

DRAFT MINUTES

SBHS BOT MEETING



Name:	Southland Boys' High School
Date:	Thursday, 26 September 2019
Time:	6:00 PM to 9:00 PM
Location:	Southland Boys' High School Library, 181 Herbert Street Invercargill 9810
Board Members:	Cam Froude, Sarah Brown, Amy Kubrycht, Emma Smaill, Paul Stirling, Simon Coe, Warren Ruwhiu, Jan Ormsby (Chair), Charleen Withy, George Heenan, Kaea Edwin
Attendees:	Nicola Roberts, Leon Dunn, Michael Buick
Apologies:	Peter Heenan
Public:	Robyn Pickett

1. Opening Meeting

1.1 Welcome to New Student Rep

Jan welcomed George Heenan to his first meeting as the newly elected Student Representative for the September 2019 - September 2020 Term

2. Interests Register

2.1 Interests Register



Interests Register

To add interest to Register

Due Date: 30 Oct 2019
Owner: Peter Heenan

3. Confirm Minutes

3.1 Confirm Minutes

SBHS BoT Meeting 26 Jun 2019, the minutes were confirmed as presented.



Amendment to May 29 Minutes

Remove Robyn Pickett as an Attendee at the May 29 meeting

Decision Date: 26 Sep 2019
Mover: Jan Ormsby
Seconded: Charleen Withy
Outcome: Approved

4. Correspondence

4.1 Outward Correspondence

Taken as read

4.2 Inward Correspondence

Jan Ormsby clarified that the Board will not be commenting on the correspondence from Mrs Pickett regarding the PTA as the concerns are not a matter of Governance.

Matters Taken In Committee

Meeting taken in committee and public excluded for the remainder of 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 Meetings Act 1987.

Correspondence from the Ministry of Education regarding redirection of students

Simon explained the process of exclusion, consultation and redirection of excluded students.

The Ministry has directed a Year 8 student to SBHS. We are currently working on ways to safely support his education and enrolment at SBHS.

The Invercargill Secondary Principals meet with Police to look at ways to address the high number of complex needs students who are not able to have successful educational outcomes in main stream schooling and who also cause Health and Safety risks for staff and students.

Early Release Request for Hostel Boarder

Meet requirements of 10 weeks' notice - approved

5. School Trips

5.1 Approved Trips

Ensuring Health and Safety for EoTC has improved significantly with the mandatory paperwork and process being close to completion and rolled out beginning with low, then moving to medium, to high risk Events.



School Trips Accepted

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Decision Date:	26 Sep 2019
Mover:	Warren Ruwhiu
Seconder:	Sarah Brown
Outcome:	Approved

6. School Trustee Association

6.1 NZSTA News - Issues 293/294/295/296 [June/July/August /September 2019]

7. Strategic Decisions

7.1 BoT Operational [School Docs] and BoT Governance Policy Reviews

Trustees have reviewed.

Performance Management

- All HoFs to have attestation / appraisal of their departments in to the Rector by end of Term 3
- Teachers' Council have removed their requirement to audit 10% of appraised teachers. Appraisals are still required by schools and SBHS will continue with the current process [following best practice] - no longer a need for external audits
- SCE still meets with staff three yearly when their registrations expire. This has led to highlighting areas for future PD
- HoFs are then appraised by the Senior Management in Term 4
- Considering the Management Team being regularly externally appraised

Health & Safety

There is a lot of work going on in this area. Greg from First Base / Leon to look at the SchoolDocs Policy and work from there.

8. Monitoring [Rector's Report - new format]

8.1 Presentation of Strategic Plan 2019/2020

8.2 Summary of Progress

Michael Buick [Senior Master Curriculum] and Leon Dunn [Senior Master Pastoral] joined the meeting

The Summary of Progress is a living document and will be regularly updated with the most current document loaded to the Board Pack the Friday before each Board Meeting.

This document will pull in data to provide evidence of progress.

8.3 Expert Presentation

Leon Dunn [Senior Master - Pastoral] and Michael Buick [Senior Master - Curriculum] joined the meeting at 6.30 am to present overview of their areas of responsibilities.

Michael Buick [Senior Master - Curriculum] presented the work happening around meeting the Curriculum Strategic Goals

A lot of what is currently being measured in in progress. GPA shows where students' achieve from baseline MiDYis testing - GPA indicates where a student "should" sit, i.e. what they are capable of. This is based against National baseline testing.

