



Southland Boys' High School Board of Trustees

MINUTES

For a meeting held in Meeting Room 12AG
at
Southland Boys' High School, Herbert Street, Invercargill
on
Wednesday 27 February 2019 at 6.00 pm

1. **Present** John Rabbitt / Ken Dykes / Jan Ormsby / Charleen Withy / Peter Heenan
Sarah Brown / Simon Coe / Warren Ruwhiu / Kaea Edwin
2. **Apologies** Warren Ruwhiu [lateness] / Willie Menlove
3. **In Attendance** Jo Keary [Chief Finance Officer / Executive Officer]
Nicola Roberts [Board Secretary]
Ray Laurenson [Associate Rector]
4. **Declaration of Conflict of Interest**
Nil.
5. **Confirmation of Minutes**
Resolved that the minutes of the meeting held on 29 November 2018, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Simon Coe / Jan Ormsby
Carried
6. **Action Summary Sheet**
 - 6a **Hostel Signage**
Most of the signage has been completed. Decided not to have the crest produced in aluminium as the cost was prohibitive.
 - 6b **SchoolDocs**
Staff have been made aware of SchoolDocs via the Staff Handbook. To delay notifying the parent and student community until the new Website is live so they can both be presented at the same time.

The Board trustees will still need a Governance Manual, albeit a somewhat reduced version based on the NZSTA suggested format. This will be updated by Jan and Nic by the next meeting.

6c. Hostel Fees

Letters regarding the increase in Hostel Fees, along with the contracts were sent in December. To date all contracts, bar one, have been signed. The outstanding contract will be signed shortly.

7. Correspondence

Nil

9. Sub-Committee Reports

Coldstream House Manager's Report

- Received
- Need to review staffing this year
- Signage looks great
- Number of boarders is slightly down but not of concern
- After receiving quotes to paint the Queen's Park gates it was decided to hold a parent working bee instead. This is to be on Monday 4 March.

Health and Safety

- Received
- Staff are aware of their responsibilities and Health & Safety awareness is being actively implemented
- All EoTC forms are being revised to fall in line with regulations
- Several trees are being inspected around the school grounds for stability
- To include a "date raised" field in the staff H&S reporting documents

Student Representative Report

- Kaea was fortunate to participate in the BoT Student Representatives Spirit of Adventure trip out of Bluff in February. He found it to be a valuable experience and made a new group of friends in the process.
- The first Student Council meeting for 2019 will be held shortly and reported on at the next BoT meeting.
- Sports' Day was a success, despite the weather.

10. School Trips

Going forward, *School Trips will be approved in principle, then by the Rector, then by a delegate of the Board once each step of the necessary paperwork is completed.* The following trips, which include travel outside of Invercargill and/or overnight stays, have been approved:

Date	School Trips - Event
5 Dec 2018	Yr 9 NZCT Cricket [Dunedin, Otago Boys' High]
21 Feb – 21 March 2019	Yr 7-13 Weekly Touch Comp [Invercargill]
21 Feb – 23 May 2019	Yr 7-13 Weekly Netball Comp [ILT Stadium]

Date	School Trips - Event
22 Feb – 5 April 2019	Yr 7-13 Weekly Waterpolo Comp [Splash Palace]
22 Feb 2019	Yr 7-13 SSS Triathlon [CSC – Winton]
23 Feb 2019	Yr 7-13 SSS & Primary Surfing Champs [Colac Bay]
27 Feb 2019	Yr 9-13 SSS Softball Tournament [Surrey Park]
24 Feb 2019	Y 7/8 SSS Softball Tournament [Surrey Park]
24 Feb 2019	Otago Southland SS Water ski Champs [Perkins Pond]
26 Feb – 14 May 2019	Yr 7/8 Junior BB Weekly Comp [ILT Stadium]
27 Feb – 3 April 2019	Yr 7-13 Volleyball Weekly Comp [ILT Stadium/School Gymnasiums]
9/10 Feb 2019	Willows Cricket Tournament [Rangiora]
13 Feb 2019	SBHS Tennis Champs [SBHS Tennis Courts]
19 Feb 2019	ILT Southland Tennis Teams Champs [Invercargill]
11/12 Feb 2019	Shirley Boys' Interschool – Cricket [Invercargill]
12 Feb 2019	Shakespeare in the Park [Queen's Park]
12 Feb 2019	Kepler Track Prep [Invercargill]
12/13 Feb 2019	Yr 12OE Surfing [Colac Bay]
18 Feb 2019	NZ Cup Cricket Yr 10 [Mosgiel]
20 Feb 2019	Yr 7/8 NZ Cricket [Queen's Park / Gore]
19-21 March 2019	Yr 12 ODE Kepler Track [Kepler, Fiordland]
17/18 Feb 2019	King's Interschool [Invercargill]

