



**1 PRESENT**

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

**In attendance**

Andrea Magson (Associate Principal, Ex-officio); Ali Leatherland (Budget), Tracey Simpson-Smith (Board Secretary, minutes)

**2 APOLOGIES**

Nil

**3 WELCOME**

Chris D welcomed Ayshanie to her first meeting as the new Student Representative. Ayshanie is a Year 10 student. Andrew was thanked for his contribution to the Board over the last year.

**4 REGISTER OF INTERESTS**

CES changed to "Schooled". New Student Rep to be added.

**5 MEETING HELD 25 SEPTEMBER 2024**

5.1 **Approval:** The Chair moved that the meeting minutes from the Board meeting held on the 25 September 2024, be approved as a true and correct record. *CARRIED.*

**6 STRATEGIC FOCUS**

6.1 **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 5.20pm on the basis set out in section 14 of the minutes below.

*The meeting moved out of Public Excluded at 5:40pm*

**7 2025 BUDGET DISCUSSION**

7.1 **2025 Budget:** Ali tabled and presented the draft 2025 budget. The following points were discussed:

- Ali updated the Financial Budget for 2024 as it had a budget allowance for Aurora DSA in it and remedial work for the Aurora Centre.
- The year to date is currently sitting on a deficit of \$272k but the December accounts are around \$100k and we might be looking at a \$400k deficit. In 2022 a budgeted \$921k deficit turned into a \$71k deficit as an actual result.
- Prizegiving costs are still to be added but they are not significant.
- Version 2 of the Budget has now gone to Budget holders with queries on a number of items and staffing levels are being looked at again. Scott has also put in special reasons funding and Ali had not included in that. It was \$60k this year and assuming

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we don't take on anyone else the Bank staffing will increase. It is assuming \$ [redacted]k for cleaning in Opex.

- Murray talked about 2020 was the biggest deficit budget and that was the rainy day, prior to that the budget broke even or even made slight profits.
- Internationals are back to help drive the income up. The key driver for expenses is teacher staffing, and its the teachers on top of the usual such as the SMP programme and International. Support staff pay equity is also a driver. The Board currently pay for 22.71FTE. The numbers that we are funding has increased and if International is taken off it is approximately 12 FTE equating to approximately \$300k.
- The recommendation for Capex has reduced to \$316k. The Green room carpet has now been reprioritised. Amy did the calculations would be \$500k out in cash. It should be more like \$400k, given the reprioritisation. Fundraising will be a positive figure, but in September it was a negative figure because of the uniform shop. Ali advised that the "possible" in Capex need to be take out and only take the \$316k. 2025 is \$438k, based on \$316k capex.
- The Board stated concern that every year we have had a deficit budget we have managed to get back to a nil balance or above. Last year was because of depreciation and so wasn't a cash issue. This year we are going to have a cash deficit this year and a massive one next year. All our indicators are going the wrong way. Things are changing and a cash deficit is going to happen. Its important that the Board are able to see the uncommitted funds report and Term Deposits to understand the reserves on hand.
- The Cleaning Contract to be outsourced is \$[●], \$[●] more than the current contract. The implications of moving from internally employing cleaners to outsourcing the cleaning contract was discussed. The costs per week: in-house \$[●], PPCS \$[●], SPS \$[●], Total Property \$[●]. Ali has completed these calculations from submissions and costings. Amy has concerns that [redacted]. The Consumables are not included in this contract, a spend of \$16k this year. The Board agreed they have done all they can and agree in principle to outsourcing, the Property and Finance Committee will be further picking through the proposals. Chris, Chris and Amy will work on the questions that need to be answered by the Contractors. Consideration needs to be given to flexibility, for example with Admin Block being closed for now. [redacted].
- Given the money needed to contribute to the I and J replacement blocks the budget for 2025 needs less of a deficit and future years need to plan where money can be saved. International student numbers will continue to trend upwards. Hopefully property costs will come down with better buildings as they are built. The biggest cost is the staff and something has to be done there or the changes have to be more radical. Finalising of courses for 2026, is done in September 2025 so planning needs to start in February 2025. Amy's report is raising subject choices, bring about the cost of staff and if we need to review the curriculum as well as looking at how to increase revenue. Amy noted we are looking at including other staff (e.g. HR manager) and that is additional investment and we don't want to cut those costs, so need to see where improvements have to be made.
- In Scott's assessment there is a need for timetabling and staffing optimisation going forward to be more efficient and cost effective. The cost of staffing funded by Board funds (i.e. not funded by the bulk grant), being 22 teachers currently, is very significant and may not be sustainable. However, addressing

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the issue is not a simple process. Scott's thoughts are involving the timetabling team. If we agree that teaching staffing is where the overspend is. OIA request on behalf of SPANZ, on every school in NZ, bulk grant, showed that teaching staff we employ out of bulk grant, number 5 in NZ and is bigger than biggest school in the country. The proposal would be for the timetablers to come into a Board sub committee. The Board need to be well aware of the cost and opportunity cost. Range of options of what could be done and what would the cost savings be and what would that look like. Andrea and Scott are also going to look at other big schools to see how they manage staffing and timetabling against Ministry funding. We need to understand the options. Key to results and staffing. Look at different scenarios on outcomes and achievements etc.

