each year level, and how we would fit into the timetable. The proposal was presented to staff and the feedback has shown a higher level of resistance than expected. The shortening of the lunch break to make time for Ako has benefits but also has issues for some departments, including the potential impact on extra-curricular activities. It was noted that Ako programmes, such as that proposed in our Strategic Plan, are not especially novel in NZ schools. Many schools have such a programme. However, the proposal is new to Burnside. Consultation continues with students and the community (following staff consultation).
- The trip report from Scott for the Thailand trip will be circulated to the Board in the next few days.

6.2 **Approval:** Scott moved that his report be received. Chris D seconded. *CARRIED.*

7 FINANCE REPORT

7.1 **Report:** The Finance Committee's report was taken as read. Amy highlighted the following points:

- There is currently a surplus to budget due to the Ops Grants that have come in.
- The budget for International Students is nearly on budget.
- In July we are 58% through the year and have achieved 79% income and 55% of budgeted expenses. The Financial position shows net assets sitting at \$11m and July last year there was \$9.8million.
- The Budget timeline was clarified: with the first cut of the draft budget going to the Finance Committee on 15 October 2024. That will allow for changes to be made before going to the November Board meeting.

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7.2 **Approval:** Amy moved that her report be received. Seconded by Chris Dann. *CARRIED.*

8 PROPERTY REPORT

8.1 **Report:** The Property Committee report was taken as read. Chris W. highlighted the following points (in addition to those discussed in the public excluded part of the meeting):

- The Board took a tour of Pukehinau before the Board meeting commenced and commented on how nice it is to see the building up and running, being used and meeting expectations.
- The property committee minutes noted that a question was raised in the meeting about when the Ministry has contractors on site whose Health and Safety Policies are to be followed? Chris D advised that each of the School, the Ministry and the contractors were PCBUs under the Health and Safety at Work Act so all had responsibilities to ensure that a fit for purpose H&S policy was in place and followed. A jointly agreed H&S policy could be used or the School may be content with the Ministry and/or contractor's policy (so long as it took account of site specific hazards).

8.2 **Approval:** Chris W moved that the Property Report be received. Chris D seconded. *CARRIED*

9 STUDENT REPRESENTATIVE REPORT

9.1 **Report:** The Student Representative report was taken as read. Andrew highlighted the following points:

- Students love the Pukehinau building
- Andrew is not seeking re-election but will support the process for the election and those up for election as much as he can
- The voting turn-out for last year's Student Representative election was low. Andrew proposed that the Student Council be authorised to create and display posters to raise awareness about the Student Representative election. The Board endorsed the importance of student awareness of the Student Representative election (including the nature/expectations of the role and timing for the election, with encouragement to vote). Scott noted that with nominations opening on the 4th and then closing on the 10th there is a tight turnaround. That timing is driven by the returning officer for the election. Scott also noted that the School has posters to be displayed around the campus and Schoology messages are ready to go out to students to remind them to vote. Given this process Andrew withdrew his proposal regarding Student Council involvement but the Board endorsed the Student Council vocalising/supportive the election.

9.2 **Approval:** Andrew moved the following resolutions:

- 1 that the Board congratulate Janetta Pechybortseva, Fifian Zhao and Vivian Gao for their achievements at the NZCT Chamber Music Competition;
- 2 that the Board congratulate Aditya Bansal, Cameron Martin and Ron Livne for winning the New Zealand Programming Contest 2024
- 3 that the Student Representative Report be received.

Chris D seconded all motions. *All motions were CARRIED.*

10 POLICIES

- 10.1 **Fundraising Policy:** The Fundraising Policy has been updated following a recommendation from Scott that the delegated authority amounts for approval contained within the Policy be increased. The issue of having alcohol involved in fundraising was discussed, including relevant legal considerations and risks.
- 10.2 **Theft and Fraud Prevention Policy:** The Theft and Fraud Policy has been amended to expand the organisations to which theft or fraud should be reported and money laundering risk (in respect of requests for refund of international student enrolment payments without just cause). Chris advised that the School is not a Anti-Money Laundering reporting entity so has no legal duties to have policies and procedures regarding money laundering risk but proposed a policy change to note that if a refund is requested, it goes back to exactly the same account from which it was received, unless approved otherwise by management or below a \$1,000 de minimis threshold.
- 10.4 **Approval:** Chris D moved that the Theft and Fraud policy be approved. *CARRIED*
- 10.3 **Privacy Policy:** The Privacy Policy has had more of a refreshment from Chris D and Andrea having worked on this together, including updates to passages addressing the availability of information to separated parents, publication of student images, sharing information with external agencies and access to and requests for corrections to information. Chris D was thanked for his efforts with this work.
- 10.4 **Harmful Behaviours:** The Harmful Behaviours Policy had significant discussion. Kelly commented that it feels like a zero-tolerance policy and she queried the appropriateness of that approach. Kelly suggested re-wording changes and, following discussion, will circulate specific amendments to the Board following the meeting for reconsideration in the Board's next meeting.
- 10.5 **Community & Whanau Liaison:** Following discussion it was agreed that no specific, written policy is needed for community and whanau liaison. Such liaison is vital and a day to day part of what management does (with 'strengthening communication systems between school and home' being a strategic priority) but the policy document itself does not provide value.
- 10.6 **Timetabling:** The Timetabling Policy requires consultation with the PPTA. The policy is under review and consultation will follow.
- 10.7 **Approval:** Chris D moved that:
- (a) the updates to the Fundraising Policy, Theft and Fraud Prevention Policy and Privacy Policy in the form included in the Board papers be approved; and
 - (b) the Community & Whanau Liaison Policy be deleted from the School's policy manual.
- Both resolutions were CARRIED*

11 CORRESPONDENCE

- CES is moving to Schooled as their new brand.
- There were no concerns from zone change consultation letters from Christ of King and St Bedes. Nothing we need to add in turns of consultation.
- The "Management Letter" from the School's auditor Deloitte was noted.

12 GENERAL BUSINESS

12.1 **Overseas Trips:** The China Study Tour needs to have a maximum of three staff travelling with the tour in order to meet school protocol. The OTC policy will be changed in the next round to reflect this. The costs for the tour will need to be increased to include this other teacher.

Chris D moved that the Board approves the application for the China Study tour in 2025 in principle and subject to the following conditions:

- Adequate planning with prior approval from the Associate Principal
- 3 School staff to travel with the students
- 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.

12.2 The proposed HR role is still being worked through, Chris W, Sam and Amy volunteered to help with the recruitment process for the marketing and comms role. This is likely to be in the next month.

13 PUBLIC EXCLUDED

Andrew left the meeting at 8:59pm prior to the commencement of discussion on agenda item 13 (Public Excluded).

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 13 ("Public Excluded") at approximately 8.45pm. *CARRIED*

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 School contract negotiations	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	

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	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	
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The above 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 its public-excluded session at 9.48pm.

14 CLOSING KARAKIA

Meeting Closed at 9.50pm

SIGNED AS A TRUE AND CORRECT RECORD



Chris Dann, Presiding Member/Chair

25/9/2024

Date