

# CONFIRMED MINUTES

## SBHS BOT MEETING



<b>Name:</b>	Southland Boys' High School
<b>Date:</b>	Wednesday, 26 June 2019
<b>Time:</b>	6:00 PM to 8:26 PM
<b>Location:</b>	Southland Boys' High School Library, 181 Herbert Street Invercargill 9810
<b>Board Members:</b>	Cam Froude, Amy Kubrycht, Emma Smaill, Simon Coe, Peter Heenan, Warren Ruwhiu, Kaea Edwin, Jan Ormsby (Chair), Sarah Brown, Charleen Withy
<b>Attendees:</b>	Nicola Roberts
<b>Apologies:</b>	Jo Keary, Paul Stirling
<b>Public:</b>	Robyn Pickett

1. Opening Meeting
2. Election of Board Chair and Deputy for 2019
- 2.1 **BoT Secretary to Assume Chair to call for Nominations**



### Election of Chair

Board Secretary, Nicola Roberts, called for nominations for Board Chair.  
Moved that Janice Ormsby be nominated to the position of Chair for the ensuing year.

No further nominations received Janice Ormsby duly elected and resumed the Chair.

**Decision Date:** 26 Jun 2019  
**Mover:** Sarah Brown  
**Seconder:** Simon Coe  
**Outcome:** Approved



### Election of Deputy Chair

Chair, Janice Ormsby called for nominations for the position of Deputy Chair.  
Moved that Sarah Brown be nominated to the position of Deputy Chair for the ensuing year.

There being no further nominations received Sarah Brown duly elected as Deputy Chair.

**Decision Date:** 26 Jun 2019  
**Mover:** Jan Ormsby  
**Seconder:** Peter Heenan  
**Outcome:** Approved

Board of Trustees invited to School Assembly on Tuesday 2 July at 1.05 pm where Outgoing Chair, John Rabbitt's service of 16 years to Southland Boys' High School BoT will be acknowledged.



### **Newsletter - Acknowledge John Rabbitt**

Simon Coe to acknowledge John's service in the School Newsletter.

**Due Date:** 28 Jun 2019

**Owner:** Simon Coe

## **3. Delegation of Sub-Committee Roles**

### **3.1 Curriculum**

Curriculum Subcommittee:

- Simon Coe [Rector]
- Cam Froude
- Warren Ruwhiu [Staff Rep]
- Kaea Edwin [Student Rep]
- Senior Manager [as delegated by Rector]

### **3.2 Documentation and Self-Review**

Documentation and Self-Review

- All Trustees

### **3.3 Appointments**

Employer Responsibility [Appointments / Complaints Committee]:

- Simon Coe [Rector]
- Janice Ormsby [Chair]
- Amy Kubrycht
- Sarah Brown
- Jo Keary [Executive Officer]

### **3.4 Finance**

Finance:

- Simon Coe [Rector]
- Janice Ormsby [Chair]
- Peter Heenan
- Charleen Withy
- Jo Keary [Executive Officer]

### **3.5 Property**

Property:

- Simon Coe [Rector]
- Janice Ormsby [Chair]
- Paul Stirling
- Warren Ruwhiu [Staff Rep]
- Jo Keary [Executive Officer]

### **3.6 Hostel**

Coldstream Hostel:

- Simon Coe [Rector]
- Emma Smaill
- Charleen Withy
- Sue Mills [Hostel Manager]

### **3.7 PTA**

PTA:

- Simon Coe [Rector]
- Sarah Brown
- Cam Froude [if necessary]

### **3.8 Health & Safety**

Health and Safety:

- Simon Coe [Rector]
- Amy Kubrycht
- Warren Ruwhiu [Staff Rep]
- Leon Dunn / Ryan Marshall [Health & Safety Officers]
- Brendan Pickett [Caretaker]

### **3.9 Legislation and Administration**

Legislation and Administration:

- All Trustees

### **3.10 Delegation**

Delegation:

- Ray Laurenson [Associate Rector]
- Janice Ormsby [Chair]

### 3.11 Disciplinary Committee - Student

Disciplinary Committee - Student:

- All Trustees except the Rector

### 3.12 Disciplinary Committee - Staff

Disciplinary Committee - Staff:

- All Trustees including the Rector

## 4. Interests Register

### 4.1 Interests Register

Trustees directed to add interests to Interest Register

## 5. Confirm Minutes

### 5.1 Confirm Minutes

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

*Add Willie and John R as attendees*



#### Minutes Approved

Add Willie Menlove / John Rabbitt as attendees

**Decision Date:** 26 Jun 2019  
**Mover:** Simon Coe  
**Seconder:** Charleen Withy  
**Outcome:** Approved

## 6. Actions From Previous Meetings

### 6.1 Action Item List

Due Date	Action Title	Owner
29 Apr 2019	Strategic Plan <b>Status:</b> Completed on 30 May 2019	Jan Ormsby
29 Apr 2019	Strategic Plan <b>Status:</b> Completed on 11 Jun 2019	John Rabbitt
29 Apr 2019	Strategic Plan <b>Status:</b> Completed on 11 Jun 2019	Kaea Edwin
29 Apr 2019	Strategic Plan <b>Status:</b> Completed on 11 Jun 2019	Ken Dykes
29 Apr 2019	Strategic Plan <b>Status:</b> Completed on 11 Jun 2019	Sarah Brown
29 Apr 2019	Strategic Plan <b>Status:</b> Completed on 11 Jun 2019	Simon Coe

