

CONFIRMED MINUTES

SBHS BOT MEETING



At the **SBHS BoT Meeting** on **26 Jun 2019** these minutes were **confirmed with the following changes:**

Add Willie Menlove and John Rabbitt as attending Meeting

Name:	Southland Boys' High School
Date:	Thursday, 30 May 2019
Time:	6:00 PM
Location:	Via Email, Electronic Meeting
Board Members:	Peter Heenan, Kaea Edwin, Simon Coe, Warren Ruwhiu, Jan Ormsby (Chair), Sarah Brown, Charleen Withy, Willie Menlove, John Rabbitt, Ken Dykes
Attendees:	Jo Keary, Nicola Roberts

1. Opening Meeting

1.1 Confirm Minutes



Minutes of 27 March 2019 Meeting be accepted

Minutes of 27 March 2019 Meeting be accepted

Decision Date: 30 May 2019

Mover: Jan Ormsby

Seconder: John Rabbitt

Outcome: Approved



Strategic Plan

Moved to Ratify acceptance of the 2019-2022 Strategic Plan

Decision Date: 30 May 2019

Mover: Jan Ormsby

Seconder: John Rabbitt

Outcome: Approved

2. Interests Register

2.1 Interests Register

3. Actions From Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
12 Apr 2019	Letter of Acceptance of Resignation [TTS] Status: Completed on 11 Apr 2019	Simon Coe
12 Apr 2019	Acknowledgement of Resignation Status: Completed on 11 Apr 2019	John Rabbitt
29 Apr 2019	Health & Safety Followup Status: In Progress	Simon Coe
29 Apr 2019	Health & Safety Software Package Status: Completed on 15 May 2019	Nicola Roberts
29 Apr 2019	HoF Reports Status: Completed on 11 Apr 2019	Nicola Roberts
29 Apr 2019	Strategic Plan Status: Completed on 29 Apr 2019	Charleen Withy
29 Apr 2019	Strategic Plan Status: Completed on 30 May 2019	Jan Ormsby
29 Apr 2019	Strategic Plan Status: Completed on 11 Jun 2019	John Rabbitt
29 Apr 2019	Strategic Plan Status: Completed on 11 Jun 2019	Kaea Edwin
29 Apr 2019	Strategic Plan Status: Completed on 11 Jun 2019	Ken Dykes
29 Apr 2019	Strategic Plan Status: Completed on 23 Apr 2019	Peter Heenan
29 Apr 2019	Strategic Plan Status: Completed on 11 Jun 2019	Sarah Brown
29 Apr 2019	Strategic Plan Status: Completed on 11 Jun 2019	Simon Coe
29 Apr 2019	Strategic Plan Status: Completed on 11 Jun 2019	Warren Ruwhiu
29 Apr 2019	Strategic Plan Status: Completed on 26 May 2019	Willie Menlove
29 Apr 2019	Updated 10 Year Property Plan Status: Completed on 8 May 2019	Simon Coe



Strategic Plan to be updated in SchoolDocs

Ensure Strategic Plan is updated in SchoolDocs

Due Date: 12 Jun 2019

Owner: Simon Coe



Strategic Plan Added to Governance Manual

Copy of Strategic Plan to be included with BoT Governance Manual in BoardPro

Due Date: 12 Jun 2019

Owner: Nicola Roberts

4. Correspondence

4.1 Inwards - R Pickett

- 4.2 Inwards: MoE Acknowledgement of Receipt of School Planning /Reporting Docs**
- 4.3 Inwards - MoE Direction to Enrol Excluded Student**
- 4.4 Inwards - NZEI Notice of Paid Union Meetings for Support Staff**
- 4.5 Inwards - MoE Consultation to Enrol Excluded Student**
- 4.6 Inwards - PPTA - Notice of Strike [Wednesday 29 May]**
- 4.7 Outwards - Acknowledgement of Resignation**
- 4.8 Outwards - MoE Consultation to Enrol Excluded Students**

5. School Trips

5.1 Approved Trips



School Trips

To be carried over for approval for next meeting

Due Date: 26 Jun 2019

Owner: Nicola Roberts

6. School Trustee Association

6.1 NZSTA April and May 2019 / Issue 291 & 292

6.2 NZSTA - Annual Report

6.3 NZSTA - AGM Information

6.4 BoT Elections

As at noon Friday 24 May 6 nominations were received for 5 parent vacancies. 1 nominee withdrew their nomination on Sunday 26 May therefore:

5 nominations were received for the 5 Parent Representative positions and one Staff nomination for the one Staff Representative position.

I therefore declare the results of the 2019 election and welcome back to our Board of Trustees Janice Ormsby, and Warren Ruwhiu [Staff representative]. We welcome Cam Froude, Amy Kubrycht, Emma Smail and Paul Stirling as our new parent representatives. We also are pleased to have Sarah Brown and Charleen Withy continue their term as co-opted Trustees.

The Board of Trustees will hold their first public meeting on Wednesday 26 June 2019.

Nicola Roberts
Returning Officer

7. Coldstream Hostel Report

7.1 Hostel Manager's Report - May 2019



Hostel Report Accepted

Hostel Report Accepted

Decision Date: 30 May 2019
Mover: Jan Ormsby
Seconder: John Rabbitt
Outcome: Approved

8. Health & Safety Report

8.1 Health & Safety Minutes and Summary Report



Health & Safety Report Accepted

Health & Safety Report Accepted

Decision Date: 30 May 2019
Mover: John Rabbitt
Seconder: Willie Menlove
Outcome: Approved

9. Student Representative Report

10. CoL Report

10.1 Term 1 2019

11. 2019 Nag Review

11.1 2019 Review Schedule

11.2 Term 2 Review



Policy Review / Assurances carried Over

Carry over Policy Review and Assurances from this meeting to next meeting on 26 June 2019

Due Date: 26 Jun 2019
Owner: Nicola Roberts

12. Rector's Report

12.1 Report May 2019



Acceptance of Rector's Report

Rector's Report accepted

Decision Date: 30 May 2019

Mover: Jan Ormsby
Seconder: Willie Menlove
Outcome: Approved

12.2 5YAPP



Property Plan added to BoT Governance Manual

Ensure Property Plan is placed in BoT Governance Manual in BoardPro

Due Date: 26 Jun 2019
Owner: Nicola Roberts

13. Finance Report

13.1 Coldstream April 2019



Coldstream April Report Accepted

Acceptance of Finance Report for Coldstream April 2019

Decision Date: 30 May 2019
Mover: Jan Ormsby
Seconder: Willie Menlove
Outcome: Approved

13.2 SBHS April 2019



Acceptance of SBHS April 2019

Acceptance of Finance Report for SBHS April 2019

Decision Date: 30 May 2019
Mover: Jan Ormsby
Seconder: Willie Menlove

14. Other Business

14.1 Redirection of Student from MoE

14.2 SGHS Hall / SBHS Hall

15. Close of Meeting

15.1 Close of Meeting [Electronically]

Next meeting: SBHS BoT Meeting - 26 Jun 2019, 6:00 PM

Signature: _____

A handwritten signature in blue ink, appearing to read 'Willie Menlove', written over a horizontal line.

Date: 26 June 2019