

CONFIRMED MINUTES

SBHS BOT GOVERNANCE MEETING



At the **SBHS BoT Governance Meeting** on **1 Apr 2020** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 27 November 2019
Time:	6:00 PM to 8:52 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, Janice Ormsby (Chair), Sarah Brown, Charleen Withy, George Heenan
Attendees:	Jo Keary, Nicola Roberts, Robyn Pickett
Apologies:	Warren Ruwhiu

1. Opening Meeting

1.1 Open Meeting



Meeting Moved to 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.

Mrs Pickett left the meeting.

Decision Date:	27 Nov 2019
Mover:	Janice Ormsby
Seconder:	Simon Coe
Outcome:	Approved

The following Minutes are deemed to be public as referred to Section 15.1 of this document - "Moved that identified sections of the In Committee Minutes be made public."

2. Interests Register

2.1 Interests Register

All Interests are current and no conflicts were identified.

3. Confirm Minutes

3.1 Confirm Minutes

SBHS BoT Meeting 29 Oct 2019, the minutes were confirmed as presented.

[IC] SBHS BoT Meeting [In-Committee] 29 Oct 2019, the minutes were confirmed as presented.



Minutes Approved

Minutes of the SBHS BoT Governance Meeting and the SBHS BoT In Committee Meeting held on 29 October 2019 confirmed as presented.

Decision Date: 27 Nov 2019
Mover: Janice Ormsby
Seconder: Charleen Withy
Outcome: Approved

4. Correspondence

4.1 Outward Correspondence

Discussion around the BoT's legal obligations with regard to 205 Herbert Street.

4.2 Inward Correspondence

No inward correspondence.

5. School Trips

5.1 Approved Trips



Approved Trips

Approved
Decision Date: 27 Nov 2019
Mover: Cam Froude Amy Kubrycht Approved
Seconder:
Outcome:

5.2 EoTC Forms for Ratification [Low Risk]

The Board acknowledge the extra work and time required to complete the EoTC paperwork, however it is both a legal requirement and necessary to ensure the safety of both students and staff.

Discussion around required paperwork when students are representing SBHS at events where parents are the accompanying adults rather than staff. Simon will check with the Ministry of Education to see what is required in these circumstances.



Low Risk EoTC Forms Approved

Approval of Low Risk EoTC forms with the addition of a section to record ways to mitigate the identified risks.

Decision Date: 27 Nov 2019
Mover: Amy Kubrycht
Seconder: Charleen Withy
Outcome: Approved



EoTC Events with Parent rather than Staff Supervision

Simon will check with the Ministry of Education to see what is required for paperwork when students are representing SBHS at events where parents are the accompanying adults rather than staff.

Due Date: 15 Mar 2020
Owner: Simon Coe

6. School Trustee Association

6.1 NZSTA - Issue 297 [October 2019]

NZSTA training coming up 2020. The trustees are encouraged to take advantage of the beneficial training on offer.

7. Strategic Decisions

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

Trustees are reminded to complete their Term 4 reviews in SchoolDocs.

8. Monitoring [Rector's Report]

8.1 Summary of Progress

GPA

Discussion around achievement data for Years 7 and 8. The presented figures only show curriculum levels of the students and do not reflect the true ability of the student. To address this use of GPA will be a requirement at Year 7 and 8 from next year.

GPA is also not being utilised appropriately across the rest of the school. This will be a strong focus for all staff in 2020 and Michael Buick [Senior Master - Curriculum] will be ensuring staff are completing their GPA responsibilities.

Assessment Calendar

A school-wide assessment calendar will be produced at the beginning of 2020. This will ensure students are able to complete their assessments for their courses in a timely manner. There will be check points throughout the year to make sure staff are adhering to deadlines for entering marks. Staff, students and caregivers will all benefit knowing there is a school-wide expectation of timeframes and the ability for everyone to know student results throughout the year rather than at the very end.

The assessment calendar will also be shared with the school community in newsletters.

HoF Mentor

John Moore has been appointed as a HoF Mentor on a 12 month fixed term contract. John will be mentoring other HoFs around running a successful Department.

Recognising Student Achievement

Changes to Awards for Prizegiving, more streamlined and addition of a top academic student award for each year level.

Have also presented 8 Year 10 Prefect positions recently. These students will be taking advantage of leadership opportunities for the remainder of the year.

Pastoral

Attendance has improved across all yr levels, apart from Yr 13. Need to look at ways to shift mindset of the Year 13 students. This will be a target for 2020.

Stand downs and suspension had not reduced as we are enforcing consequences. This was expected but we are now beginning to be able to pinpoint recidivist students and then look at strategies on how to address their individual needs.