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
29 Apr 2019	Strategic Plan <b>Status:</b> Completed on 11 Jun 2019	Warren Ruwhiu
29 Apr 2019	Health & Safety Followup <b>Status:</b> Completed on 27 Jun 2019	Simon Coe
12 Jun 2019	Strategic Plan to be updated in SchoolDocs <b>Status:</b> Completed on 17 Jun 2019	Simon Coe
12 Jun 2019	Strategic Plan Added to Governance Manual <b>Status:</b> Completed on 11 Jun 2019	Nicola Roberts
26 Jun 2019	School Trips <b>Status:</b> Completed on 17 Jun 2019	Nicola Roberts
26 Jun 2019	Policy Review / Assurances carried Over <b>Status:</b> Completed on 17 Jun 2019	Nicola Roberts
26 Jun 2019	Property Plan added to BoT Governance Manual <b>Status:</b> Completed on 11 Jun 2019	Nicola Roberts

## 7. Correspondence

### 7.1 Inwards - R Pickett

Mrs Robyn Pickett gave each member at the meeting a copy of a document of her correspondence and thoughts to the BoT for them to do with what they wish.

### 7.2 Inwards - PPTA Notice of Cancellation of Further Strike Action

### 7.3 Inwards - R Pickett [23 June 2019]

### 7.4 Outwards - R Pickett

## 8. School Trips

### 8.1 Approved Trips

School Trips are now undergoing a more thorough vetting and approval process with new staff to the roles of EoTC Coordinator - Libby Hamilton and Health and Safety Officer - Leon Dunn.

Robust process in place - all BoT approval is given in principle- then all documentation is approved by Simon Coe as the delegate on behalf of the BoT if it meets the health and safety requirements.



#### **School Trips**

Moved that all School Trips are approved in accordance with required paperwork and Health and Safety regulations.

**Decision Date:** 26 Jun 2019  
**Mover:** Peter Heenan  
**Seconder:** Sarah Brown  
**Outcome:** Approved

## 9. School Trustee Association

### 9.1 NZSTA Trusteeship - [A guide for School Trustees 2019]

Noted

## 10. Coldstream Hostel Report

### 10.1 Hostel Manager's Report - June 2019

Incident with boiler and Coal - was a near miss; risks well managed - Looked at coal that needs to be used which is significantly more expensive as the coal quality was the issue. Will use the better coal to reduce risk.

Boiler is approximately 50 years old. Investigating pricing on efficient, practical replacement for the future.

Suggestion - speak with Gavin McKenzie regarding what schools are doing for replacements

Richard Smith is working on cyclic maintenance plan - are getting other companies to investigate other options e.g. solar, heat pumps etc. Also to survey other hostels on what they use.

## 11. Health & Safety Report

### 11.1 Health & Safety Minutes and Summary Report

Tabled

Accepted as read

What are the next steps in minimising the hazard risks - "Next Steps" to be added to the Health and Safety Minutes until new package and reports are ready to go

## 12. Student Representative Report

### 12.1 Student Rep Report

School Production very well received - best held in recent years

School Ball enjoyed by all students

Big Sing at First Church - Won the Highly Commended and Best Ambassador Awards - choir has grown significantly over the last couple of years. Good to see the school being showcased in the public for activities other than sport.

Dance Revolution Performed for school and sent a positive message to how you can make a difference in other people's lives

SBHS vs Kings interschool today - win to Kings at 5 to 7

Student Council - Been on hold due to illness of Head Boy - will take up again next term

## 13. 2019 Nag Review

### 13.1 2019 Review Schedule

SchoolDocs Explained

### 13.2 Term 2 Review [SchoolDocs]

Site: [www.schooldocs.co.nz](http://www.schooldocs.co.nz)

Username: sbhs

Password: herbert

1. go to [www.schooldocs.co.nz](http://www.schooldocs.co.nz)
2. click "Search for your School"
3. Start typing school name and then select from dropdown list
4. Enter Username: sbhs
5. Enter Password: herbert

Look at Reviews

### Review

Go to school Docs - Trustees to review **Nag 1:** Curriculum and Student Achievement and **Nag 5:** Emergency Planning and Procedures

Have a look around

Warren to invite staff to go to school docs site and look around and look at review for staff - include logon/password information

### Assurance

#### **Nag 4:** Finance and Property Management [SUE]

- Simon gave assurance using Banked Staffing appropriately [sited at the end of every pay cycle]

#### **Nag 5:** Health and Safety and Welfare

- Abuse Recognition & Reporting - to be carried over to next meeting for assurance
- Digital Technology - to be carried over to next meeting for assurance
- Evacuation Procedure / Emergency Kit- to be carried over to next meeting for assurance
- Safety Management System - to be carried over to next meeting for assurance
- Student Attendance- to be carried over to next meeting for assurance
- Cybersafety [looked at - N4L have improved firewall - have more control now / reports produced of students using proxies - will be monitored and actioned]

