



1 PRESENT

- 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)

In attendance

- Andrea Magson (Associate Principal, ex-officio), Tracey Simpson-Smith (Board Secretary, minutes)

2 APOLOGIES

Apologies from Chris Wallace for lateness (arrived at 5.39 pm).

3 REGISTER OF INTERESTS

- No further additions this month

4 MEETING HELD 28 FEBRUARY 2024

4.1 The Chair moved the meeting minutes from the meeting held on the 28th of February 2024 be approved as a true and correct record. **Carried.**

4.2 Matters arising:

- Scott has sent to Board members the link to the Annual Implementation Plan for Board members to insert comments if they wish.
- No further approvals are required in relation to the budget approved by the Board in its February meeting.

5 STRATEGIC FOCUS

5.1 Property Update:

- The Chair commented that whilst the Board Self Review Meeting identified specific Strategic focus sessions for each month which are noted in the Board's workplan, at this stage urgent and important (and developing) property matters need the Board's priority focus hence we have been unable to adhere to the Board's workplan.
- *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 5.20pm. 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.

The meeting moved out of its public-excluded session at 5.59pm.

5.2 Alumni:

- A discussion was held around the status and proposed next steps for the Board's proposed Alumni project.
- A Board committee was constituted but has not yet met. A parent (being an acquaintance of the Chair), Nathan Latimer has offered to assist with the Project and may be willing to be a committee member. Amy advised that currently there is no resource (and no management capacity) to support this Project.
- Chris Wallace noted that may be other agencies or entities that could do some of the investigative 'leg work' for us in relation to the benefits, impediments and steps for establishing an alumni network. Scott advised he has an meeting shortly with the Director of Advancement who is in charge of the Alumni at Canterbury University who may have a useful perspective.

ACTIONS:

- Chris Wallace will attend the above meeting with Scott and the CU Director of Advancement and report back to the Board.
- Amy will send to Chris W the contact (from her previous paper to the Board) for the third Party organisation that sets up alumni networks and had done so for Christ's College and Auckland Grammar.
- The June Board meeting's strategic focus will be on Property and Alumni.

6 PRINCIPALS REPORT

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

- Skylight maintenance is proving to be highly problematic. The School has approximately 82 skylights, the majority of which are non-trafficable given their poor condition which presents H&S risks and ongoing deterioration of surrounding wooden structures due to leaking from the skylights. Current building code requirements demand trafficable skylights. The Principal's report notes that immediate action is required to rectify these issues and prevent further damage.

However, unfortunately the School's efforts to resolve these issues have been hampered by a lack of engagement from the Ministry of Education (which owns the skylights as part of Ministry owned buildings). The Ministry has not responded to multiple emails, including from our previous Property Manager Wally Lauder, Jeff Smith and now Barry McKenzie.

Barry has managed to have the Ministry complete a condition assessment of the skylights which confirmed that they are non compliant and Maintenance and safety improvements are required but there has been no further progress. The last email from Barry to the Ministry pointed out that the Ministry had the report of non compliance for three weeks and could they provide an update on how Burnside can make progress on this. Emails were sent on the 26th of April, 6th of May and the 21st of May asking who the preferred contractors were to carry out the work. The email trails regarding this being raised is now over a year.

The Board expressed concern at the lack of action, particularly having regard to the H&S risks.

ACTION: The Chair will write a letter to the Ministry pointing out the H&S risks and non-compliant nature of the skylights. It is proposed that the letter set out that in the absence of urgent action from the Ministry to rectify the situation, the Board will feel compelled to take remedial action itself and forward the invoice to the Ministry for payment. The Chair asked for Barry to provide a short summary of the issues and correspondence to date to inform the preparation of a letter that Chris D and Chris W will prepare.

Subsequent to the meeting Barry received an email from the Ministry (on 22 May) promising an update by the end of that week so this action was placed on hold.

