



1 PRESENT

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

In attendance

Andrea Magson (Associate Principal, Ex-officio); Vicky Aitchison (Acting Board Secretary, minutes)

2 APOLOGIES

Amy Liu; Tracey Simpson-Smith

3 REGISTER OF INTERESTS

No changes, although it was noted that the reference to Canterbury Education Services should be altered to refer to the new name of that organisation – Schooled Limited

4 MEETING HELD 28 AUGUST 2024

4.1 **Approval:** The Chair moved that the meeting minutes from the Board meeting held on the 28th of August 2024 (subject to a correction made under apologies to refer to Andrea Magson not Andrea Griffin), be approved as a true and correct record. *CARRIED.*

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 5.20pm.

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

6 PRINCIPAL'S REPORT

6.1 **Principal's Report:**

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

- Projected Y9 enrolments for 2025 are 475, with potential for an additional 30 students yet to enrol. Anticipating an overall Y9 2025 roll of 505 if additional enrolments occur, which could lead to class averages of 28 students. Discussions are ongoing regarding the possibility of increasing to 19 core classes, which would impact staffing needs.

Management had targeted a Y9 cohort of 460 to reflect the Ministry build roll for the School of 2,300 (5 x 460). Based on projected in-zone enrolments (particularly having regard to 2024 enrolments) being significantly lower than the 460 target, management (in consultation with the Board) had permitted applications for priority 2 and 3 out of zone applicants (siblings of current students and siblings of former students). As take up was sluggish, a second offer was then made to include students with parents who are former students and students who are children of Board employees (priority four and five). Actual enrolments have exceeded expectations. It was acknowledged that the process is largely educated guess work and the School is required to confirm the places available in the various out-of-zone priority categories

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before all in-zone enrolments are received. In-zone applications must be accepted even after notional closing dates.

- Scott acknowledged both Andrea and Alan's efforts while he was overseas.
- Scott spoke to the International Student Directors Report. The report was taken as read. Currently hosting 144 students on campus. FTE sheet shows 136.91 FTEs generated this year vs 137 FTE budget, taking into account refunds. There is a critical issue regarding the difficulty in finding homestays for students which will have a substantial financial impact if it is not resolved and results in turning away international enrolments. The need for better communication and marketing strategies to attract homestays was emphasised.
- The uniform shop is operational with positive feedback regarding accessibility and convenience. Discussions with the PTA are underway about establishing a second-hand uniform shop.
- Several integrated schools are seeing to increase their maximum roll leading to MoE consultation. This will not significantly impact the school and the Board agreed with management's recommendation that no submissions were required from the School in response to the consultation process.

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

6.3 **Proposed AKO programme:** The proposed Ako programme was discussed at length, with the following key discussion points:

- The School's Strategic Plan includes the following strategic priority as part of Keystone 1 (Values-based culture of wellbeing and care): "Developing and implementing a weekly (timetabled) Ako time where students experience our values by focussing on connections, belonging, skills and wellbeing".
- That particular strategic priority was introduced as a response to an identified need following community consultation undertaken as part of the development of the 2023-2025 Strategic Plan. Ako programmes are successfully run in a number of other schools.
- Accordingly, during 2023 and 2024 management have developed an Ako programme framework with the intention of rolling this out for 2025. With the Ako framework recently developed along with a proposed timetable adjustment that would need to be made in order to accommodate the Ako programme, further consultation was undertaken with students, whānau and staff.
- Feedback from students is overwhelmingly not supportive of the proposal, whānau feedback appears to be polarised (either strongly positive or strongly negative) and staff feedback is also mixed. Management and the Board have received some specific strong negative feedback on the perceived impact of the proposed timetable change (shortening of lunchtime by 10 minutes), although it was acknowledged that negative feedback has been received on other aspects of the proposed programme.
- Scott advised that, having read and listened to the consultation feedback, the SLT's recommendation is to halt the implementation of the Ako programme at this time. Scott noted that management will continue to consider how the Ako principles can be incorporated into the school via a different channel(s), utilising the positive and useful development work that has been undertaken.
- Following discussion, the Board reconfirmed its support for the Ako principles and expressed disappointment that the proposed programme was unable to be implemented. However, the

