

CONFIRMED MINUTES

SBHS BOT MEETING



At the **SBHS BoT Meeting** on **27 Nov 2019** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Tuesday, 29 October 2019
Time:	5:00 PM to 8:18 PM
Location:	Southland Boys' High School Library, 181 Herbert Street Invercargill 9810
Board Members:	Cam Froude, Amy Kubrycht, Emma Smaill, Paul Stirling, Simon Coe, Peter Heenan, Warren Ruwhiu, Jan Ormsby (Chair), Sarah Brown, Charleen Withy, George Heenan
Attendees:	Nicola Roberts, Andrea Mulligan, Ray Laurenson
Public:	Robyn Pickett

1. Opening Meeting

1.1 Open Meeting

Matters Taken In Committee

Meeting taken in committee and public excluded for the remainder of the meeting on the grounds of legal privilege. This is to comply with Section 48 of the Local Government Official Information and Meetings Act 1987.

Andrea Mulligan [Head of Year 7 and 8] and Ray Laurenson [Associate Rector] were permitted to remain at the meeting, after the public were excluded, to enable them to present their reports to the Board.

Mrs Pickett requested the right to speak and indicated she had a question about inwards correspondence. Jan Ormsby [Chairperson] advised Mrs Pickett that the Board would respond to Mrs Pickett in writing if there was a need to do so.

Mrs Pickett left the meeting.

The following Minutes are deemed to be public as referred to Section 15.1

"Moved that identified sections of the In-Committee Minutes be made public"

2. Interests Register

2.1 Interests Register



Peter Heenan - Interests to be added to register

Nic Roberts to liaise with Peter regarding his Interests to be added to the register.

Due Date: 3 Nov 2019
Owner: Nicola Roberts

3. Confirm Minutes

3.1 Confirm Minutes

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



Confirmed Minutes of Previous Meeting [26 September 2019]

Minutes of 26 September 2019 meeting confirmed as presented

Decision Date: 29 Oct 2019
Mover: Emma Smail
Seconder: Sarah Brown
Outcome: Approved

4. Correspondence

4.1 Outward Correspondence

Taken as read.

4.2 Inward Correspondence

Rugby Ground Seating

Request costings and assurance that there will be no ongoing board related costs and explanation of where payment of costs, insurance etc is coming from.

Simon to forward information to the Board who will then make an electronic resolution to enable this project to proceed if agreed to.



Rugby Club - SBHS No 1 Gound Seating

1. Request costings and assurance that there will be no ongoing board related costs and explanation of where payment of costs, insurance etc is coming from.
2. Forward information to the Board who will then make an electronic resolution to enable this project to proceed if agreed to.

Due Date: 6 Nov 2019
Owner: Simon Coe

5. School Trips

5.1 Approved Trips



School Trips Accepted

Approved

Decision Date: 29 Oct 2019
Mover: Cam Froude
Seconder: Amy Kubrycht
Outcome: Approved

6. School Trustee Association

6.1 NZSTA News - Term 4 Newsletter and Issue 297 [October 2019]

Noted

7. Strategic Decisions

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

[SchoolDocs Review - Term 4 Review](#)

Notifications sent Term 4 / Week 3 to Staff and Community to review the following Policies:

- EOTC
- Sun Protection

Action for Trustees to review above policies.

[Assurances](#)

Assurances from Simon Coe that proper steps and actions have been taken regarding the following policies / procedures and that they are either up to date or in the process of being completed:

- Reading Recovery / Literacy Support
- Appointment Procedure [Board]
- Appraisal of Staff
- Attestation
- Teacher Certification and Police Vetting
- SUE
- Evacuation Procedure / Emergency Kit
- Risk Management
- Length of School Year

[Attestation](#)

Simon Coe confirmed that the relevant International Student Attestation Forms have been lodged with NZQA

- Currently have 3 International Students
- In the future to look at establishing a new International Student programme. Consideration of student market, programmes, costs and benefit to the school to inform future direction.

Governance Review - Term 4 Review

Review Plan has been updated

- Review of Strategic Plan to be considered at November meeting
- Succession Planning
- Peter Heenan completes his Term of office after the November meeting. Possible replacement candidates are being considered with an emphasis on Financial expertise.



