

**MINUTES FOR THE BULLER HIGH SCHOOL BOARD OF TRUSTEES – HELD IN THE
PRINCIPALS OFFICE AT 5.30PM ON 11 APRIL 2022
Meeting started at 5.30pm**

Welcome and Karakia

1. Administration Matters

1.1 **Present:** Diane Longstaff (Chair), Andrew Basher (Principal), Miriam Comeskey, John Gugich, Tui Marama, Kerry Paterson, Phil Rossiter, Glenn Irving, Rebecca Manawatu (Public), Brooke Skilton (Secretariat).

1.2 **Apologies** – None at this time

1.3 **Declarations of interest** – None at this time

1.4 BOT Meeting Dates

Resolved: “That Buller High School BOT adopt the revised meeting schedule for 2022.”

Andrew Basher/Diane Longstaff

1.5 **Previous Minutes and Action List**

Minutes 28 February 2022

Resolved: “That the minutes of the Board of Trustees meeting of February 2022 as circulated be confirmed”.

Andrew Basher/John Gugich

Email Minutes Monday 21 March 2022

Selection of Board Members

To select two members to top our Board we need a resolution from the exiting board members.

Resolved: “That the Buller High School board (0301) select *Phil Rossiter and Glen Irving to the board for the period up to the election of parent representatives in September 2022.*”

2. Annual Plan

Resolved: “That the Charter subject to any agreed changes or alterations be accepted and submitted to the Ministry of Education and auditor”.

Andrew Basher/Kerry Paterson

3. Discussion/Monitoring – Principals Report

3.1 Finance

Resolved: “That the Interim Financial Report for the Period February 2022 are approved”.

Diane Longstaff/Miriam Comeskey

Solutions and Services Supplementary Reports tabled and available for Trustee viewing at the meeting include:

Monthly Financial Report

To: February 2022

Solutions and Services Journal Report tabled for Trustee viewing at the meeting include:

The Journal Report

From: 1 January 2022 to 28 February 2022

Draft 2021 Annual Report and Financial Statements

Solutions and Services financial advisor Sandy Dunn spoke on the Annual report, highlighting important points.

Resolved: "That Buller High School's draft 2021 Annual Report and Financial Statements be received."

Andrew Basher/Glenn Irving

Applications to Charities 2022

Charity Application one:

The Trust Community Foundation

Note: The resolution from BOT for this charity must incorporate asking costs in the formal resolution. If we have not obtained pricing in time for the Board's meeting, charity application one, will be presented for resolution later).

Recommendation: "That the Buller High School Board of Trustees make application to The Trust Community Foundation to support accommodation and transport costs for the following teams:

- Buller High School's Senior Girls Netball Team attending the Girls Netball SISS Tournament in Timaru from 29 of August 2022 to 1 September 2022.

Accommodation: \$

Transport: \$

- Buller High School's Boys Hockey Team attending the NZSS Coaches Cup Tournament in Nelson between 29 August to 2 September 2022".

Accommodation: \$

Transport: \$

Charity Application Two:

The New Zealand Community Trust

Resolved: "That the Buller High School Board of Trustees make application to the NZ Community Trust to support accommodation and transport costs for the following teams:

John Gugich/Kerry Paterson

- Buller High School's Senior Boys Basketball Team attending the NZSS Basketball Tournament in Dunedin from 31 August 2022 to 3 September 2022.

- Buller High School's Senior Girls Basketball Team attending the NZSS Basketball Tournament in Dunedin from 1 September 2022 to 3 September 2022."

Charity Application Three:

Pub Charity

Resolved: "That the Buller High School Board of Trustees make application to Pub Charity to support accommodation costs for the Buller High School Girls Junior Netball Team attending the SISS Junior Tournament in Christchurch from 11 July 2022 to 13 July 2022."

John Gugich/Kerry Paterson

Resolved: "That the Buller High School Board of Trustees make application to Pub Charity to support transport and accommodation costs for Buller High School's Junior Girls Basketball Team attending the NZSS Junior Tournament in Nelson from 27 August 2022 to 30 August 2022".

John Gugich/Kerry Paterson

3.2 School Operation

3.3 Legal Compliance

3.4 Property

3.5 Health & Safety

Reviewing Health and Safety in Schools in Covid Times:

Resolved: "That the Board of Trustees delegates the implementation of the BHS Covid-19 Health and Safety Plan to the Principal."

Phil Rossiter/Tui Marama

3.6 Staffing

4. Presentations

4.1 Board Workplan

Resolved: “That the Board of Trustees at their meeting on Monday, 11 April 2022 reviewed and adopted the following policy statements and procedures:

- Conflict of Interest Policy
- Chair’s Role Description Policy
- Staff/Student Trustee Role Description Policy
- The Relationship between the Board and the Principal Policy

Glenn Irving/Andrew Basher

4.2 Expert/Department Presentations

4.2.1 **Sandy Dunn, Solutions and Services and Corrina Batt, Business Manager**, were in attendance from 5.30pm to 6.00pm with a Finance presentation.

4.2.2 **Gavin Haussmann, HOD Performing Arts**, was in attendance from 6.06pm to 6.37pm.

Mr Haussmann gave an in-depth overview of his department and current curriculum offered. Music classes are only offered to the Senior school at present but, Mr Haussmann would love to be able to get a Junior Music programme up and running. Drama is offered at all Year levels, with Ms Longbottom teaching Junior classes and Mr Haussmann teaching Senior classes. He would love to be able to build up excitement for the Arts more in the Junior levels, to ensure flow on of students at a Senior level. Bios of ex student leavers were showcased, showing how they are still working within an area of the Arts in their life after Buller High School. Spoke about finding of what works well and areas that would like to be improved. A suggestion to come from this was that Mr Haussmann and Mrs Halsall meet with Mr Basher at the end of each year to discuss teaching hours for Mrs Halsall in Music for the upcoming year.

4.3 Board Self Review, none this term

Resolved: “That the Principal’s Report be accepted as read”.
Andrew Basher/Tui Marama

5. Correspondence – None at this time

6. Move to in committee: Miriam Comeskey/Tui Marama

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
<ul style="list-style-type: none">• Minutes of In Committee BOT Meeting 28 February 2022• Principal’s Appraisal• Disciplinary Matters – statutory reporting• Staffing Issues	Protect the privacy of natural persona, including that of deceased natural persons. Maintain legal professional privilege. Enable the Board to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 2(a) Section (g)(i)

Revert to open meeting

General Business:

7. **Meeting closed:** There being no further business the meeting concluded at 8.05pm

Chairperson _____ Date _____