- The Board agreed with the Principal's recommendation to acknowledge Jeff Smith's contribution to the School and Board approved a \$100 gift and sending of a letter of acknowledgement from the Chair.
- The PTA is expected to have a significant cash reserve (approx \$300,000 following 2023 Uniform Shop proceeds) they would like to invest in a legacy project for the School. The PTA has asked for suggestions of potential projects. The Board discussed options. The covering of the turf to create an all-weather space was agreed by the Board as its preferred recommendation, particularly having regard to the challenges noted in the recent mid-year Faculty report for the Health and Physical Education Faculty. Alternative options included upgrades to the Aurora Centre (e.g. new LED lighting and a projector), an upgrade of the main student quad, and a new multilingual signage and wayfinding project. Scott will table the Board's preference and other options to the PTA at their next meeting.
- The Principal's report made the following recommendations:
 1. That the Board provide authorisation in writing for specific support staff members (being those nominated by the Head of Faculty Learning Support, Rachelle Stidder in correspondence tabled during the meeting), to undertake the required training to apply physical restraint when required as part of the support plan for a particular student in their care;
 2. That the Board consider the proposed amendments to the Textiles trip to Paris in 2025 set out in the Principal's report.
 3. That the Board acknowledge the Burnside High School Digital Technologies Department for receiving the ITP Gerard MacManus Excellence in (IT) Education Award
 4. That the Board acknowledge John Creighton, Head of Faculty Technology, who was given life membership to the Digital Technology Teachers' Association for his services to the subject association
 5. That the Board acknowledge Jeff Smith for his valuable contribution to Burnside High School during our time of need
 6. That the Board consider and identify priority areas for the application of PTA legacy funding project(s) [*addressed above*]
 7. That the Board accept and adopt the Draft 2023 Statement of Variance
 8. That the Principal's report is received and acceptedScott moved that all recommendations be accepted and actioned. Chris D seconded. **Carried.**

7 FINANCE

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

- Amy advised that the Board financial reporting is in a different format to last year due to the different accounting package being used. The Finance report has been prepared in a simplified manner, with up to date information on performance. The monthly performance report has been removed, which aims to remove some of the variances to budget which are simply a function of timing of recognition for Accounting purposes. Amy welcomes any feedback from the Board on the format and content of Board financial reporting. The Board advised it would be helpful to be able to compare Year on Year.
- Ali has worked significant hours to bring the accounts across to Xero, but there was insufficient time to prepare a full and final report to the Finance Committee this month.

- Amy confirmed that the school has \$2m in cash reserves and \$500,000 of that will be going into furniture for the Pukehinau classrooms. Income shows a positive variance to budget with donations from families increasing. The budget for International Students has already been achieved. Once the new rates for International Students comes into effect next year they will bring in significant income. It is expected that the actual result up to March should be better than what is written.
- The 2023 Financial Statements are still in draft, however Ali will talk to Yasmin to meet the deadline. It is currently waiting on the whole of school report which is not yet finished. This is a legacy issue of not having a Business Support Manager in place for an extended period of time. Ali was commended for her efforts to "catch up".
- Amy moved that her report was received. Chris Dann seconded. **Carried**
- ACTION: It was noted that the Schedule of Delegations does not include a specific delegated financial authority for the Finance Committee (i.e. an authorisation threshold above that of the Principal and below that of the full Board). The Finance Committee will consider both that matter and its Terms of Reference and make a recommendation to the Board.

8 PROPERTY REPORT

The Property Committee's report was taken as read. Amy highlighted the following points:

- The Property Committee welcomed Barry, who is already making a significant contribution and hit the ground running. Chris W commented that he is solution focused and will contribute significantly to the Property Committee going forward.
- Barry gave the Committee the run down on the BMS system and what it means to have buildings on different systems as we move into winter. That is another Project the Ministry will need to be involved in when all the buildings are merged onto one system.
- There is a budget set aside for the Vision Impairment improvements to be made and the School will lead that Project. The student the focus of the Project has been on site for a year and a term and the report was undertaken in 2022. The Ministry have now given us the cash to move that forward.
- The School is investigating the possibility of contracting-out cleaning. Quotes will be obtained in the first instance. It was noted that cleaners are subject to the "vulnerable employee" protections in the Employment Relations Act entitling them to transfer to the new employer on the same terms and Conditions and it was important not to unduly concern them about the possibility of contracting-out when that remains a mere possibility. Barry will drive this project with Ali's support.
- Chris W moved his report be received. Chris D seconded. **Carried**

9 STUDENT REPRESENTATIVE REPORT

The Student Representative's report was taken as read.

