



## CHRISTCHURCH BOYS' HIGH SCHOOL

### MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM

ON TUESDAY 24 FEBRUARY 2015  
IN THE CRICKET PAVILION AT THE SCHOOL

#### PRESENT

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

#### IN ATTENDANCE

Mrs A Johnston (Secretary), Mr N Walsh (Deputy Headmaster)

### 1. ADMINISTRATION MATTERS

- 1.1 **Apologies:** Mr P Roth (lateness), Mr P Woods (absence)

**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 27 January 2015, having been circulated be approved as a true and correct record.* **Carried**

### 2. STRATEGIC TOPICS

- 2.1 **Governance Policies**

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

<b>ACTION: Audit Committee review Governance Policies and bring back to March BOT meeting Board Defined Goals for Action Plan 2015</b>
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- 2.2 **Master Planning**

A letter from D Hobern (MoE) was supposed to be received in time for this meeting but this has not as yet arrived. He has spoken to his Line Manager in Wellington and they have said we could go ahead with repairing the hall as soon as possible but there would not be any more money made available. Dr David Hopkins has visited the school, viewed the hall and reviewed the structural engineers report. He identified the strengthening plan for the hall as good but conservative. He also raised the question of why the Hall is not presently in use as it has been shown to perform well under the stress of a significant earthquake. He did identify the ceiling tiles as being a risk to anyone using the hall.

K Jarden joined the meeting at 5.45pm

Peter Woods initiated a meeting with Austin Forbes QC (an Old Boy of the School) and the Headmaster. The conversation was around how CBHS Old Boys might support the school over the possible loss of the Hall. Austin has had considerable experience with fundraising. The figure of \$3.5M was discussed and he felt this was an achievable figure. He identified a campaign of "Saving the Hall" as the most likely to generate a reaction and funds as opposed to a new built Hall. He suggested that along with asking for "lump sum" donations a campaign based on calling for subscriptions from professional Old Boys over a period of two years. A committee to drive this project would need to be established.

A meeting is to be held with Minister Brownlee on 5 March and a copy of the draft letter to be sent to him prior to the meeting was circulated and the content discussed.

### 2.3 Annual Plan

This was tabled.

<b>ACTION: Headmaster to present the final plan at the March Board meeting</b>
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### 3. 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:

- Report on Appraisal Connector
- Letter to HOF's dated 30 January 2015
- 1<sup>st</sup> XV Jersey 2015
- Report on 2014 UE Attainment
- ERO Checklist Safety and Welfare
- Draft Response to MOE Memo
- Hall Vision as submitted to MOE and Architects in 2014
- Draft 2015 Annual Plan
- Draft 2014 Analysis of Variance
- Departmental Review Documentation
- Report on J Block
- Report on Headmaster's visit to Melbourne and Adelaide

#### Recommendations:

##### **Draft Annual Plan and Analysis of Variance**

Headmaster to progress this further and bring to the March BOT for approval.

**Approval of Sponsorship – 1<sup>st</sup> XV Jersey (University of Canterbury is sponsoring the Press Cup)**

**Motion: Moved Headmaster Seconded M Walls**

*That the Board approve the sponsorship of the 1<sup>st</sup> XV Jersey as per photo included with the Board papers.*

**Carried**

**Headmaster's Visit to Melbourne / Adelaide**

Reported as follows:

- Self directed learning was impressive
- Furniture was very impressive
- There is a change to the way things are being built – direction to self directed learning.
- Have had positive comments from staff
- On line portfolios

**Motion: Moved Headmaster Seconded L Brown**

*That the Headmaster's Report be accepted.*

**Carried**

**4. RESOURCES COMMITTEE**

The minutes of the Resources Committee meeting held on 18 February 2014 were included in the Board papers.

**4.1 1<sup>st</sup> XV Rugby Field**

This will not be commenced until the end of the rugby season.

**[P Roth joined the meeting at 7.30pm]**

**5. ADAMS HOUSE HOSTEL COMMITTEE**

**Adams House Committee had met prior to tonight's Board meeting, a verbal report** was given by M Walls as follows:

- There was no financial information available at the meeting
- Report for year ended 2014 to be available at the March meeting
- Discussed insurance with regard to having in place Business Interruption Insurance. R Taylor is discussing this with our Broker and he will come back with a recommendation to the March meeting.
- Discussed the Business Plan for capital improvements at Adams House and on going maintenance plan from Opus following the earthquake. R Taylor is to provide a report on this for the March meeting.

**6. AUDIT COMMITTEE**

A written report was tabled

Progress to date regarding Terms of Reference for the Audit Committee and the Resources Committee were noted and the CBHS Curriculum and Assessment Policy.

## 7. GENERAL BUSINESS

### 7.1 Correspondence:

#### Inwards

- Thea Mickell Services – Lion Foundation resolution to be ratified by the Board.

#### **Motion: Chairperson Seconded Headmaster**

*That the Board of Trustees of Christchurch Boys' High School have resolved to apply to The Lion Foundation for assistance with the travel, accommodation and van hire costs for various sports tournaments that our students are participating in, these sports tournaments include the prestigious Maadi Cup, Volleyball, Triathlon, Cricket, Swimming, Tennis and Golf. We are also seeking a contribution towards various sporting equipment and resources.*

*The amount we seek is \$80,000 excl. GST.*

**Carried**

**Deloitte** – audit visits and issues that require attention in preparation for the Annual Audit

**Ministry of Education** – NZ Gazette 9/2/15

**Wayne Waller** – requesting BOT support for a proposed Cultural Study Tour of Japan in April 2016

<b>ACTION: Referred to the Headmaster</b>
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**NZSTA** – Annual General Meeting – 4 July

**Forte ITM Office** – Increase in ITM Contract (CBHS and Hagley Community College) to include Regan Baker's hours (signed by Chair)

- **Hugh Dacre** – Telecom Rentals Operating Lease documents (for Chair & Headmaster to sign)
- **Clark Boyce Lawyers-** Adams House Ownership – terms of engagement

#### Outwards

- Whanau Members – Acknowledging the work members have done to improving the environment of Room D1.

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

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

- **PTA** (3 March 7.30pm) P Roth
- **H SOB** – B Hansen

**R Archibald reported on the February meeting as follows:**

Discussed the Shrine / Anzac preparations /Investment in the Hornby Hub /2  
New Life Members (B Johnston and T McIntyre)

- **Te Kura** – P Woods
- **Whanau** Group (next meeting 2 March at 5.30pm) - K Jarden and L Brown to attend
- **Annual Calendar Update** – nil

**8. 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. NEXT MEETINGS**

<b>Adams House:</b>	<b>Wednesday 18 March 2015 at 4.15pm</b>
<b>Resources:</b>	<b>Wednesday 18 March 2015 at 5.30pm</b>
<b>Board of Trustees</b>	<b>Tuesday 24 March 2015 at 5.30pm</b>

The meeting closed at 8.45pm.

**APPROVED.....24 March 2015**  
**(CHAIRPERSON)**