



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM
ON TUESDAY 2 JUNE 2015
AT THE SCHOOL

PRESENT Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr P Nicholls, Mr R Archibald, Mr P Roth, Mr J King, Ms K Jarden, Mr B Hansen
IN ATTENDANCE Mrs A Johnston (Secretary), Mr S Fraser (Deputy Headmaster)

1. ADMINISTRATION MATTERS

1.1 Apology : Mr M Walls, Ms L Brown

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 28 April 2015, having been circulated be approved as a true and correct record.

Carried

1.3 Conflicts of Interest – P Nicholls (the Athletics Trip)

1.4 Deadline for Sending out information to the Board

The Headmaster to trial putting his information on One Drive – cut off to be Tuesday night prior to the BOT meeting the following week and A Johnston to send out the BOT papers on Wednesday afternoon.

ACTION: Headmaster/BOT Secretary – Headmaster's report put on One Drive and Secretary to send out BOT papers on the Wednesday afternoon prior to the meeting

2. STRATEGIC TOPICS

2.1 Master Planning including Hall and Library

- The plan has been sent out by the Headmaster and discussed with the Senior Management Team today.
- Next step is for BOT approval to consult with the School's community and suggested an executive summary to them with a survey monkey reply asking "What would you think is the most important factors required for a classroom"
- In terms of feedback to the architects re the brief the following was noted:
 1. There needs to be recognition that we need cultural facilities if we are to grow that part of the school.
 2. Library – students will collaborate / work here
 3. Courtyards – think those planned would be cold
 4. Boys would like outdoor play area
 5. New Learning areas
 6. Guidelines of what the classrooms should look like

Motion: Moved Headmaster Seconded R Archibald

That the Headmaster on behalf of the Board survey the community on the classroom design.

Carried

2.2 ERO Report on Pre-Visit Preparation

- A report on preparation for ERO was included in the Headmaster's report.
- Heads of Departments are collecting evidence to answer the questions for the ERO

dimensions of Student Learning and Effective Teaching.

- A Board and Staff professional development session has been calendared for 17 June at 8.00am and it is proposed at this session that Board members will work with staff to gain an understanding of one of these areas and also its link to the Strategic Plan.
- At the 30 June Board meeting it is planned to have further discussion regarding the ERO visit.

2.3 Department Goals for 2015

These goals were set at the beginning of this year and progress on these goals to be available for the Board at their August meeting.

ACTION: Headmaster report on progress on Department Goals for 2015 at the August BOT meeting.

2.4 Mathematic Department Review 2015

A further review to be undertaken in six month's time. The Board have requested a report from the HOD of Mathematics as to how he plans to meet the Recommendations set out at the June BOT meeting and a follow up report at the end of the year.

ACTION: HOD Mathematic to provide a report to the BOT at their June BOT meeting on how it is planned to meet the Recommendations set out

2.5 Annual Report and Financial Statements for the year ended 31 December 2014

Noted the following :

- Mission Statement is not complete
- The Te Kura Trust Foundation (Inc) holds \$11,937 (2013 \$11,937) of prize capital funds for investment on behalf of the school. The Board did not, prior to transferring these funds to the Te Kura Trust, apply for approval from the Ministry of Education and accordingly the school is in breach of Section 73 of the Education Act 1989. Application will be made for approval.

Motion: Moved J Osborne Seconded P Roth

That the Annual Report and Financial Statements for the year ended 31 December 2014 subject to the two changes be approved.

Carried

The Board has noted a significant increase in the Balance Sheet position but the majority of this is insurance proceeds which are tagged for property.

The Board is currently engaged with the Ministry of Education to finalise the master plan for the school. The insurance proceeds will be spent on the reinstatement of Board owned buildings. The extent of this reinstatement will be determined after the finalisation of the school master plan.

2.6 Zone – Meeting with Coralanne Childs (Director of Education for Canterbury)

The Chairperson and Headmaster met with Coralanne Childs and Sue Rogers (Senior Advisor at the MOE for CBHS) on 7 May 2015 to discuss the Chairperson's letter of 22 April 2015 which stated the motion approved by the Board at their Board meeting held on 24 March 2015.

The motion was not rejected and an alternative scenario was presented by the Ministry that added the West of Christchurch as a further preferential category in the ballot. The Ministry have advised that a proposal is currently in Wellington for Christchurch to be treated as a pilot scheme. They also advised that the onus is on the principals to come up with a plan for Christchurch.

The Ministry is not prepared to consult widely with the public until there is an agreed plan.

3. HEADMASTER'S REPORT

The Headmaster's written report had been circulated prior to the meeting with the following attachments (for Board information):

- Defibrillator memo to staff

- **NZQA Moderation Report and Action Plan**

ACTION: Headmaster to provide more information at the June BOT meeting

- **2015 Departmental Goals**
- **Review of Mathematics Department**
- **Process for tracking (mentoring) of students at risk of not achieving Levels 1, 2 & 3**
- **Report on preparation for ERO visit starting week August 3**
- **Report on possible next steps for Maori achievement in response to report in support of Maori outcomes**
- **Hostel Ownership – email from Peter Fenwick, Ministry of Education**
- **ICT report (includes attached recommendation on BYOD 2016)**
- **Response to Core Education report**
- **Proposal for China trip**
- **Letter to staff 14 May 2015**
- **Report on enrolment process for Adams House**
- **Community engagement report**
- **Community survey re communication and responses to date (21 May 2015)**
- **Report on meeting with Coralanne Child**
- **Draft Staff Code of Conduct (based on NZSTA document) currently seeking staff feedback**
- **MNA report and response from NZQA**
- **Report on preparation for ERO visit**