- The Board commented on how great it is to see all the success especially when there are a number of property challenges the School is facing.
- Andrew recommended that the Board congratulate Ari Keshariya (11SCTH) and Daniel Grounds (11WDNK) on their South Island titles and records at the NZ Track and Field Championships.
- Andrew moved that his report be received and the above recommendation be accepted and actioned. Chris D seconded. **Carried.**

10 POLICIES

- The Chair tabled and spoke to proposed amendments (included in the meeting papers) to the Appointments Policy, Animal Welfare and Ethics Policy, Health Curriculum (Relationships and Sexuality Education) Policy, Staff Professional Growth and Certification Policy.

- In respect of the proposed changes to the Appointments Policy, the Chair noted the changes focused on safety checking and Police vetting given an increased need for police vetting and a request from management for guidance from the Board regarding how to address convictions identified during the safety checking/police vetting process. It was noted that the Children's Act and Education and Training Act contain requirements for safety checking or police vetting employees and contractors. Teachers are vetted by the Teaching Council but the School must vet non-teaching staff, certain contractors and residential caregivers of International students under 18 years of age (in accordance with the applicable Code of Practice).

Volunteers are not required by law to be Police vetted but the Policy amendments propose to require a satisfactory police vet for volunteers for overnight activities, coaches/managers of sports teams and others with regular, unsupervised access to students.

New procedural guidelines are included in the Appendix to the Policy setting out the Board's policy on employing/engaging individuals with particular kinds of convictions. Specified offences in Schedule 2 of the Children's Act are not permitted by law. The policy states other offences where the Board is making a policy decision not to employ/engage. More minor offences will be subject to a risk based assessment based on factors set out in the Policy Appendix. The Policy will continue to be a living document so can be changed and evolve to reflect the Board's views on what is acceptable.

- The Animal Welfare and Ethics Policy has no significant changes. It has been reviewed by the School's laboratory manager.
- The changes to the Health Curriculum (Relationships and Sexuality Education) Policy reflect updated 2020 Relationships and Sexuality Education Ministry guidelines. The Head of the Health and PE Departments assisted with the changes. It was noted that the National – New Zealand First Coalition Agreement agreed to: "Refocus the curriculum on academic achievement and not ideology, including the removal and replacement of the gender, sexuality, and relationship-based education guidelines." However, the 2020 RSE Guidelines (which are not compulsory) remain current for the moment and the Policy reflects those 2020 Guidelines.
- The Staff Professional Growth and Certification Policy has no significant changes as it was substantially updated last review. Management has reviewed and confirmed that the Policy remains accurate.

The Chair moved that the changes to the Appointments Policy, the Animal Welfare and Ethics Policy, the Health Curriculum (Relationships and Sexuality Education) and the Staff Professional Growth and Certification Policies be approved and adopted. **Carried.**

11 CORRESPONDENCE

- A letter was received from Allenvale to advise what is happening with their school. They are seeking support and Burnside are supportive of building a relationship with them. Chris and Scott will send a combined response to the letter advising we have seen the start of what is to come and the Board is supportive of Burnside High School having a continued relationship with Allenvale School.
ACTION: Scott will draft the letter.
- The letter received from the Burnett Foundation sought assurances that the LGBTQ+ community is recognised and supported at Burnside given recent media coverage of violence against community members. Scott has recently met with the Burnett Foundation.
ACTION: Scott will write a response letter to the Burnett Foundation expressing the School's commitment to the safety and wellbeing of, and understanding for, the Rainbow community and highlighting the School's policies and actions.
- Other correspondence was addressed in the Principal's report.

12 GENERAL BUSINESS

- Nil

13 PUBLIC EXCLUDED

Andrew left the meeting 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 8.01pm.

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 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.

The meeting moved out of its public-excluded session at 8.38pm.

14 MEETING CLOSURE/KARAKIA

Meeting closed at 8.42pm

SIGNED AS A TRUE AND CORRECT RECORD

A handwritten signature in blue ink, appearing to be 'Chris Dann', written in a cursive style.

Chris Dann, Presiding Member/Chair

26/6/2024

Date