### Consult

#### **Nag 1 - Curriculum**

- Health Education / Curriculum [Board / staff / parents] - currently before the HPW Department
- Carried over to next meeting for feedback
- Will be emailed out to parents for consultation once information back from HPW



#### **SchoolDocs Site - Staff to Look at Current Reviews**

Warren to invite staff to go to school docs site and look around and look at review for staff - include logon/password information

Site: [www.schooldocs.co.nz](http://www.schooldocs.co.nz)

Username: sbhs

Password: herbert

1. go to [www.schooldocs.co.nz](http://www.schooldocs.co.nz)
2. click "Search for your School"
3. Start typing school name and then select from dropdown list
4. Enter Username: sbhs

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Look at Reviews

**Due Date:** 28 Jun 2019  
**Owner:** Warren Ruwhiu



### Review - Carry over until next meeting

#### Nag 5: Health and Safety and Welfare

- Abuse Recognition & Reporting - to be carried over to next meeting for assurance
- Digital Technology - to be carried over to next meeting for assurance
- Evacuation Procedure / Emergency Kit- to be carried over to next meeting for assurance
- Safety Management System - to be carried over to next meeting for assurance
- Student Attendance- to be carried over to next meeting for assurance

#### Consult

##### Nag 1 - Curriculum

- Health Education / Curriculum [Board / staff / parents] - currently before the HPW Department
- Carried over to next meeting for feedback
- Will be emailed out to parents for consultation once information back from HPW

**Due Date:** 28 Aug 2019  
**Owner:** Nicola Roberts

## 13.3 NZTA Training

Noted

## 14. Finance Report

### 14.1 Coldstream May 2019

Expense for Coal for Hostel Boiler to be investigated.

Income for Term 1-3 same / Term 4 Income down - but this is expected and is built in.

Given Surplus - would be sensible to pay off ASB loan if no penalty. Simon to check with Jo to find out if no penalty - if not then Board in agreement to pay off loan.



### Coldstream Hostel Report

Approved

**Decision Date:** 26 Jun 2019  
**Mover:** Cam Froude  
**Seconder:** Amy Kubrycht  
**Outcome:** Approved





### ASB Loan

Given Surplus - would be sensible to pay off ASB loan if no penalty. Simon to check with Jo to find out if no penalty - if not then Board in agreement to pay off loan.

**Due Date:** 28 Aug 2019

**Owner:** Simon Coe

## 14.2 SBHS May 2019



### SBHS June Finance

Accepted

**Decision Date:** 26 Jun 2019

**Mover:** Jan Ormsby

**Seconder:** Sarah Brown

**Outcome:** Approved

Clarify with Jo the \$40K legal fees is due to Coding and notify the Board



### Legal Fee Increase

Clarify with Jo the \$40K legal fees is due to Coding and notify the Board

**Due Date:** 28 Aug 2019

**Owner:** Simon Coe

## 15. Rector's Report

### 15.1 Report June 2019

1. CoL - explanation to new BoT how the CoL works; we are getting PD opportunities as a result of being in the CoL.
2. Hats for Excellence Endorsements hopefully arrive in time for John Rabbitt's to present at his final assembly on Tuesday 2 July. Five students currently meet criteria to receive - to put in Southland times [photo].
3. King's interschool - Simon spoke with Kings staff on how they run sport - have some good ideas that we may look at implementing.
4. Simon to report at future meetings about success of Inclusion programme to support refugee students
5. Looking at re-establishing Peer Mentoring / Support for 2020
6. ISSN - Need a Board Rep to go on ISSN Management Group - Jan to continue as SBHS BoT representative
7. Simon to include ISSN / AE stats that in his next BoT Report
8. PTA Surf n Turf raffle raised \$10,500 - working on putting that money towards identified projects.
9. Vehicle Fleet - financially no difference leasing or owning - better with ongoing maintenance and good quality vehicles to go with leasing - investigating options for lease of a fleet at present.
10. New 5YPP being drawn up as don't need to repaint roofs as they are being replaced this year.

11. Gym Responsibility Agreement - to be looked at and decided if Board to sign - requires 48% responsibility on School - was in place when first built - never signed - to go to Jan to sign as BoT Chair if decision made to sign on current conditions.



### 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:** 26 Jun 2019  
**Mover:** Jan Ormsby  
**Seconder:** Warren Ruwhiu  
**Outcome:** Approved



### Moved out of Committee

Moved out of committee back to public meeting.

**Decision Date:** 26 Jun 2019  
**Mover:** Jan Ormsby  
**Seconder:** Simon Coe  
**Outcome:** Approved



### Rector's Report Accepted

Accepted

**Decision Date:** 26 Jun 2019  
**Mover:** Simon Coe  
**Seconder:** Sarah Brown  
**Outcome:** Approved

## 16. Close of Meeting

### 16.1 Close of Meeting

**Next meeting:** SBHS BoT Meeting - 28 Aug 2019, 6:00 PM

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

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

26 September 2019