School Roll as at 19/5/15

Total	1355
FeePAYERS (IFP)	37
Maori (RE)	144
Pasifika (RE)	25
Asian (RE)	117

Student Stand Downs since the previous meeting

Student Yr. 10 – 3 days for drugs

Student Yr. 12 – 5 days for Verbal abuse of a teacher

Recommendations in the Headmaster's report as follows:

1. **That the Board of Trustees approve the ICT component of the 2015 Cap Ex Budget –**

ACTION: The Headmaster to circulate the entire Cap Ex Budget by email to the BOT with the above recommendation for approval
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2. **Motion: Moved Headmaster Seconded J King**

That the Board of Trustees approve the Chinese Study Tour pending the submission and approval of RAMS 3 months prior to departure. **Carried**

3. **Motion: Moved Headmaster Seconded K Jarden**

That the Board of Trustees approve the Athletics and Cross Country trip to Australia.

Carried (P Nicholls abstained)

4. **Motion: Moved Headmaster Seconded P Roth**

That the Board of Trustees approve the use of the \$9,839 carry forward to subsidise part of the Athletic and Cross Country trip costs. The money is to be allocated evenly amongst all boys and the staff and supervising parent travel costs are also to be allocated evenly across all boys.

Carried (P Nicholls abstained)

S Fraser left the meeting at 7.25pm

Motion: Moved Headmaster Seconded J King

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 20 May 2015 were included in the Board papers.

The following Recommendation was approved:

Insurance Proceeds

Motion: Moved P Nicholls Seconded J King

That insurance proceeds be recorded as a Special Purpose Fund and interest earned be added to that fund monthly.

Carried

Motion: Moved P Nicholls Seconded K Jarden

That the Minutes of the Resources Committee meeting be accepted.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 20 May 2015 had been included with the papers for the Board meeting.

Letter from Christchurch City Council (dated 9/9/14) re Building Consent – 70 Harakeke Street, Riccarton – Alterations and additions to Housemaster's Accommodation. – Extension of time to commence building work.

The letter stated that the project start time has now been extended and the work should be started and the Council advised on or before 14 March 2015.

Motion: Moved Headmaster Seconded R Archibald

That the Adams House report be accepted.

Carried

6. AUDIT COMMITTEE – to report at the 30 June BOT meeting GENERAL BUSINESS.

7. GENERAL BUSINESS

7.1 Correspondence

Inwards:

- **Office of the Auditor General (31/5/15 – School Audit Arrangements 2015-2017 Financial Years – (scanned to BOT)**
- **NZQA (21/5/15) Copy of the 2015 Managing National Assessment report for Christchurch Boys' High School (scanned to BOT)**
- **Ministry of Education – acknowledging receipt of the Charter.**
- **Ministry of Education (J Sheppard) confirming discussions between CBHS and the MOE about building works to the school library and the hall.**
- **Education Gazettes – 20/4/15, 4/5/15, 18/5/15CES (24/4/15)**
- **P Woods – resignation from the Board of Trustees effective 28/4/15**
- **Clark Boyce – Lawyers, 6/5/15 re CBHS Hostel Ownership**
- **Email from John Morrissey's son thanking the Headmaster for mention Gary Spence when the grandstand was officially opened prior to the CBHS/Christ's College rugby match.**

7.2 The Board noted Peter Woods' resignation from the Board of Trustees with regret and acknowledged the work he has done in service of the school.

Mr Woods held the role of Board Chair during the start of the new 2013 Board and the arrival of our then new Headmaster to the school.

The Board recognizes his leadership, personal skills and professional experience in ensuring the effective transition at such a significant time in the school.

Of note, also is the work he has undertaken guiding the Board settling its earthquake insurance claim.

The Board understands the need for Mr Woods to focus a greater amount of his time on the growing professional demands of his work, requiring him to submit his resignation.

The Board registers its appreciation of the service he has given the school and wishes him well.

7.3 Board Actions Outstanding – these were reviewed and updated

7.4 Associations:

PTA –

- \$10 donation levy – they have \$35,000 on the school's balance sheet.
- School looking at taking on profit/loss from the canteen
- PTA have taken on the governance and management of the Uniform shop
- Planning more social functions to target people to join the PTA

H SOB –

- B Hansen to attend their meeting on 8 June
- Cancelled their Reunion meeting after the College match due to limited sales.
- There was an impromptu meeting at the Old Boys' Rugby Club Rooms – enjoyed by all.

Te Kura – meeting this coming Thursday

Whanau Group

- K Jarden provided an update on Whanau Group activities
- P Roth to attend meeting – 8 June

7.5 Annual Calendar Update – Open Night comments were very positive.

7.6 Board Chairperson of the Student Discipline Committee

ACTION: Appoint a Chairperson at the June BOT meeting
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7.7 Casual Vacancy - Parent Representative on the Board of Trustees:

Motion: Moved Chairperson

That the Board resolve under Section 105 of the Education Act 1989 to fill the Casual Vacancy on the Board for an elected Parent Representative by Section. **Carried**

7.8 Co-option to the Board

The Board thought it would be beneficial to co-opt someone with Master Planning Experience and a possible candidate was noted and to be invited to attend the June BOT meeting.

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

June:

Adams House: Wednesday 17 June 2015 at 4.15pm

Resources: Wednesday 17 June 2015 at 5.30pm

Board of Trustees Tuesday 23 June 2015 at 5.30pm

July:

(No Adams House and Resources meetings in July)

Board to Meet with ERO Wednesday 22 July 2015 at 5.30pm

Board meeting Tuesday 28 July 2015

Meeting closed at 8.40pm

APPROVED.....30 June 2015
CHAIRPERSON