GPA is student specific, not being measured against students of same level - it is what they are individually capable of.

One issue at present is subjects are not all run the same; i.e. some run a whole year, some run half, like options. Complete data is available at the end of the year. We can present data more specific to courses if the Board would like.

In the Senior School the data can be slower to come in due to portfolio work.

Board members stated that GPA is what parents are wanting at they want to be able to see how their child is doing within their capability. In a boys' school we want to move on from 'I've passed to I've achieved what I'm capable of.

Concerns around students only aiming to achieve what they are capable of then they may not strive to reach for better. Language around GPA should be "you should be doing better than are" rather than "you should be a merit".

To ensure success, further education with Community and Staff around GPA will be put in place.

Currently looking at our all our departments are planning their courses for 2020 which will make a more manageable way for the students and staff which will inform reporting points.

NCEA Endorsements will most likely be historical data, but once we have courses more streamlined we will be able to see indications of where they are heading.

Have a Priority Learner's List which is reviewed every couple of months - PL pull in academic, health, attendance, pastoral concerns.

Looking at streamlining subjects and adding options e.g. reviewing and rebuilding JSA. Have a robotics option for Yr 9 / 10 for next year.

Exploring ideas for recognising consistently well achieving students separate from Top Prizewinners

Looking at Language Hub - online with the proviso that these students already have a background in the language selected. To consider including mandarin.

Looking to plan trips around assessments, the academic calendar.

Have reintroduced Exam week. Will fine tune the process next year.

HoF Reports will be pulling in GPA as part of their reports.

The Board would like the Department Reports to include:

- HoFs to report to the Board meetings in person - to cover each department over three years (Trustee Term)
- HoFs to present what they would like to see happen in their departments
- Assessment Data to be presented each year for all departments to the Board (in paper)
- Need to cover aspirations of each department

Michael to put a proposal of what HoFs should present and they cycle to the Board for their approval for 2020



Faculty Reports to the BoT

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Due Date: 24 Oct 2019
Owner: Michael Buick

Leon Dunn [Senior Master - Pastoral]

Mainly focused on Year 9-13

Pastoral directly affects learning. We are starting from ground zero as processes have either not been consistently followed or in place in constructive and meaningful ways.

Now have a great Deaning Team and are working on implementing and embedding robust processes working with students, staff, whanau and agencies.

Attendance

- Below 80% justified = accountability / consequences
- Weekly attendance being tracked by Tutors and Deans
- Have put benchmarks in place which inform checking, support, interventions, causes, consequences
- Some students have high Medical absence. This is also being looked at closely and proactively investigated and supports put in place if necessary
- 20 days or more non-attendance pushed back to Ministry
- Contact with home is happening
- Yr 12 and 13 have highest statistics for non-attendance; looking at ways to address this
- Currently talking with other secondary schools around brainstorming ways to address attendance concerns as this is a common problem across all schools

Behaviour Management

- Current historic data makes it difficult - again starting ground zero
- New system in place which leads to stand downs = numbers of offences, withdrawals leads to progressive consequence steps, i.e. letter home, family meeting (including bringing in agencies if necessary, teacher, student concerns) stand down / suspension
- Behaviour Monitoring Cards at different levels of reporting
- Withdrawal to Deans
- Highest numbers of withdrawn students are from Yr 9. This points to the way classes are possibly structured, which students are put where, course content etc.
- Before student's hit stand down we know that the school has put interventions, assistance in place before they get to that point.

Next step is to collaborate with HoFs in order to support academic achievement.

We are holding boys accountable, the staff also need to be accountable. PD is in the pipeline for staff on restorative practice and interactions with students.

8.4 Data Analysis

Covered under Section 8.3 Expert Presentation

9. Coldstream Hostel Report

9.1 Hostel Manager's Report - August /September 2019

Hostel Strategic Plan being firmed up in consultation with the Hostel Parent's Association in order to give meaningful feedback.



Hostel Manger's Report

Moved that the Hostel Manager's Report be accepted.

Decision Date: 26 Sep 2019
Mover: Jan Ormsby
Seconder: Sarah Brown
Outcome: Approved

10. Health & Safety Report

10.1 Health & Safety Reports [School and Hostel]

Health and Safety Language of compliance can create a feeling of anxiety. Need to be mindful of this when working with staff.

