

CONFIRMED MINUTES

SBHS BOT GOVERNANCE MEETING



At the **SBHS BoT Governance Meeting** on **3 Jun 2020** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 1 April 2020
Time:	6:30 PM to 9:11 PM
Location:	Microsoft Teams , On-line Link
Board Members:	Janice Ormsby (Chair), Amy Kubrycht, Cam Froude, Charleen Withy, Emma Smaill, George Heenan, Paul Stirling, Simon Coe, Warren Ruwhiu
Attendees:	Jo Keary, Nicola Roberts
Apologies:	Sarah Brown

1. Opening Meeting

1.1 Open Meeting

Apology from Sarah Brown due to illness.

2. Election of Board and Deputy Board Chair for 2020

2.1 Election of BoT Chair and Deputy



Election of Board Chair

Board Secretary called for nominations for Board Chair. Moved that Jan Ormsby be nominated to the position of Chair for the ensuing year.

As no further nominations were received Janice Ormsby was duly elected and resumed the Chair.

Decision Date:	1 Apr 2020
Mover:	Amy Kubrycht
Second:	Warren Ruwhiu
Outcome:	Approved



Election of Deputy Board Chair

Jan Ormsby [Board Chair] called for nominations for Deputy Board Chair. Moved that Sarah Brown be nominated to the position of Deputy Board

Chair for the ensuing year. [Sarah had advised Jan Orsmy that if she were to be nominated she would be happy to accept].

As no further nominations were received Sarah Brown was duly elected.

Decision Date: 1 Apr 2020
Mover: Charleen Withy
Seconder: Simon Coe
Outcome: Approved

3. Interests Register

3.1 Interests Register

Jan advised Trustees to update their current and past 7 years' interests on BoardPro.

4. Confirm Minutes

4.1 Confirm Minutes

SBHS BoT Governance Meeting 27 Nov 2019, the minutes were confirmed as presented.

5. Covid-19

5.1 School Action

Thanks to Simon and the Senior Management Team for their leadership throughout the tense time leading to Level 4 [particularly with parent the of one of our students having been confirmed as positive].

Discussion around what schooling will look like going forward due to Covid-19.

Term 2 begins April 15 but only online until end of current lock down period. Correspondence with NZQA advising that at present the NCEA exams are to proceed as scheduled, however that may change. Therefore, at present we are continuing with the current timeline. However, staff have been asked to ensure students can achieve NCEA by internals rather than relying on external exams. We will adapt as need be depending on when normal schooling resumes.

What can we learn from Covid-19?

Once school returns as normal a review will be held to see what has been learnt, as well as what positives we can take away and implement going forward.

6. Correspondence

6.1 Outward Correspondence

Noted as Read.

6.2 Inward Correspondence

Tracy Martin - Bullying Prevention/ Wellbeing at School

Discussion was held around the resources provided by the MoE will become part of the Staff and student wellbeing tools currently being used.

Lochiel School Enrollment Zone

Discussion held; no major disadvantage to SBHS. Happy to let the process continue without SBHS sending a response.

7. School Trips

7.1 Approved Trips

Due to Covid-19 the majority of trips noted and going forward will not be happening until further notice. Trips and events will be under constant review and changed to suit as the situation evolves.

8. School Trustee Association

8.1 NZSTA - Issues 298/299 [Nov/Dec 2019 & Jan/Feb 2020]



NZSTA Issues Online

To investigate the possibility of Trustees accessing the NZSTA Issues online.

Due Date: 10 Apr 2020

Owner: Nicola Roberts

9. Strategic Decisions

9.1 BoT Operational [School Docs] [Review Assurance Consult Submit Attestation]

Discussion was held around community and staff engagement with the SchoolDocs reviews. Indications are that responses may be low. To address this concern information sessions could be held for any significant policy reviews to increase feedback.

Assurances from Simon on the following:

1. *Equal Employment Opportunities*
2. *Police Vetting for Non-Teachers*

Police Vet - at present only required to vet volunteers who are in sole charge of students. Homestay students - assurance that we are using best practice
Discussion regarding risk assessment around homestay students

3. *10YPP*

Signed off last of 10yr property plan jobs which has assured that the money for the Uttley upgrade is earmarked rather than going to cover costs of roof replacement.

4. *Medicines, Minor / Moderate Injury or Illness*

Processes are appropriate and being followed. Have been identifying which staff currently have first aid certificates to ensure coverage from staff at all departments and areas of the school.

5. *Risk Management*

There is now a better understanding of responsibilities for all staff due to work of Leon Dunn, Amy Kubrycht and First Base. A vast amount of work is being done in this area and staff are becoming aware that Health and Safety is not just about paperwork.

6. *Length of School Year*

Due to Covid-19 the year set as we previously expected may be subject to change.

9.2 **Coronavirus Update [SchoolDocs]**

9.3 **BoT Governance Policy Reviews**

10. **Monitoring**

10.1 **Rector's Report: Summary of Progress**

Strategic Plan - Analysis of Variance

1. Have seen some change - some good / some bad which gives us direction of where to adjust our plan
2. Need to ensure students are choosing correct courses to ensure they achieve UE

Discussion Points:

1. Curriculum information dates of reporting

The current data is the baseline data going forward due to incomplete collection of data at the beginning of 2019. Over the span of 1-1.5 years the data will show how we are working towards our targets.