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Board accepted and agreed with the SLT advice and recommendation that the climate was not conducive to a successful implementation of such a programme at this time and it was important that the Board and management were responsive to current stakeholder feedback. Accordingly, the Chair moved that the Board accept the SLT's recommendation to halt the implementation of the Ako programme at this time. *CARRIED*

7 FINANCE REPORT

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

- The School is performing well against the previously set deficit budget, achieving a small surplus of \$18,000 in August. However, accurate comparisons to budget and prior years are challenging due to an inconsistent data set following the move to Xero. Overall financial tracking is improving.
- The Committee spent some time discussing the international student programme and feedback on Scott's reports on his recent overseas trips. Out of this conversation came a discussion around the potential for expanding the Cambridge exams offered at the School, based on consistent demand from both international and domestic students. Discussions included current offerings in Maths and Music with interest in extending to a wider range of Cambridge subjects.

Concerns were raised about the perceived decline in NCEA quality, emphasising the need to invest in suitable offerings for international markets. Scott highlighted the importance of keeping the conversation active regarding Cambridge subjects.

- Revised Terms of Reference for the Finance Committee have been circulated and reviewed by the Committee. Sam stepped through the key items as per the draft included in the Board papers. Of note:
 - Ali's role as Business Manager and the Finance Committee's role in assurance and review.
 - The Finance Committee's role to oversee budgeting and forecasting.
 - The need for clear financial delegations for the Finance Committee and the balance between operational and capital expenditure considerations.

Sam and Chris D will work together to incorporate feedback from the wider Board discussion and amend the draft accordingly.

- The Finance Committee is tasked with review of the full Schedule of Delegations, especially regarding capital expenditure delegated authority for the principal, which is currently linked to a budgeted contingency but we do not currently have a budgeted contingency. The Committee will review and recommend changes to the full Board.

7.2 **Approval:** Sam moved that his 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):

- It was noted that Murray was not in attendance at the BHS Property Committee meeting. Minutes to be amended accordingly.

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- Barry is effectively managing several significant projects including the following:
 - Wayfinding: Currently obtaining pricing. Scott plans to present this pricing to the PTA at the November meeting, with the intention of securing funding, keeping in mind the need for phased implementation.
 - Progress is being made around skylight remediation/replacement.
 - Barry has analysed quotes for the Quad area but no decision has been made yet. Scott raised concerns regarding the quotes received for the quad project with the lower priced quoted lacking school references. A higher priced quote was considered more reliable, with numerous positive references from Christchurch schools. The next stage will involve taking one or more quotes to the PTA for approval and funding considerations.

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:

- The election for the next student representative is underway with 20 nominated candidates. Nominations closed on Tuesday 10th September. Election day will be held Thursday 26th September.
- Concern was raised by Andrew where the school WiFi network has been causing significant delays in some digital examinations. Management are considering but following investigation it appears there is no systemic issue.

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

- 1 That the Board congratulate Annabell Keith 10WCRB for her achievement at the NZ Secondary schools Rhythmic Gymnastic Championship.
- 2 that the Student Representative Report be received.

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.

10 POLICIES

10.1 **Preventing and Responding to Harmful Behaviours Policy – revised:** The changes suggested by Kelly were endorsed with thanks. Andrew queried whether the way in which the School's values were described entirely reflected current phraseology. .

10.2 **Approval:** Chris D moved that, subject to checking and if necessary correcting the values references, the revised policy be approved. *CARRIED*

11 GENERAL BUSINESS

No further general business.

12 PUBLIC EXCLUDED

Andrew left the meeting at 7:08pm prior to the commencement of discussion on agenda item 12 (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 7:08pm. *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	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.

The meeting moved out of its public-excluded session at 8:50pm.

13 CLOSING KARAKIA

Meeting Closed at 8:50pm

SIGNED AS A TRUE AND CORRECT RECORD



Chris Dann, Presiding Member/Chair

27/11/2029

Date