SchoolDocs Policy Review

Board Trustees are invited to visit the SchoolDocs site to review the following Policies and Procedures for **Term 4 2019**:

- **Education Outside the Classroom**
- **Sun Protection**

To review these documents:

1. Click on **SchoolDocs** [<http://sbhs.schooldocs.co.nz>] which will take you to the website
2. Enter the username (sbhs) and password (herbert).
3. Click on the “Current Review” tab on the top of the page
4. Follow the link to the relevant policy as listed.
5. Read the policy.
6. Click the Policy Review button at the top right-hand corner of the page.
7. Select the reviewer type “Board”.
8. Enter your name (optional).
9. Submit your ratings and comments.

Due Date: 27 Nov 2019

Owner: All Trustees

8. Monitoring [Rector's Report]

8.1 Summary of Progress

Covered under Section 8.2 Expert Presentation

8.2 Expert Presentation

Andrea Mulligan [Head of Yr 7/8] presented Yr 7/8 Achievement Data

- No streaming in Yr 7/8 Maths from 2020 [currently only 2 Maths classes streamed] which should assist with lifting achievement.
- Focus for 2020 to lift maths results.
- Sharing teaching practice with staff in meetings.
- Investigating initiatives to increase parent investment.
- Looking at programme options to work with students to help further their ability [like Boost for literacy - groups of 3 or 4 students at a time].
- Students entering SBHS overall at lower achievement rates
- Working with Head of Maths to ensure working alongside and aiming to get students to where they should be by Yr 9.
- Connected Curriculum works well for boys [pulls in literacy, mathematics without students realising]. This also allows for flexibility in the timetable - eg Old Boys' Projects

Ray Laurenson [Associate Rector] Presented his Report

Went over initiatives put in place for the year

- Push boys to achieve higher than they need
- Streamline pastoral system
- Implement staff / student welfare programme
- Offer effective PD for staff
- Increase student pride in attending SBHS

Peter Heenan suggested possible use of a wellbeing programme used at his place of employment called "Heart Programme". He will forward the information to Ray for consideration.

Andrea and Ray Left the meeting at 6.26 pm



Targets - Summary of Progress [Achievement Data]

Summary of Progress on Targets data to include **Where we have come from** in each report to show progress

Due Date: 27 Nov 2019

Owner: Simon Coe



Heart Programme

Forward Ray Laurenson "Heart Programme" information for possible use for SBHS staff going forward.

Due Date: 27 Nov 2019

Owner: Peter Heenan

8.3 Data Analysis

Presentation of Michael Buick's suggested Faculty Reporting Template for 2020 onwards. This would present meaningful information and data. Clarification on finer details about who provides information etc to be finalised.

Board are very pleased with what Michael has presented and wish to use the suggested format for future Faculty Reporting.

9. Coldstream Hostel Report

9.1 Hostel Manager's Report - October 2019

Hostel Manager's Report Accepted

10. Health & Safety Report

10.1 Health & Safety Reports [School and Hostel]

Hostel Health and Safety

Boiler replacement

- Quotes received for Gas
- Different Boiler Options
- Alternative fuel options

Best option appears to be Gas which gives ability to have endless hot water. Also option for ducted zoned air conditioning / heat pumps.

- Need to decide if beneficial to proceed with all jobs to present a basically new hostel and then the cost of financing and servicing a loan. Jo working on a business plan around costing Could stagger the implementation. Hostel generates good surplus at present and would service the cost of the loan. We need to look after the Hostel which is an important part of the school. Long term a good idea. Costs of payment at current interest rates need to be discussed with bank. Business plan to look at savings made by converting to gas etc.
- Sarah Brown suggested contacting the Jeanette who did a review of the SGHS Hostel.
- The Board Hostel parents feel the heating / hot water is the best starting point. They also feel the hostel is a good establishment and quite flash in comparison with others. The boys are happy.
- Business plan to be presented at next meeting. Also working towards Richard Smith providing a Hostel 10 Yr PP.

School Health & Safety Report

- Still work to be done around staff engagement. EoTC being managed very well by Libby Hamilton to mitigate risks.
- Waiting on Greg from FirstBase to present a report [Simon to check if this is coming].
- Need to pull first aid etc into H&S reporting
- Critical Risks to be identified and reported to board.

