



# CONFIRMED MINUTES

## SBHS BOT MEETING

At the **SBHS BoT Meeting** on **Thursday, May 30, 2019** these minutes were **confirmed with the following changes:**

*Add Robyn Pickett to Member of Public Attendees*

<b>Name:</b>	Southland Boys' High School
<b>Date:</b>	Wednesday, March 27, 2019
<b>Time:</b>	6:00 PM to 7:59 PM
<b>Location:</b>	Southland Boys' High School, 181 Herbert Street Invercargill 9810
<b>Board Members:</b>	Simon Coe, Warren Ruwhiu, Kaea Edwin, Jan Ormsby, Sarah Brown, Peter Heenan, Willie Menlove, John Rabbitt, Ken Dykes
<b>Attendees:</b>	Nicola Roberts, Jo Keary
<b>Apologies:</b>	Charleen Withy
<b>Members of Public in Attendance:</b>	Robyn Pickett

### 1. Opening Meeting

#### 1.1 Confirm Minutes From Previous Meeting



##### **Confirmed 27 Feb minutes**

minutes confirmed

**Decision Date:** 27 Mar 2019

**Mover:** Jan Ormsby

**Secunder:** Ken Dykes

**Outcome:** Approved

#### 1.2 Interests Register

### 2. Actions from Previous Meetings

#### 2.1 Action Item List

Hostel

- Signage is completed
- Working bee to be held to clean up property

## SchoolDocs

- The SchoolDocs site is now live and to be promoted, along with the new SBHS website. Reviews to be instigated for the Community and Staff. Some of our the staff have already reviewed some policies. This is an ongoing process.
- The Trustees are to reviewed their policy areas for Term 1.

## 3. Correspondence

### 3.1 Incoming

Letter of resignation received from Tessa Thomas and tabled at meeting. Discussion around replacement options [best practice: qualified teacher].



#### **Letter of Acceptance of Resignation [TTS]**

Simon to formally accept Resignation. Replacement options to be explored [best practice: qualified teacher].

**Due Date:** 12 Apr 2019

**Owner:** Simon Coe



#### **Acknowledgement of Resignation**

John Rabbitt also to acknowledge resignation and Tessa's contribution during her time at SBHS. [Nic to draft]

**Due Date:** 12 Apr 2019

**Owner:** John Rabbitt

### 3.2 Outgoing

## 4. Sub-committee Reports

### 4.1 Coldstream Hostel Report

Hostel Caretaker has resigned - finishing Friday 1 March [further employment]

- Boiler has to be seen to every day - contracting Phoenix Services to start a boiler man on Monday morning [will review as goes on]
- Also looking at a programme of maintenance services on offer from Phoenix Services to cover other duties [will be on a retainer and consultation will happen for any jobs required over and above]. Are in negotiations around fees. Still to consider if cost effective way to cover maintenance etc

### 4.2 Health & Safety Report

#### **Repair of Water Leakage in Gym**

Quote received - aim to have the job completed by the end of Term 2

## Reporting

Investigating software packages to have a more structured comprehensive way of tracking / recording Health & Safety issues and Meetings.



### Health & Safety Followup

#### Water Leakage in Gym

- Simon to get back to ABS to see when can be done [aim for by end of Term 2]

#### Contractors

To chase up FirstBase [contractors for H&S] and see where things are at.

**Due Date:** 29 Apr 2019

**Owner:** Simon Coe



### Health & Safety Software Package

Liaise with Leon Dunn around suitability of H&S package for minutes / jobs etc.

**Due Date:** 29 Apr 2019

**Owner:** Nicola Roberts

## 4.3 Student Representative Report

An assembly was held to celebrate the success of our Year 11-13 students who achieved 2018 subject and level endorsements. The school showed their respect by performing a Haka.

A mufti-day raised an impressive \$4,3094.60 for the victims of the Christchurch terror attack. This is the most money the school has raised for a mufti-day. 2 minutes of silence and a haka were also held.

Casting for the SBHS / SGHS Production of Footloose is under way.

The Prefects baked cupcakes for the female staff for International Women's Day.

## 5. School Trips

### 5.1 Approved Trips

SchoolDocs will now be used as our template for our necessary paperwork for all school trips.