11. School Trustees Association

- Notification of NSZTA AGM [July 2019] tabled

12. Finance

- No monthly accounts for this meeting as January was a non-trading month.
- Annuals will be ready early next week. They will need approval from Simon Coe and Peter Heenan before they can be sent to the Auditors.
- Budgets and delegation letters to go to HoFs / HoDs in the next couple of weeks.
- Finance Sub-Committee meetings will be held from next month prior to each Board Meeting.

14. Rector's Report

Received

14.1 *Matters Arising*

↳ *Roll*

Close to 1,000. Staffing allowed is up on what was predicted at the end of 2018.

↳ *Achievement*

Overall, we need to look at ways to help our students achieve to their potential. This ties into the new Strategic Plan which is being reviewed at present.

Results from 2018 are being analysed by HoFs and will be forwarded to the Board once they become available. They will then report to upcoming Board Meetings in person.

↳ *HoFs / HoDs / Department Budgets*

Budgets will be made available to Budget holders in the next couple of weeks. They are made up as a result of their last two years of department expenditure. They will be able to apply for funding from the Capital Expenditure budget for big ticket items over and above their budget allocation.

↳ *Property*

Now have another Level 2 Technician from Cyclone on site three days a week.

We will look at introducing BYOD next year, beginning at Years 7 and 8. However to ensure success, there is a lot of infrastructure and ground work to be done.

↳ *Health & Safety*

External providers for EoTC will only be used from now on if they have current and up to code qualification/registration.

↳ *Review of Tomorrow's Schools*

The Board are encouraged to lodge submissions both personally, and as Board members. Southland Principals are also lodging submissions. Simon to provide the link.

↳ *Strategic Plan [Annual Plan]*

Simon is in the process of reviewing our Strategic Plan. He presented the draft version to the board. The Senior Leadership Team and staff will also have input. It is to be ratified at the next Board meeting.

Rector's Report
Simon Coe / Jan Ormsby
Carried

16. General

16.1 BoT 2019 Triennial Elections

▪ **Date of Election**

Motion moved to set the election date for 7 June 2019.

Jan Ormsby / Sarah Brown

Carried

▪ **Appointment of Returning Officer**

Motion moved to appoint Nicola Roberts as the Returning Officer. Agreed to pay the fee as recommended by the NZSTA based on 50% of the base election funding per school [\$713.14], plus 25% of the per-student amount [\$8.16]. The fee will be paid in full regardless of whether the election goes to a vote or not. Letter of Appointment to be sent.

Simon Coe / Jan Ormsby

Carried

16.2 Paperless Board Meetings

- All future Board meetings are now to be conducted using devices. A paper Agenda will be available. All meeting documents to be uploaded to the Dropbox the Friday prior to each meeting.

17. **Matters Taken in Committee**

Meeting taken in committee and public excluded from the full meeting on the grounds that the matters are of privacy and the reason is to protect the privacy of an individual or individuals. This is to comply with section 48 of the Local Government Official Information and Meetings Act 1987. John Rabbitt then delegated Sarah Brown to continue with chairing the meeting as he had to leave for a meeting.

John Rabbitt / Jan Ormsby

Carried

The public part of the meeting recommenced at 7.55 pm.

16. **Next Meeting**

Wednesday 27 March 2019 at 6.00 pm.

Closure

Sarah Brown declared the meeting closed at 7.55 pm

Confirmed
John Rabbitt
[BoT Chair]



Date: 27 March 2019