

CONFIRMED MINUTES

SBHS BOT GOVERNANCE MEETING



At the **SBHS BoT Governance Meeting** on **2 Dec 2020** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 11 November 2020
Time:	4:30 pm to 7:53 pm
Location:	Southland Boys' High School Library, 181 Herbert Street Invercargill 9810
Board Members:	Janice Ormsby (Chair), Cam Froude, Charleen Withy, Emma Smaill, George Heenan, Paul Stirling, Simon Coe, Warren Ruwhiu, Jackson Ronald
Attendees:	Jo Keary, Nicola Roberts
Apologies:	Amy Kubrycht, Sarah Brown

1. Opening Meeting

1.1 Open Meeting

Welcome to new BoT Student Rep, Jackson Ronald. Introductions made. George to attend meetings for the remainder of the year to act as mentor to Jackson. Thanks to George for his valuable service to the Board and school, as well as the rest of his amazing family [PTA, BoT]. There will be a big gap when the Heenan family finish their formal association with SBHS this year.



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.

Jo Keary [Executive Officer] was permitted to remain at the meeting, after the public were excluded, to enable the Board to be consulted on matters arising and to present the Finance Reports to the Board.

The following Minutes were deemed to be public as referred to Section 3.1 of the In Committee Minutes "Moved that identified sections of the In-Committee Minutes be made public"

Decision Date:	11 Nov 2020
Mover:	Janice Ormsby
Seconded:	Simon Coe
Outcome:	Approved

2. Interests Register

2.1 Interests Register

2.2 Declaration of Conflicts

Simon declared a conflict around Agenda Item 5.5a *Rector's Concurrence* [In Committee]

3. Confirm Minutes

3.1 Confirm Minutes

SBHS BoT Special Electronic Meeting 30 Sep 2020, the minutes were confirmed as presented.

SBHS BoT [IC] Governance Meeting 5 Aug 2020, the minutes were confirmed as presented.

SBHS BoT Governance Meeting 5 Aug 2020, the minutes were confirmed as presented.

SBHS BoT Governance Meeting 3 Jun 2020, the minutes were confirmed as presented.

4. Actions From Previous Meetings

4.1 Action Item List

Student Voice

Collected - lot of work with smaller groups of students in progress which will inform Student Voice as part of the curriculum review [more meaningful and informed] feeling engaged, listened too, spoken too rather than at. This will be included in the Department reviews next year [approximately 3 departments per term] students view on subject overall rather than individual teachers. After caught up then looking at 3 per year.



Student Voice

Build Student Voice reporting into Board Review Plan for Terms 2 and 4 2021

Due Date: 25 Jan 2021

Owner: Janice Ormsby

5. Policy and Procedure

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

Assurances given by Simon that the school is meeting it's legal obligations. However, there is still work being done around the Evacuation procedure.

Sarah Brown - Chair of Institute of Directors - advised via Jan a Webinar [Institute of Directors - Director Dialogue - The Privacy Act 2020 and the implications for school boards of trustees] [sarah is going] \$35 cost for non-members - board advised to participate - advise Jo so she can cover payments. Jan will forward email with registration link and details to the Board.

5.2 BoT Governance Policy Reviews

Covered and reported on under Section 6.1 Rector's Report

Agenda Item 6.2 - CoL and ISSN discussed and reported on In Committee

6. Monitoring and Evaluation

6.1 Rector's Report

Curriculum

Need to ensure staff are accountable with meeting deadlines around ensuring markbooks are up to date. Covid did have an impact, however we should have been able to recover. There is a shift in merit and excellence numbers [student driven] no shift in achieved [the majority]. GPA is necessary to help achieve the targeted shift.

Junior School - TPSR programme has driven change to way PE is taught at Junior School Level - want to push this out to Senior school

GPA to be expected at junior school so it then moves through the school as the students progress through the year levels.

Pastoral

Stand Downs and Suspensions - what are we doing about the recidivists - Pastoral doing well [would like to see suspension and exclusion rates included for future reports].