Working with Hostel to ensure H&S is in line with School H&S

Health and Safety Reports [School and Hostel] Accepted



Hostel - Gas

- Decision on quote for gas - hot water replacement to be held until second quote - when it comes in then Simon to forward to board for an electronic resolution and decision on going forward with gas over the Christmas break.

Due Date: 13 Nov 2019
Owner: Simon Coe

11. Student Representative Report

11.1 Student Rep Report

- Students' pleased closed school for Lyn Crofts' funeral. This showed a sign of respect and enabled students to attend.
- Blues' Awards went well.
- Youthmark and Sports' Awards happening this week.
- Would be helpful to have class planning in a better order to allow time for exam prep. This is in line with HoF / Planning flagged for next year.

12. Finance Report

12.1 Finance - Summary Report

- Jo to present 2020 Draft budget at November meeting
- Summary Report Tabled and finances accepted as a true and accurate record
- Hostel Finance - need to be more business focussed [looking closely at operating costs
- Side Discussion - international students - need to in the future look at a profitable, robust system and market [European Market] before we should proceed with a new International Student Programme

12.2 SBHS Monthly Report



SBHS Finance Report Accepted

SBHS Finance Report taken as a true and accurate record.

Decision Date: 29 Oct 2019
Mover: Peter Heenan
Seconder: Paul Stirling
Outcome: Approved

12.3 Hostel Monthly Report



Hostel Finance Report

Hotel Finance Report taken as a true and accurate record.

Decision Date: 29 Oct 2019
Mover: Peter Heenan
Seconder: Charleen Withy
Outcome: Approved

13. Strategic Discussions [other business]

13.1 Special Issues or Projects [Other Business]

School Donations

Discussion around ramifications of the School Donations Scheme

- Discussion notes and subsequent decision found in "SBHS Minutes - In Committee 29 October 2019

14. Actions From Previous Meetings

14.1 Action Item List

Due Date	Action Title	Owner
28 Jun 2019	SchoolDocs Site - Staff to Look at Current Reviews Status: Completed on 30 Oct 2019	Warren Ruwhiu
28 Aug 2019	ASB Loan Status: Completed on 30 Oct 2019	Simon Coe
20 Sep 2019	2019 Draft Budget to be forwarded to Trustees Status: Completed on 14 Oct 2019	Nicola Roberts
24 Oct 2019	Faculty Reports to the BoT Status: Completed on 30 Oct 2019	Michael Buick
24 Oct 2019	Rector and Student Representative to meet Status: Completed on 7 Nov 2019	Simon Coe
24 Oct 2019	2020 Draft Budget Status: Completed on 29 Oct 2019	Simon Coe
24 Oct 2019	Costings of Replacement Boiler at Hostel Status: In Progress	Simon Coe
29 Oct 2019	Finance Sub-Committee Summary Report Status: Completed on 29 Oct 2019	Jan Ormsby
30 Oct 2019	Interests Register Status: Completed on 7 Nov 2019	Peter Heenan

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 identified sections of the In-Committee Minutes be made public

Decision Date: 29 Oct 2019
Mover: Jan Ormsby
Seconder: Cam Froude
Outcome: Approved

16. Preparation for Next BoT Mtg

16.1 Identify Items for Next Meeting

1. Draft 2020 Budget
2. Property
3. Variance Report
4. 2020 Meeting Dates / Times
5. Last meeting for Peter Heenan
6. End of Year Meal / Drinks



End of Year Board Meal / Drinks

Liaise with Jan and Trustees on what would be best for majority around end of year meal / drinks and make bookings

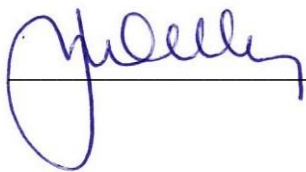
Due Date: 8 Nov 2019

Owner: Nicola Roberts

17. Close of Meeting

17.1 Close of Meeting

Next meeting: SBHS BoT Meeting - 27 Nov 2019, 6:00 PM

Signature:  _____

Date: 27 November 2019 _____