2. GPA

Will be mandatory for all departments and a key tool to measure the real ability of students on an individual basis.

3. Options

It is good to have more options but very difficult to staff and need enough courses to ensure there is sufficient take up from students to make them viable. Can be done but needs to fit with everything else in the curriculum

We already offer NetNZ [learning online platform] to students. Currently Midori Sasaki is running a Language Hub class via NetNZ with several languages. Coming back from Covi-19 may lead to more opportunities going forward.

10.2 Expert Presentation

No presenters this meeting - John Moore - HoF Mathematics will be reporting on Wednesday 24 June 2020

10.3 Evaluation and Analysis of Data

This document sets discussions with the Senior Leadership Team going forward and provides data to support changes which arise as a result of decisions made.

It was noted the pastoral results are pleasing and evident due to the changes implemented by Leon Dunn and the Deans.

Faculty Reports

This year we will have three HoFs reporting. The first BoT Curriculum meeting on June 24 meeting will have John Moore [HoF Mathematics] reporting

The Board have read the presented Faculty reports and acknowledge the wish lists which were raised. These requests with the Michael Buick [Senior Master - Curriculum] who will work the Senior Leadership Team and Rector to identify resources and areas to be worked on. As the requests are of an operational nature and the board will seek assurance that the requests have been acknowledged and acted upon, as necessary.

Simon work with the HoFs around setting their measurable goals and how they are reported [using GPA etc]. This is a key focus for Michael Buick [Senior Master - Curriculum] this year.

11. Coldstream Hostel Report

11.1 Hostel Manager's Report

Covid-19

With no students needing to isolate at the Hostel it has been closed and will be cleaned prior to reopening.

Numbers

Discussion held around the current number of borders. The general feeling is that there are no concerns and the roll reflects the current availability. Simon and Sue have been proactive in recruitment. There is the potential of more students from Dipton and Otautau areas due to bus changes in the future. No red flags.

There have been changes in family circumstances leading to the loss of two boarders along with one student has been expelled from the Hostel due to behavioural issues.

Everyone who has sons at the Hostel speak very highly of the Hostel and how it is run.

Gas / Heating / Boiler

The gas for the hot water is ready to go as soon as back on-site.

Boiler funding - original MoE idea did not pan out, however are looking at potential loan. Hopefully taking the strain off the boiler using hot water from gas will minimize risk with regard to ability to raise funds.

Hostel Cleaners' Report

The Budget reviews highlighted a large amount spent on cleaning products - have reviewed reasons and put into place process around how to mitigate costs.

Health and Safety is being managed on the whole at the Hostel by Sue, however in conjunction with Leon Dunn. Need to ensure identified risks are reported on and appropriate action taken and recorded. Simon to work with Sue on streamlining her reports to the Board.

Covid-19

A letter was sent to the Hostel staff regarding payment during the Covid-19 Lockdown. Jo Keary is applying for the Covid-19 wage subsidy. If the subsidy is declined, then the Board will have an extraordinary meeting to consider ongoing payment for Hostel Staff. Sue Mills has been retained on full pay as it is vital to have her on the ground to start when given the go ahead.



Hostel Wages - Extra Meeting if Wage Subsidy Declined

CoVID - 19

A letter was sent to the Hostel staff regarding payment during the Covid-19 Lockdown. Jo Keary is applying for the Covid-19 wage subsidy. If the subsidy is declined then the Board will have an extraordinary meeting to consider ongoing payment for Hostel Staff.

Due Date: 10 Apr 2020

Owner: Nicola Roberts



Hostel Reports [Including Health & Safety]

Health and Safety is being managed on the whole at the Hostel by Sue, however in conjunction with Leon Dunn. Need to ensure identified risks are reported on and appropriate action taken and recorded.

Simon to work with Sue on streamlining her reports to the Board.

Due Date: 24 May 2020

Owner: Simon Coe

12. Health & Safety Report

12.1 Health & Safety Reports

Reports are informative and a great improvement. It was requested that the graph be included in all future reports.

First Base are working with departments and individual HoFs now rather than as a group. There is more work to be done, however we are showing positive movement. The Board wish to acknowledge how challenging the roll of ensuring Health and Safety is implemented has been and are very pleased with the progress made to date.

In order to support Leon in this work Simon will have a visible and active interest going forward. Discussions to be had between Simon, Leon and First Base on which departments are prioritized.

More detail requested around timetable / timeframes / a risk register etc. Amy and Leon to schedule further meetings to progress this work.



H&S Meet with LDN and First Base re Departments

In order to support Leon in this work Simon will have a visible and active interest going forward. Discussions to be had between Simon, Leon and First Base on which Departments are prioritised.

Due Date: 30 Apr 2020
Owner: Simon Coe



H&S Schedule Meetings

More detail requested around timetable / timeframes / a risk register etc. Amy and Leon to schedule further meetings to progress this work.

