



## CHRISTCHURCH BOYS' HIGH SCHOOL

### MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM

ON TUESDAY 27 JANUARY 2015  
IN THE CRICKET PAVILION AT THE SCHOOL

#### PRESENT

Mr J Osborne (Chairperson), Mr N Hill ( Headmaster), Mr P Woods, Mr M Walls, Mr P Nicholls, Mr J King, Mr R Archibald, Ms L Brown, Ms K Jarden

#### IN ATTENDANCE

Mrs A Johnston (Secretary)  
Mr S Fraser (Deputy Headmaster)

#### 1.0 ADMINISTRATION MATTERS

1.1 **Apologies:** Mr P Roth, Mr B Hansen

**Motion: Moved Chairperson**

*That the above apologies be accepted.*

**Carried**

1.2 **Confirmation of Minutes**

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held on 17 December 2014, having been circulated be approved as a true and correct record.*

**Carried**

1.3 **Conflicts of Interest – Nil**

1.4 **Election of Board Chairperson**

J Osborne vacated the Chair and the Secretary called for nominations

**Motion: Moved L Brown Seconded P Nicholls**

*That J Osborne be nominated as the Chairperson of the Board of Trustees*

**Carried**

(There were no further nominations)

**Election of Deputy Board Chairperson**

There were no nominations

**ACTION: This election be held over until the February Board meeting**

**J Osborne took the Chair**

**1.5 Appointment/Review/Confirmation of Sub Committees Resources:**

P Nicholls (Chair)  
J Osborne  
P Roth  
L Brown  
K Jarden  
M Walls  
N Hill  
B Hansen

**Discipline:**

P Woods (Chair)  
P Nicholls  
L Brown  
M Walls  
K Jarden

**Adams House:**

M Walls (Chair)  
L Brown  
R Archibald  
N Hill

**Audit:**

J King (Chair)  
L Brown  
P Woods  
K Jarden

**1.6 Sub Committee Delegations / Terms of Reference**

**Motion: Moved Chairperson**

*That the Sub Committee Delegations and Terms of Reference as included in the Governance Manual for 2015 be accepted.*

**Carried**

**Motion: Moved Chairperson**

*That the Board adopt the changes to the Governance Manual for 2015 except for the Self Review Policy.*

**Carried**

**1.7 Headmaster's Delegations**

**Motion: Moved Chairperson**

*That the Schedule of Delegations for the Headmaster be adopted.*

**Carried**

**2.0 STRATEGIC TOPICS**

**2.1 Governance Policies**

These were delegated to the Audit Committee to review and bring back to the February Board meeting.

**ACTION: Audit Committee review Governance Policies and bring back to March BOT meeting  
Board Defined Goals for Action Plan 2015**

## 2.2 Master Planning

A letter to staff dated 24 January 2015 from the Headmaster was noted.

### **Headmaster's Trip to Adelaide and Melbourne 15-20 February 2015**

The Headmaster advised he plans to visit the above cities to look at school buildings and also visit the Melbourne Branch of the Old Boys' Association and Geelong Grammar School to meet with their Development Officer (Tony Bretherton) who is an Old Boy of CBHS.

He also plans to visit schools in Auckland, Wellington and Christchurch this term to look at Modern Learning Environments and he will take key staff members to also visit with him. He would also like to arrange for BOT members to visit the four independent schools and Hornby HS in Christchurch.

### **School Hall**

The Board would like the Hall to seat the whole school (1300 boys) whereas the Ministry's entitlement is to build a hall to seat 350 boys.

### **Motion: Moved Headmaster Seconded L Brown**

*That the Board considers it inappropriate for demolition to go ahead until master planning is complete. To complete Master Planning the Board will require a review of the whole school budget which is inadequate in its scope and (as has been shown by the process around the Hall) its accuracy. The Master Planning process should be about making a better school than we had – not diminishing key assets and repairing dated and inadequate buildings.*

**Carried**

**ACTION: The Chairperson to reply to D Hobern's letter of 27 January 2015 advising him of the above decision resolved by the Board**

## 2.3 Annual Plan 2015

This had been circulated and the Headmaster asked for feedback from the Board. He said he will be reporting on the Annual Plan throughout the year to the Board and to Staff. Agreed further work was required on the plan and the Headmaster to resubmit at the February Board meeting.

**ACTION: Headmaster to resubmit the Annual Plan 2015 to the February Board meeting**

## 2.4 ERO Self Review (circulated with Board papers)

Noted the Senior Management Team are also reviewing this information

**ACTION: Audit Committee to review the Self Audit Checklist and report back to the Board**

## 2.5 Adams House Ownership

### **Motion: P Woods Seconded M Walls**

*That the Board confirms that it is their understanding that they own the Adams House Hostel land and buildings and wishes to ensure that this is correctly recorded with the Ministry of Education and with LINZ.*

**Carried**

### **Motion: Moved P Woods Seconded M Walls**

*That the Board instruct Clark Boyce to contact the Ministry of Education to arrange the formal transfer of the Adams House Hostel land and buildings to the Board.*

**Carried**

## 2.6 Trustees' Code of Conduct

### **Motion: Moved Chairperson Seconded P Nicholls**

*That the Trustees' Code of Conduct be approved and signed by Trustees*

(Noted this is to be signed by Trustees annually)

**Carried**

## 2.7 NCEA Results for the 2014 Year

The Headmaster to include the confirmed results which also show the results of similar decile rated schools when they are available in March.