- It was agreed to put a new bespoke committee together. Scott will put a terms of reference together for that group. The Board's 2025 Workplan needs to be worked on, it will need to be put on that.

**7.2 Approval:** Chris Dann moved that the budget as presented be approved in principle. Ali to present final budget with adjustments in December for final approval. *Carried*

## 8 PRINCIPAL'S REPORT

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

- 2572 is what the School roll is sitting at and quite high, 100 more than previous year.
- Student Council request – Wide brim sun hats. We offer a bucket hat currently. SLT do not see a need for the wide brim hat. Ayshanie doesn't think many students will use a bucket hat.
- The PTA has approved significant funding for wayfinding, artificial turf on quad raised surfaces and a deck/stage in the quad. Barry working on all three projects. The Board agreed to acknowledge and thank the PTA by way of letter. Chris Wallace to attend a meeting to thank in person.

**ACTION:** Tracey to draft a letter for Chris

- International looking good. We have 147 students as at 20/11, making 137 FTEs. We are 16 students above budget.
- The Secondary Principals' Collective Agreement saw the establishment of a Professional Coaching and Wellbeing Support Fund. This fund entitles principals to access an entitlement of up to \$6,000 per annum for professional coaching and support for their leadership role. The purpose of this support is to ensure principal wellbeing and leadership development. The Principal has enrolled in a Harvard Graduate School of Education Leadership Programme operating from Sydney between 12-17 January 2025 following consultation with the Board Chair. The costs will be met from the Professional Coaching and Wellbeing Support Fund with a request for the balance requested to be rolled over for application in 2025.

**Recommendation:** That the Board agree to rollover the unutilised Principal's Professional Coaching and Wellbeing Support fund of \$12k for use in 2025.

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- The Board noted the receipt of an endorsement letter from the SPANZ President by way of annual endorsement for Scott as part of the Principal's Professional Growth Cycle.
- Chris noted that the government has introduced STAR (Stepped Attendance Response System) and queried fit with Burnside current practice. Scott noted that Jo Chapman, our attendance officer, helped to develop the programme. Sally-Anne Goodman is reviewing the Government policy and concluded we merely need to modify our system a little. We have 5 thresholds and the stepped attendance system has 4. Also need a plan written up. Not due until Term 1 2026. It was noted that the Government target of 80% achieving 90% regular attendance by 2030 is very much a stretch target and will be difficult to achieve.
- Sports staff, a more comparative analysis on a broad perspective and we have some data on that, and will be distributed afterwards.

### 8.2 **Approval:** Scott moved his 3 recommendations:

- that the Board write to the PTA executive to acknowledge their significant financial contribution to the School
- That the Board agree to rollover the unutilised Principal's Professional Coaching and Wellbeing Support funding of \$12k for use in 2025
- That the Principal's report is received and accepted.

Chris Dann seconded. *Carried.*

## 9 **FINANCE REPORT**

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

- Most issues covered previously during the above budget discussion.
- Audit engagement letter etc just for information only. Ministry are covering most of the increase in costs in the Ops Budget next year.

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

## 10 **PROPERTY REPORT**

10.1 **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):

- Minor Health and Safety issue with kids jumping on tables. Barry is monitoring.
- Committee approved the purchase of a new vehicle for the property and ground maintenance team, rather than the team dragging equipment around the campus.
- Tech storage has been discussed in the past, initial quote was significant, Barry coming up with another solution, relocating the existing fence. Pukehinau looking towards Memorial Ave, there are two shipping containers there at the moment, working on the concrete strip, the building warrant of

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fitness, using evacuation route being blocked with bits and pieces, can't use the concrete strip already there are going to be a compliance issue for us. Barry and Naylor Lawrence looking at options later in the week. Barry is receptive to something that needs to be done and doing something about it.

- Skylights are still an ongoing issue, clearly flagged to the Ministry as a health and safety and leaking issue. Work was due to start on Monday after scaffolding was to be put up on Friday. That is now next Monday.
- Vision Impairment has got funding from the Ministry of Education. Barry getting resources that can be used ongoing.
- Well done to Scott, Andrea and Barry and his team regarding the decanting of Admin block.

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

### 11 STUDENT REPRESENTATIVE REPORT

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

- Performances were a highlight.
- Concern was expressed regarding grades on maths. Scott followed up with the HoF who considered that grades will reflect that the extension examinations particularly at year 10 were challenging. The main papers were set at the appropriate curriculum level. Percentage marks show differences more clearly than grade marks and are often disappointing for students. There is a difference between skills declining (which is not thought to be the case) and marks being lower than expected.