Hostel H&S Boiler Report - this report was made in error from the Ministry inspector who was only supposed to inspect the school not the hostel. However, the issues raised in the report have been addressed.

To include the September Health and Safety minutes with the October minutes.



Health & Safety Report

Moved that the Health & Safety Report for August be accepted.

Decision Date: 26 Sep 2019
Mover: Amy Kubrycht
Seconder: Paul Stirling
Outcome: Approved

11. Student Representative Report

11.1 Student Rep Report [Incoming and Outgoing Student Rep]

Jan Ormsby thanked outgoing Student Representative, Kaea Edwin, for his time and effort during his term and wished him well for his future.

Kaea expressed his enjoyment at having been the Student Representative and found it interesting to see what happens behind the scenes in order to keep the school running successfully for the students.

Jan again welcomed George Heenan as the new Student Representative and explained how he would be involved as a Trustee.

Simon Coe and George are to meet and further discuss student involvement.



Rector and Student Representative to meet

To meet with George Heenan to discuss his role and involvement.

Due Date: 24 Oct 2019
Owner: Simon Coe

12. Finance Report

12.1 SBHS Monthly Report - July

Finance Committee have meet - Tracking as expected.



2019 Draft Budget to be forwarded to Trustees

Email Trustees copy of the 2019 Draft Budget

Due Date: 20 Sep 2019
Owner: Nicola Roberts



2020 Draft Budget

Simon to check when Annual Draft Budget will be presented in 2020

Due Date: 24 Oct 2019
Owner: Simon Coe



Finance Sub-Committee Summary Report

Finance Sub-committee to present a summary report at each Board meeting to be added to each Board Pack

Due Date: 24 Oct 2019
Owner: Jan Ormsby



SBHS Monthly Report - July Accepted

The SBHS July Finance Report taken as a true and accurate record.

Decision Date: 26 Sep 2019
Mover: Jan Ormsby
Seconder: Charleen Withy
Outcome: Approved

12.2 Hostel Monthly Report - July

Boiler to be replaced. Simon will present costings at next BoT meeting. Will need to raise a loan to facilitate payment which is estimated to be \$300,000.



Costings of Replacement Boiler at Hostel

Simon to present costings to replace the Hostel boiler in his Report to the Board for October

Due Date: 24 Oct 2019
Owner: Simon Coe



SBHS July Finance Report Accepted

The SBHS July Finance Report taken as a true and accurate record.

Decision Date: 26 Sep 2019
Mover: Jan Ormsby
Seconder: Charleen Withy
Outcome: Approved

13. Strategic Discussions [other business]

13.1 Special Issues or Projects [Other Business]

Tryline Cafe has been running for all of this week. Karl Robinson has also included the Year 8 students in the preparation of food. Karl and his students have presented a very professional and enjoyable experience. There are tables available for the final day only, and the Trustees were invited to take advantage of this opportunity if they haven't already done so.

13.2 Kahui Ako: Community of Learning Stewardship Report Term 2

Advertisements are about to be placed for Learning Support Coordinators - 2 will be employed and based at SBHS and will work across the CoL but will be primarily working with our students and staff.

Part of their responsibility will be for them to build our learning support register and support our pastoral programme.

Information will come with students from their previous schools as part of the Learning support register. Training will be available around learning conditions and Gifted and talented.

These positions are Ministry funded. Have to be registered teachers but aren't allowed to teach.

14. Actions From Previous Meetings

14.1 Action Item List

15. Out of Committee

15.1 Sections of In-Committee Minutes to be Made Public



Sections of In-Committee Minutes to be made Public

Moved that parts of the In-Committee Minutes which do not identify people be made public.

Decision Date:	26 Sep 2019
Mover:	Jan Ormsby
Seconder:	Cam Froude
Outcome:	Approved

16. Other Business

16.1 Cricket Pavilion

Cricket Pavilion needs upgraded. Greg from SBHS Cricket Club intimated that they would like to do some fundraising in order to assist with an upgrade of the Pavilion.

17. Preparation for Next BoT Mtg

17.1 Identify Items for Next Meeting

18. Close of Meeting

18.1 Close of Meeting

Next meeting: Wednesday 30 October.

Signature: _____

Date: _____

DRAFT