

**MINUTES FOR THE BULLER HIGH SCHOOL BOARD OF TRUSTEES – HELD IN THE
PRINCIPALS OFFICE AT 5.30PM ON 13 JUNE 2022
Meeting started at 5.30pm**

Welcome and Karakia

1. Administration Matters

1.1 **Present:** Andrew Basher (Principal), Miriam Comeskey, Tui Marama, Kerry Paterson, Phil Rossiter, Glenn Irving, Gail Brett (Secretariat).

1.2 **Apologies** – Diane Longstaff (Chair) John Gugich.

1.3 **Declarations of interest and Action List**

1.4 **Previous Minutes and Action List**

Minutes 11 April 2022

Resolved: “That the minutes of the Board of Trustees meeting of 11 April 2022 as circulated be confirmed”.

Phil Rossiter/Glenn Irving

Email Minutes 27 May 2022

Resolved: “That the email resolution of the Board of Trustees meeting of 27 May 2022 as circulated be confirmed”.

Phil Rossiter/Glenn Irving

2. Annual Plan

3. Discussion/Monitoring – Principals Report

3.1 Finance

Monthly Financial Report

Resolved: “That the Interim Financial Report for the Period March and April 2022 are approved”.

Andrew Basher/Phil Rossiter

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

- The Journal Report from 1 March 2022 to 31 March 2022.
- The Journal Report from 1 April 2022 to 30 April 2022

2021 Audited Annual Report and Financial Statements

Resolved: “That the 2021 Audited Annual Report and Financial Statements and BDO’s Audit Completion Report be received.”

Change to:

Resolved That the Board of Trustees notes that the 2021 Audited Annual Report and Financial Statements and BDO’s Audit Completion Report are finalised, with submission to the Ministry of Education and publication on the school’s website achieved on 31 May 2022. The following recommendations in the internal control and other audit findings will be included on the Board’s action register:

Miriam Comeskey/Kerry Paterson

Recommendations

1. School House Rent

Service Tenancy, Section 562 of the Education and Training Act 2020

The rent of a board owned house must be kept at 75% of market rent. If the rent is not adjusted to reflect increases in local markets rent rates, the tenant will then be getting a discount higher than 25%.

2. Unadjusted Differences: Misstatements have been identified during the audit and have not been adjusted as they are considered by management is not material (refer page 10 of the report)

3. Payroll Controls: That the Board ask Management for assurance that appropriate controls are in place at the school over payroll transactions.”

Response from SLT

Rental Property: The Business Manager and Principal reviewed the rent at 65 Eastons Road on 18 May 2022, seeking advice from Colliers (this company manage MOE houses). The school is guided by the market rent information provided on the Tenancy Services website to test that the rent for teachers is kept at 75% of the market rent.

Following a review, the tenant has been served with a 60-day notice of intent to increase the rent. The increase is effective from 16 July 2022.

Action: The Business Manager will complete a review of market rent annually testing that compliance with Service Tenancy, Section 562 of the Education and Training Act 2020 is met.

Unadjusted Differences: The Board’s Financial Advisor, Sandy Dunn, has discussed this finding with BDO reporting that interpretation of categories has resulted in this comment. There discussion focused on establishing whether the West Coast Trades Academy is actually just a vehicle for 'passing on' MOE funding to Buller HS anyway and then that funding would be categorised as "Other Government Grants." or that it should be categorised as "Local Funds Revenue." Regardless there is no material difference.

Payroll Controls: The Business Manager has a review of controls underway aligning to MOE recommendations for School Internal Processes and Controls. The outcome of which will be reported to the Board.

Budgeting for Statement of Cash Flows and Statement of Financial Position (Reference Page 13 of the Audit Completion Report)

The audit report recommends that the Board produce a budgeted Statement of Financial Position and Statement of Cash Flows at the start of each year as part of the budget setting routine, to enable it to be easily included in the annual financial statements.

The Board’s Financial Advisor, Solutions and Services are presenting a case to the MOE with a recommendation that the budgeted Statement of Financial Position and Statement of Cash Flows be completed once the audited accounts are signed off.

Trustees agreed to leave the matter with Solutions and Services, who will report back to the Board in due course.

Resolved: “That the Buller High School Board of Trustees opts-in to the Government Donation Scheme for the period from July 2022 to July 2023.”
Glenn Irving/Andrew Basher

Resolved: “That the Board of Trustees budget includes a sum of \$159,300 depreciation expense in 2022”.

Glenn Irving/Tui Marama

Resolved: “That the Board of Trustees budget includes a sum of \$46,000 allocation to provision for cyclical maintenance expense in 2022”.

Miriam Comeskey/Tui Marama

Resolved: “That the Board of Trustees adopts the draft budget, which reflects a net operating deficit before depreciation of \$296,680; a cash deficit of \$250,680, capital expenditure of \$144,549 (includes \$7,392 library books), repayments finance leases of \$18,527, cash applied to painting for the cyclical maintenance provision estimated at \$37,000.”

Glenn Irving/Phil Rossiter

3.2 School Operation

3.3 Legal Compliance

Resolved: That the Buller High School Board of Trustees Annual School Board Student election be held on 7 September 2022.”

Miriam Comeskey/Glenn Irving

Please note: The Returning Officer for the Board of Trustees Student Election and the Returning Officer for the Parent and Staff election must be appointed by 6 July 2022.

We are currently evaluating quotes from providers for the appointment of Returning Officer for the Parent and Staff Election. A recommendation for appointment will be emailed to the Board for consideration and for the position of Returning Officer and Student Election.

3.4 Property

Resolved: “That the painting plans as tabled be approved with the Business Manager completing a scope of works in readiness for pricing.”

Glenn Irving/Phil Rossiter

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

Resolved: “That Kerry Paterson represent the board be on the Assistant Principal Appointment panel.”

Miriam Comeskey/Glenn Irving

4. Presentations

4.1 Board Workplan

Resolved: “That the Board of Trustees at their meeting on Monday, 13 June 2022 reviewed and adopted the following policy statements and procedures: subject to changes identified.

Andrew Basher/Glenn Irving

- Trustee Remuneration and Expenses Policy
- Conflict of Interest Policy
- Chair’s Role Description Policy

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 6.06pm with a Finance presentation. The Board thanked Sandy and Corrina for an informative presentation.

4.2.2 **Rex Collins, HOD Hard Technology**, was in attendance from 6.06pm to 6.30pm. Rex had students small projects to show the Board. He would like to do some in house marketing for his department.

4.3 Board Self Review, none this term

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

5. **Correspondence** – Letter of Resignation, Assistance Principal Position – Karen Wells

6. **Move to in committee: Tui Marama/Glenn Irving**

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 11 April 2022Principal’s AppraisalDisciplinary Matters – statutory reportingStaffing 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 _____