

**MINUTES FOR THE BULLER HIGH SCHOOL BOARD OF TRUSTEES – HELD IN THE
PRINCIPALS OFFICE AT 5.30PM ON 13 DECEMBER 2021
Meeting started at 5.30pm**

Welcome and Karakia

1. Administration Matters

- 1.1 **Present:** Andrew Basher (Principal), Miriam Comeskey, John Gugich, Deborah Kirkwood, Diane Longstaff, Tui Marama, Kerry Paterson, Brooke Skilton (Secretariat).
- 1.2 **Apologies** – Mikaere Clarkson, Neal Clementson
- 1.3 **Declarations of interest** – None at this time
- 1.4 **Previous Minutes and Action List**

Minutes 8 November 2021

Resolved: “That the minutes of the Board of Trustees meeting of 8 November 2021 as circulated be confirmed”.

Andrew Basher/Deborah Kirkwood

2. Annual Plan

3. Discussion/Monitoring – Principals Report

- 3.1 Finance
Monthly Financial Report
Resolved: “That the Financial Statements for the Period October 2021 are approved”.

Andrew Basher/Kerry Paterson

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

Monthly Financial Report
To: October 2021

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

The Journal Report
From: 1 October to 30 October 2021

2022 Draft Budget

Resolved: “That the Board of Trustees budget includes a sum of \$154,000 depreciation expense in 2022”.

John Gugich/Tui Marama

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

John Gugich/Tui Marama

Resolved: “That the Board of Trustees adopts the draft budget, which reflects a net operating deficit before depreciation of \$338,755; a cash deficit of \$292,755, capital expenditure of \$152,751 (includes \$7,392 library books), repayments finance leases of \$18,527, cash applied to painting for the cyclical maintenance provision estimated at \$56,000.

John Gugich/Tui Marama

3.2 School Operation

3.3 Legal Compliance

Board Elections 2022

Resolved: “That the Board adopts the election schedule for the 2022 parent elections”.

Diane Longstaff/Tui Marama

2022 Meeting Schedule and Workplan

Discussion held around September 2022 meeting being the first meeting for any newly elected Board members and how we can make this meeting easier for them as an introduction.

Decision made to remove HOD Department presentation and Exception Monitoring from this meeting to the following meeting in November.

Resolved: “That the Meeting Schedule and Workplan for 2022 be approved with amendments”.

Andrew Basher/Miriam Comeskey

NZSTA Conference 2022

Discussion was held around which members may be interesting in attending the Conference. Miriam, Andrew and Mikarea

Resolved: That the Board of Trustees has representatives attend the 2022 NZSTA conference in Christchurch in April 2022.

Deborah Kirkwood/John Gugich

3.4 Property

3.5 Health and Safety

3.6 Staffing

4. Presentations

4.1 Board Workplan, none this term

4.2 Expert/Department Presentations

4.2.1 **Sandy Dunn, Solutions and Services** was in attendance from 5.30pm to 5.40pm.

Mrs Dunn spoke to the Board on her assessment of the 2022 Draft Budget. Advising that a deficit budget can be scary to read, there is however, no risk for Buller High School as we are in a better position than previously estimated. As we have done so well in 2020 and 2021, expenditure increasing and income dropping for 2022 will not be an issue and we are still able to invest in significant capital. The working capital will also come out higher than estimated. Mrs Dunn felt very secure in recommending the Board accept the proposed Draft Budget for 2022.

4.2.2 **Corrina Batt, Business Manager** was in attendance from 5.30pm to 5.45pm

Mrs Batt was available to take questions around the 2022 Draft Budget after Mrs Dunn left the meeting. Mrs Batt reported that a zoom meeting was held 13/12 with Adrian Kerr and Vaughn Cooper from Decarbonised Energy Solutions and key issues around scope of works, site access and health and safety. In summary it is hoped we will achieve asbestos survey and consent requirements before Christmas, with demolition and installation starting in the new year. All parties are aware boiler install must be commissioned and operating by May 2022.

4.3 Board Self Review

Recommended: “That the Principal’s Report be accepted as read”.
Tui Marama/Deborah Kirkwood

5. **Correspondence – none at this time**

6. **Move to in committee: Deborah Kirkwood/John Gugich**

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 8 November 2021• 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:

None.

7. **Meeting closed:** There being no further business the meeting concluded at 6.47pm

Chairperson _____ Date _____