Due Date: 30 Apr 2020
Owner: Amy Kubrycht

12.2 Teacher Aides: Use of Restraint



Teacher Aides able to use physical restraint when necessary

Listed Teacher Aides permitted to use legislated physical restraint as necessary during the 2020 academic year.

- Susan Walker
- Tania Ward
- Linda Neave
- Lilian Tudor
- Abby Pascoe
- Marty McKenzie

Decision Date: 1 Apr 2020
Mover: Janice Ormsby
Seconder: Simon Coe
Outcome: Approved

13. Student Representative Report

13.1 Student Rep Report

The year started well with Sports' Day, the welcome powhiri, trips and camps going well. George expressed concern around students finding it may be a struggle to come back to school and settle once the lockdown is lifted. He is aware that the boys are missing their sport and social gatherings.

Kaaren Wilkes [School Guidance Counsellor] is working with at risk students during the lockdown period. There is a Prefect chat group which is ensuring the boys stay connected.

Discussion was held around ways to ensure as many students as possible stay students connected other during this time. George and Michael Buick to work on options.

14. Finance Report

14.1 Finance - Summary Report

14.2 SBHS Draft Annual Accounts 2019

Annuals

Submitted to auditors 5 weeks early [late February 2020] - finished with small surplus [very pleasing result]



SBHS Draft Annual Accounts

Moved that the SBHS Draft Annual Accounts be accepted.

Decision Date: 1 Apr 2020
Mover: Janice Ormsby
Seconder: Amy Kubrycht
Outcome: Approved

14.3 SBHS Monthly Report

Current climate accounts payable up and running and should be able to operate as business as normal



SBHS January and February 2020 Finance Reports

Jan moved to accept the January and February SBHS finance reports

Decision Date: 1 Apr 2020
Mover: Janice Ormsby
Seconder: Paul Stirling
Outcome: Approved

14.4 Hostel Monthly Report



Coldstream Hostel January and February 2020 Finance Reports

Jan moved to accept the January and February 2020 Coldstream Hostel Finance Reports

Decision Date: 1 Apr 2020
Mover: Janice Ormsby
Seconder: Warren Ruwhiu
Outcome: Approved

14.5 Draft Budget 2020 SBHS and Hostel

SBHS Draft Budget 2020

Decision to proceed with the no change [parent donation] Budget with the only adjustment to reflect the support staff increase in wages which had not been ratified when the proposed budgets were presented to the Board at the end of 2019. At present surplus of \$50K. Need to work on a number as starting point even though unsure on how donation fee issue will affect things.

Discussion around the current effect of the School Donation. As there was a delay in accounts being sent out [due to appropriate wording on the accounts and discussions with HoFs to ensure budgets accurate which would affect fees] it is too early to determine the effect at this stage.

Discussion around affordability of parents to pay the fees due to covid19 which may affect the budget. Ops grant from MoE has been paid. Unsure what outcome will be - depends on length of Lockdown.

Coldstream Hostel Draft Budget 2020

Discussion around Covid-19 and Hostel fees - There needs to be a starting point for the budget and management changes can be made going forward.

Full Trustee support for fees to be paid for the whole of Term, however no charge from Term 2 until clarity about around Covid-19.



SBHS Draft Budget 2020

Jan moved to accept SBHS 2020 Budget

Decision Date: 1 Apr 2020
Mover: Janice Ormsby
Seconder: Charleen Withy
Outcome: Approved



Coldstream Hostel Draft Budget 2020

Jan moved to accept Hostel 2020 Budget with the rider that Management changes will be made to reflect effect of Covid-19.

Decision Date: 1 Apr 2020
Mover: Janice Ormsby
Seconder: Emma Smail
Outcome: Approved

15. Strategic Discussions [other business]

15.1 Special Issues or Projects [Other Business]

Staff leave applications to be deferred until things are clearer around restrictions due to Covid-19.



Staff Leave Application for WRU

Staff leave applications to be deferred until things are clearer around restrictions due to Covid-19

Due Date: 24 Apr 2020
Owner: Nicola Roberts

16. Actions From Previous Meetings

16.1 Action Item List

Due Date	Action Title	Owner
15 Mar 2020	Practice of Lockdown / Earthquake Drills Status: In Progress	Simon Coe

17. Preparation for Next BoT Mtg

17.1 Identify Items for Next Meeting

1. Code of conduct
2. Subcommittees Delegations
3. Staff Leave Application [WRU]



Meetings for 2021 Onwards

Going forward should we have an earlier meeting in 2021. However all Achievement Data and Finance information is generally not available until Mid-late April. A meeting prior to this meeting would just be a tick off rather than informative - potentially look at **2 meetings in Term 1 [First being early March]**

Due Date: 15 Nov 2020
Owner: Nicola Roberts

18. Close of Meeting

18.1 Close of Meeting

Next meeting: SBHS BoT Governance Meeting - 3 Jun 2020, 5:00 PM

Signature:

Date: 3 June 2020