## 6. School Trustee Association

### 6.1 NZSTA March 2019 / Issue 270

## 7. Rector's Report

### 7.1 Rector's Report Tabled

#### Christchurch Terror Attack

As a school the following actions have been taken following the recent terror attack:

- Meet with our Muslim students
- Had assembly with whole school 7-10 to debrief the incident [support / who to talk to etc]
- Mufti-day [raised \$4,3094.60 which is to be presented to the Invercargill Mosque]

- Further assembly regarding the video of the incident going around - made it very clear to students the ramifications of looking at and possession / sharing the video [parents and police to be contacted immediately]
- Friday - 2 mins silence / Haka / flag at half-mast

## **Student Achievement**

### *HoF Reports*

- HoF Reports available for BoT
- Simon, Michael and Ray are looking through the reports and checking for trends [will be going back to a number of HoFs to get better information - not just results - need where to now etc]
- HoFs will be reporting in person at upcoming BoT meetings

### *Celebrating Student Success*

- An assembly to acknowledge the 2018 subject and level endorsements has been held
  - Investigating the use of a *Scholar's Cap* to present to those who achieve at a ceremony for parents / students / BoT etc [looking at requirements to achieve the cap
    - 80 Credits L1
    - 60 credits L2
    - 50 Credits L3 [to enable presentation at prizegiving]
    - 3 years of getting the credits will gain a gold tassel
- Will be presenting to 6 students this year [so far].
- An Honours' Board is to be implemented and the 'Scholar Cap' students will be honoured on this board
  - It was suggested that for the future \$1,000 scholarships from local companies for Merit students to encourage them be investigated at a way to encourage students to achieve beyond the minimum number of credits [ASB scholarship /HWR / Alliance / etc]

## **Strategic Plan**

- has been reviewed by the Senior Management team and is being put to the staff before the end of Term 1. The expectation is to have a finalised Strategic Plan by the beginning of Term 2.
- The final targets will come back to the board for ratification

## **LockDown**

- Will practice as soon as is practicable and then debrief, review process - education for staff, students, parents

## **Personnel**

- Scott Buchanan has resigned - position is currently advertised
- Three other positions have closed - shortlisting
- Deans' position - shortlisted and interviews are pending
- HoF Social Science Position is on hold until the other positions are filled

## Roll and Staffing

FTE confirmed - roll of 1,004 / staffing 5.7 funded [up 80 students from 2018 - which is the highest roll in a large number of years]

Yr 9 option classes very full - looking at other options [e.g. robotics - to help ease class sizes]

## Finance & Property

- Department budgets are signed - can now track and have monthly reports for them
- Trees on Queen's Drive have been felled - too old; Environmental Prefects looking at putting money from wood into environmental beautification around the school [chess boards on ground, new planting, seating etc]
- 5yr property plan ratified - MoE has ratified funding to get roof finished - architect engaged and new roof to happen hopefully in the summer [2 years behind where should be due to the Ministry holding things up - now a 3 yr plan]



### Rector's Report to the Board

The Rector's Report was tabled, received, and taken as read

**Decision Date:** 27 Mar 2019  
**Mover:** Simon Coe  
**Seconder:** Ken Dykes  
**Outcome:** Approved

## 7.2 HoF Reports



### HoF Reports

Move copies of HoF Reports to separate folder along with Governance Docs

**Due Date:** 29 Apr 2019  
**Owner:** Nicola Roberts

## 7.3 SBHS Strategic Plan [Covered In Committee]



### Strategic Plan

All Trustees to have a look at the Strategic Plan as it stands and back to Simon if any changes needed.

**Due Date:** 29 Apr 2019  
**Owner:** Charleen Withy



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**Owner:** Jan Ormsby



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**Due Date:** 29 Apr 2019

**Owner:** Kaea Edwin



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**Due Date:** 29 Apr 2019

**Owner:** Peter Heenan



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**Due Date:** 29 Apr 2019

**Owner:** Sarah Brown



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**Due Date:** 29 Apr 2019

**Owner:** Simon Coe



### **Strategic Plan**

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**Due Date:** 29 Apr 2019

**Owner:** Warren Ruwhiu



### **Strategic Plan**

All Trustees to have a look at the Strategic Plan as it stands and back to Simon if any changes needed.

**Due Date:** 29 Apr 2019

**Owner:** Willie Menlove



### **Updated 10 Year Property Plan**

Simon to forward updated 10 Yr PP to Trustees

**Due Date:** 29 Apr 2019

**Owner:** Simon Coe



### Move into Committee

Moved into committee and public excluded from the 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 Meeting Act 1987. The matters to be discussed are around staffing.

**Decision Date:** 27 March 2019  
**Mover:** John Rabbitt  
**Seconder:** Simon Coe  
**Outcome:** Approved

## 8. Finance [In Committee]

## 9. Other Business [In Committee]



### Moved out of Committee

Moved out of committee back to public meeting.

**Decision Date:** 27 March 2019  
**Mover:** Jan Ormsby  
**Seconder:** Simon Coe  
**Outcome:** Approved

## 10.1 Public part of meeting recommenced

The public part of the meeting recommenced at 7.59 pm

## 11. Close Meeting

### 11.1 Close the meeting

Next meeting: SBHS BoT Meeting- Thursday, 30 May 2019, 6:00PM

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

30 May 2019