

**MINUTES FOR THE BULLER HIGH SCHOOL BOARD OF TRUSTEES – HELD IN THE  
PRINCIPALS OFFICE AT 5.30PM ON MONDAY 8 NOVEMBER 2021.  
Meeting started at 5.31pm**

**Welcome and Karakia**

**1. Administration Matters**

1.1 **Present:** Neal Clementson (Chair) arrived 5.55pm, Andrew Basher (Principal), Miriam Comeskey, John Gugich, Deborah Kirkwood, Diane Longstaff, Tui Marama, Kerry Paterson, Mikaere Clarkson, Brooke Skilton (Secretariat).

1.2 **Apologies** – None at this time

1.3 **Declarations of interest** –

1.31. Neal Clementson has removed his matter of interest in the supply of fuel for Buller High School.

1.32. Andrew Basher declared a conflict of interest in the Public Health Covid 19 Vaccination Order.

1.4 **Previous Minutes and Action List**

Minutes 27 September 2021

**Resolved:** “That the minutes of the Board of Trustees meeting of 27 September 2021 as circulated be confirmed”.

Tui Marama/Neal Clementson

Email Minutes Saturday 23 October 2021

Amendment to update September meeting minutes

**Resolved:** “That the Buller High School Board of Trustees accepts the audit fee proposal from BDO for the Years Ending December 2021, 2022 and 2023”.

**Resolved:** “That Mikaere Clarkson be co-opted onto the Board of Trustees until the 2022 BOT elections.”

Tui Marama/Neal Clementson

**2. Annual Plan**

**3. Discussion/Monitoring – Principals Report**

3.1 Finance

Monthly Financial Report

**Resolved:** “That the Financial Statements for the Period August 2021 and September 2021 are approved”.

Tui Marama/Andrew Basher

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

Monthly Financial Report

To: August and September 2021

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

The Journal Report

From: 1 August to 31 August 2021

1 September to 30 September 2021

3.2 School Operation

3.3 Legal Compliance

**Sexuality Health Consultation - biannually**

**Section 60B Consultation about Treatment of Health Curriculum**

**Resolved: "That in accordance with Section 91 of the Education and Training Act 2020, the School's curriculum on Sexuality Education for Year 9 and 10 students is re-adopted for the next two years."**

**Andrew Basher/Neal Clementson**

3.4 Property

3.5 Health and Safety

3.6 Staffing

#### **4. Presentations**

4.1 Board Workplan

**Resolved: "That the Board of Trustees at their meeting on Monday, 8 November 2021 reviewed and adopted the following policy statement and procedure:**

- Curriculum Delivery Policy

**Tui Marama/Miriam Comeskey**

4.2 Expert/Department Presentations

4.2.1 **Jacqueline Christie-Cumming, HOD Humanities** was in attendance from 5.31pm to 5.55pm.

Miss Christie-Cumming advised the Board that this year Tourism level 2 and 3 was added as a course option offered by the Humanities department. Buller High School has been accredited to deliver, mark and moderate the Tourism, which has made the process much easier.

Social Science is the first curriculum area to go through the NZQA changes and they will have 4 years to implement all required changes. New Zealand History is being imbedded within the curriculum.

Current staffing is 3 full time teachers and 2 of these staff will be leaving at the end of the school year. 2 first year teachers have been employed in place and Miss Christie-Cumming is looking forward to their fresh views and positivity but is thinking the department may require more planning days to support the NZQA changes.

Mention was given that the students are using the 8 devices purchased by the Board in every period and they are very thankful for these.

4.2.2 **Corrina Batt, Business Manager** was in attendance from 5.58pm to 6.10pm

Mrs Batt gave the following report:

Finance Report for September

Income

Our reports incorporate several areas of unbudgeted income including:

\$10,000 MOE Response to Flooding - Special Reasons Income

\$114,105 MOE Flood Damage Repairs

\$99,642 Crombie Lockwood cash settlements for vehicles and contents (expenditure charged out for replacement plant under fixed assets

\$93,412.52 Sale of Charleston Land

Expenditure budgets for Teacher relief continues to track below expectation, with the September report depicting a YTD of \$5,991.55 against a budget of \$60,000.

BOT Teacher Funded position is tracking below expectation, with the September report reflecting that we have not spent any of the allocated \$100,000. However, there will be expenditure charged against this budget as we begin to allocate staffing costs for the final quarter of the year.

The Staff PLD Budget reflects a YTD of \$32,619 against a budget of \$36,080.

Group 730 Repairs and Maintenance is tracking above expectations, with the September report depicting a YTD of \$69,099 against a budget of \$51,200

Energy: Tracking above expectation with a YTD of \$54,101 against a budget of \$54,500.

Audit Fees for 2021 will go over budget based on their revised agreement with the school for the years 2021, 2022 and 2023.

Administration salaries: Predicting that we will not remain within budget.

The Auditor will carry out their systems review on site on 25 November.

Mrs Batt also reports that the Ministry of Education has confirmed that the heating solution for Buller High School will be an Air Water Heat Pump system. This is an MOE lead project.

Installation is awarded to Decarbonised Energy Solutions; accordingly a contract will be signed between the parties next week. (the parties being MOE and Decarbonised Energy Solutions).

Once the contract is in place Decarbonised Energy Solutions representative, Adrian Kerr, will contact the Business Manager providing detail for implementation and commissioning of the new plant.

The MOE confirm that installation will be completed, with the new plant commissioned for opening of the heating season in April 2022.

#### 4.3 Board Self Review

**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: Neal Clementson/Diane Longstaff

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"> <li>• Minutes of In Committee BOT Meeting 27 September 2021</li> <li>• Principal’s Appraisal</li> <li>• Disciplinary Matters – statutory reporting</li> <li>• Staffing Issues</li> </ul>	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:**

- 8. Meeting closed:** There being no further business the meeting concluded at 7.50pm

Chairperson \_\_\_\_\_ Date \_\_\_\_\_