**ACTION: Headmaster to provide NCEA confirmed results to the Board when they are available in approx. March**

## 3.0 HEADMASTER'S REPORT

The Headmaster's written report and a number of attachments had been circulated and were taken as read. The following was noted:

### **Attachments:**

- Operations Report
- 1<sup>st</sup> XV Field Upgrade
- NCEA Interim Overall Results 2014
- Summary of Hampton Jones Report on Room D1 (Te Reo Room)

**ACTION: Chairperson to acknowledge the work undertaken on the Te Reo Room**

- Report on suicide statistics – Tom Matthews (Guidance Counsellor)
- Draft Annual Plan
- Headmaster's Trip to Adelaide and Melbourne
- Rowing Sponsorship Proposal
- Letter to staff dated 24 January 2015 Closure of Classroom D1

### **Recommendations:**

## **Insurance Premiums**

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Board agrees to the payment of the premiums for insurance as prepared by Runacres and Associates for \$112,705.29 incl. GST.*

**Carried**

**ACTION: Board to review insurance cover each year in November/December.  
Headmaster to undertake a review of the insurance cover for the April BOT meeting.**

## **Agreement with Meridian for the Supply of electricity to the School and Adams House**

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Board agree to the signing by the Headmaster of the agreement for three years with Meridian for the supply of electricity to the school and Adams House at no higher rate than the December quote.*

**Carried**

## **2015-2018 Maintenance Plan and Minor Capital Works (all excl. GST)**

**Motion: Moved Headmaster Seconded L Brown**

*That the Maintenance and Minor Capital Works Plans for 2015 be approved.*

**Carried**

**ACTION: Headmaster to provide a report for the February Resources meeting on the repairs for the Big Room**

## **NZCT Grant of \$125,000 (incl. GST) for the 1<sup>st</sup> XV Field**

**ACTION: Headmaster to report back to the February Board meeting with more details/research – this information could be emailed to the Board for their approval**

## **Senior Management Delegations**

**Motion: Moved Headmaster Seconded K Jarden**

*That the Board of Trustees confirm the delegation of "Steve Fraser as Acting Headmaster in Nic Hill's absence. Craig Dunnnett as Acting Head in the absence of Nic and Steve, Jarred Williams as Acting Head in the absence of Nic, Steve and Craig and Richard Taylor as Acting Head in the absence of Nic, Steve, Craig and Jarred. This delegation to remain in place until the Board confirm other arrangements if needed.*

**Carried**

## **Rowing Sponsorship Proposal**

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Board approve the Rowing sponsorship proposal pending final approval from the Headmaster on any sponsorship* **Carried**

## **Board Relinquishing Ownership of J Block**

This matter was held over

**ACTION: Headmaster to find out more information and establish whether there is "quick fix" for this building – report further at the February BOT meeting**

## **Construction of Re-locatable Classrooms**

**Motion: Moved Headmaster Seconded K Jarden**

*That the Board approve the construction of up to seven relocatable classrooms between the tennis courts and the 1<sup>st</sup> XV rugby field.* **Carried**

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Headmaster's Report be accepted.* **Carried**

**4.0 RESOURCES COMMITTEE – have not met**

**5.0 ADAMS HOUSE HOSTEL COMMITTEE – have not met**

**6.0 AUDIT COMMITTEE – have not met**

## **Extension of Board Meeting**

**Motion: Moved Chairperson**

That the Board meeting continue until 9:15pm tonight.

**Carried**

## **7.0 GENERAL BUSINESS**

### **7.1 Correspondence:**

#### **Inwards**

- Spirit of Adventure Trust (16/1/15) - acknowledging the school's support of the 10 Day Youth Development Programmes
- NZSTA Memo 2015-1 re Start of Term 1
- Ministry of Education (27/01/15) re demolition of Hall and Library structure.

#### **Outwards**

- M Kettles – acknowledging her work in developing the 2015 school budget

**7.2 Board Action Points Outstanding – these were reviewed**

**7.3 Board members to attend Association meetings in February as follows:**

- PTA – Chairperson & L Brown
- HSOB – R Archibald
- Te Kura – P Nicholls
- Whanau Group (9 Feb.) – Chairperson and K Jarden
- Annual Calendar Update – nil

**8.0 PUBLIC EXCLUDED SESSION**

**MOTION: Moved Chairperson**

*That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons Subjects to be discussed: Staffing/Student matters.*

**Carried**

**MOTION: Moved Chairperson**

*That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board*

**Carried**

**9.0 NEXT MEETINGS**

**Adams House: Wednesday 18 February 2015 at 4.15pm**

**Resources: Wednesday 18 February 2015 at 5.30pm**

**Board of Trustees: Tuesday 24 February 2015 at 5.30pm**

Meeting closed at 9.20pm

**APPROVED .....24 February 2015**  
**Chairperson**