Targets - Summary of Progress and Yr 7/8 Literacy Data

1. For each Board meeting the data in the Summary of Progress Report to always have the start of year data available as a comparison to the current data.
2. Beginning to end of year comparison Yr 7/8 literacy and numeracy data to be provided to the Board before the end of this year. This to be a regular report at the end of each year. rather than being presented with the Yr 9-13 data each March.

Due Date: 16 Dec 2019
Owner: Simon Coe

8.2 Expert Presentation

No presenters for this meeting.

8.3 Data Analysis

Covered under Section 8.1 - Summary of Progress

9. Coldstream Hostel Report

9.1 Hostel Manager's Report - November 2019

No Hostel Manager's Report this meeting due to Hostel Finance meeting.

10. Health & Safety Report

10.1 Health & Safety Reports [School and Hostel]

Good to see reports on student incidents, but acknowledge that work needs done around consistency in reporting. Amy is to work with Leon Dunn who in turn will work with the Administration staff to ensure consistent and meaningful data.

Greg from Firstbase is attending Department meetings and working with them on their H&S responsibilities.

Need to practice lockdown / earthquake drills [have been communicating with the police over the requirements for lockdown which keep changing]. Drills to be completed before the end of Term 1, 2020.



Student Medical / Incident Reports

Some fine-tuning is required in reporting of student medical / incident reports. Amy is to work with Leon Dunn who in turn will work with the Administration staff to ensure consistent and meaningful data for the student medical / incident reports.

Due Date: 15 Mar 2020

Owner: Amy Kubrycht



Practice of Lockdown / Earthquake Drills

Need to practice lockdown / earthquake drills [have been communicating with the police over the requirements for lockdown which keep changing]. Drills to be completed before the end of Term 1, 2020.

Due Date: 15 Mar 2020

Owner: Simon Coe

11. Student Representative Report

11.1 Student Rep Report

Good year for students. Going well. If all the departments could run in a similar way, especially with communication then that would be a big improvement.

Technology areas are only unit based standards - would be good to offer achievement based standards - some students would choose different subjects if this happened. Would also help with pastoral engagement.

12. Finance Report

12.1 Finance - Summary Report

Jo Keary joined the meeting at 7.30 pm.

Finance Reports Presented. Variances as forecast. Peter Heenan endorsed the quality and suitability of the reports presented to the Board.

Roll for 2020 looks to be around 1,050 students at this point.

Staffing: 3 maternity/ 2 staff gone to CoL - positions advertised currently to fill the positions left from these.

2020 Coldstream Budget

Traditionally has been profitable - drop in numbers next year - starting with 89 [down on previous 2 years] - need to drill down on expenses - eg food etc. In next 24 months to look at an international student programme to help with income.

Savings will also be made around getting gas etc.

Looking at hire of hostel during holidays and weekends - costs charged, advertising, working with other agencies to promote availability.



SBHS and Hostel Finance Reports

SBHS and Hostel Finance Reports accepted as a true and accurate record.

Decision Date:	27 Nov 2019
Mover:	Peter Heenan
Seconder:	Sarah Brown
Outcome:	Approved

12.2 SBHS Monthly Report

12.3 Hostel Monthly Report

Jo Keary left the meeting at 8.35 am

13. Strategic Discussions [other business]

13.1 Special Issues or Projects [Other Business]

No other business.

14. Actions From Previous Meetings

14.1 Action Item List

15. Preparation for Next BoT Mtg

15.1 Identify Items for Next Meeting

Board Meetings 2020

3 Curriculum meetings per year for Faculties to present their HoF reports.

- Maths Faculty Wednesday 24 June 2020 [5.00 - 6.00 pm]
- HPW Faculty Wednesday 16 September 2020 [5.00 - 6.00 pm]
- Technology Faculty Wednesday 25 November 2020 [5.00 - 6.00 pm]

5 Governance meetings per year - Wednesday's 5.00 pm to 7.00 pm

- 25 March
- 3 June
- 5 August
- 14 October
- 2 December

Finance meetings will be held the week prior to each Governance meeting.

Board Committees - now referred to as "Board Representative" for particular areas. Rationale - some of the committees are operational not governance. Trustees to have be representatives in their particular area of expertise.



Sections of In-Committee Minutes to be made public

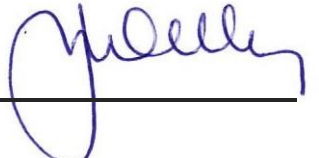
Moved that identified sections of the In-Committee meeting be made public.

Decision Date: 27 Nov 2019
Mover: Janice Ormsby
Seconder: Simon Coe
Outcome: Approved

16. Close of Meeting

16.1 Close of Meeting

Next meeting: SBHS BoT Governance Meeting - 1 Apr 2020, 6:30 PM

Signature: 	Date: <u>01/04/2020</u>
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