Strategic plan - plans to put in place for 2021 of alternative interventions to stand downs which will reduce numbers.

Simon put to the Board proposed establishment of Deans' Intervention Room as a Strategic Goal - it is measurable around engagement - may need to have financial input to ensure it's success. Need Board to think about approval to progress with this proposal [will bring in other agencies with funding etc and agencies to support the students]. Will ratify this at 2 December meeting when Strategic Plan is ratified. **Please email your thoughts and have conversations before December meeting.**

Next meeting indicate where our issues around non-progression and also ensure targets are set to address.

Staffing

We are staffing at our predicted roll 1,050 to 1,080. This is well above what the Ministry have predicted our roll as 985.

We are employing an agency [Education Personnel] to assist with employment of staff. Struggling to employ a new Technology teacher [same as majority of schools in NZ - some schools looking at dropping technology as a subject] Ministry being lobbied to allow overseas teachers to enter NZ [unable to due to Covid].

Homeroom Yr 7/8 due to roll-growth

Senior School Goals

Targets to shift endorsement 10% Seeing shifts, however feel this is student driven rather than via curriculum changes. We need to track towards achieving the Strategic Goal targets.

Property

MoE approved Southern Quantity Surveyors the contract for projects

Projects underway or in plans

- Hockey Turf
- Hostel Upgrades
- Roofing Projects
- change current canteen area to office space
- Area behind the stage to be utilized by Guidance [low cost]
- Asbestos removal
- Repainting pavilion
- Heating
- Grandstands stage 2



Accept Rector's Report

Accept Rector's Report

Decision Date: 11 Nov 2020
Mover: Simon Coe
Seconder: Janice Ormsby
Outcome: Approved

6.2 Summary of Progress Against Targets

Noted in discussion under Rector's Report [Section 7.1]

7. Health & Safety Report

7.1 Health & Safety Reports [School and Hostel]

Great report and huge improvement, Board acknowledge Leon's massive effort over all his responsibilities. Leon to note in future reports that Greg [FirstBase] is working with Hostel and Caretakers



Health and Safety Report

Accept Health and Safety Report

Decision Date: 11 Nov 2020
Mover: Warren Ruwhiu
Seconder: Cam Froude

8. Coldstream Hostel Report

8.1 Hostel Manager's Report

Enjoyable Hostel Prizegiving. A few long-term Hostel families leaving.

Ablution block flooring discussed as potential health and safety risk. Risk mitigated by putting rubber grip down.

9. Student Representative Report

9.1 Student Rep Report

Jackson feels the students this year are wanting to put this year behind them focus on doing well next year. Graduation Ceremony was fantastic and so much better than the boys were expecting. Very well put together. Enjoyed the Blues dinner the week before.

George made special mention that the EoTC programme was running very well, and the boys like that there are defined learning outcomes and the course has purpose.

10. Other Business

10.1 School Flag

Schools are not legally allowed to raise and lower NZ flag as they feel fit. We have now established a new tradition of our own Southland Boys' High School Flag. The Head Boy for each year will get his own flag with his name and years of attendance at SBHS embossed on it and presented to him at the end of year school prizegiving. Michael Kuresa will be the first Head Boy to be presented the School Flag.

11. Correspondence

11.1 Outward Correspondence

Correspondence taken as read

11.2 Inward Correspondence

12. School Trips

12.1 Approved Trips

13. Preparation for Next BoT Mtg

13.1 Identify Items for Next Meeting

1. Identify Strategic Plan Goals and ratification
2. Draft Budget 2021
3. Up to date end of year achievement data
4. Staffing updates
5. Roll update
6. 2021 dates

14. Close of Meeting

14.1 Close of Meeting

Next meeting: SBHS BoT Governance Meeting - 2 Dec 2020, 5:00 am

Meal at The Rocks following the BoT Meeting [6.30 pm]

Signature: _____

Date: _____