11.2 **Approval:** Ayshanie moved the following resolutions:

- That the Board congratulate Logan Gardiner for winning first place in the Years 11-13 category for the Samsung Solve for Tomorrow competition.
- That the Board congratulate Zahra Parker and Miya So-Bear, for being nominated as New Zealand Chinese Language Week (NZCLW) Youth Ambassadors.

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

The Board acknowledged Andrew's work on the Board during his tenure as Student Representative, thanking him for his service.

### 12 POLICIES

12.1 **Schedule of Delegations:** A revised draft of this policy was tabled and discussed:

- Sam's observed that it was a double-up to include delegated authority within the Terms of Reference for the Board's sub-committees and delegations should remain solely in the Schedule of Delegations.
- Following discussion the following delegations were approved:
  - for the Principal: \$25k capex and opex above budget for individual items;

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- for the Finance Committee: \$50k capex and opex approval above budget for individual items and approval of any contractual commitment up to \$300k whole of life.
- For the Property Committee: \$50k capex and opex approval above budget for individual items.
- For the Presiding Member: Approval of Principal's Professional Growth Cycle; approval of Principal's expense claims, overseas travel and leave; media interviews; and urgent matters during term breaks in conjunction with the Principal and reporting to the Board thereafter.
- Chris Dann moved that the revised Schedule of Delegations with the above mentioned changes be approved. *Carried.*

### **12.2 Governance Policy**

Other than removal of the delegations from the Committee Terms of Reference, this policy (including the Board Code of Conduct and Committee Terms of Reference) was unanimously approved by the Board as presented in the papers.

### **12.3 Te Tiriti of Waitangi**

- It was agreed to undertake a light review only and correct any obvious errors but postpone a substantive review until the Government's current review of Treaty of Waitangi references in legislation was concluded.
- Kelly noted send suggested change to the Policy which she will provide to Chris Dann. It was agreed to further consider this policy and present back at the next meeting.

### **12.4 Health and Safety**

- Light amendments, we do have a separate Education outside the classroom policy as well. In the process of being reviewed as well. Chris has crossed checked our policy against the NZSBA's policy and the Ministry had a template policy and cover all the key aspects.
- Chris Dann moved that the revised Health and Safety be approved. *Carried*

### **12.5 Access to Students**

This was unanimously approved by the Board as presented in the papers

## **13 CORRESPONDENCE**

- The student representative election results and confirmation of appointment letter (for Ayshanie) were noted.
- School trips:
  - Trip to Japan in 2025 in July which is being organised by Matt Crosby. Scott gave background to the trip letter and a trip proposal and Ali has been over the budget. School is supportive of the trip going ahead.

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- Art history Term 3 2026 trip to Paris, Venice and New York. Scott and Andrea noted this proposed trip doesn't have internal sign off yet. We are not yet at the stage that SLT are ready for approval. More finance work to square away first. Risk Management to have further work done.

Chris Dann moved that the proposed Japan trip be approved conditional on; (i) adequate planning with prior approval from the Associate Principal; confirmation that appropriate insurance cover is in place; (iii) risk management sign-off from EOTC coordinators including completion of RAMS forms; and (iv) parent/caregiver permission (including clear explanations of associated costs and risks as set out in the Board's trip approval form). *Carried*

**14 PUBLIC EXCLUDED**

Andrew left the meeting at 8.36pm prior to the commencement of discussion on agenda item 14 (Public Excluded).

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 approximately 5.20pm and again at 8.36pm. *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 and financial 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	

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.

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*The meeting moved out of its first public-excluded session at 5.40pm and second public-excluded session at 9.30pm.*

### **15 CLOSING KARAKIA**

*Meeting Closed at 9.35pm*

### **POST- MEETING CIRCULAR RESOLUTION**

On 28 and 29 November, the Board unanimously passed a circular written resolution by email that the Board approve the purchase of 3 classroom sets of replacement computers for P6, P8 and P10, totalling \$119 493 (ex GST).

These items form part of the CAPEX list that the board approved in principle at the 27 November Board meeting however because the Board didn't move a resolution confirming the budget and CAPEX I need to seek approval for purchase now. The reason for this request now, rather than waiting until 11 December when the budget will be considered again, is that order for the computers installed and ready for the start of term 1 2025, Andrew Godfrey requires purchase approval essentially now so that the items can be ordered and installed over the summer vacation. He is concerned that if approval is not granted until after 11 December, we risk not having the machines in these labs replaced for the start of the year.

### **SIGNED AS A TRUE AND CORRECT RECORD**



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*Chris Dann, Presiding Member/Chair*

26 February 2025

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*Date*