



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON TUESDAY 22 SEPTEMBER 2015
IN THE CRICKET PAVILION ON THE SCHOOL
GROUNDS

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

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 Apologies : Mr P Roth, Ms A Hawkins (Ministry of Education), Mr S Fraser

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 25 August 2015, having been circulated, be approved as a true and correct record.

Carried

1.3 Conflicts of Interest – R Archibald - Public Excluded items

1.4 Board Actions Outstanding from Previous Meetings – the Action Points were updated

1.5 Ratification of Electronic Vote to Purchase of School Vans

Motion: Moved Chairperson

That the Headmaster is given approval to purchase two second hand Toyota Hi Ace Vans with a budget of \$78,000 plus GST.

Carried

1.6 Discipline Committee of the Board of Trustees

Motion: Moved Chairperson Seconded L Brown

That Mr P McWilliam be a member of the Discipline Committee for the term of this Board.

Carried

2. STRATEGIC TOPICS

2.1 Ministry of Education Property Meeting with the Board

Reported a meeting was held this afternoon with A Hawkins, D Hobern, J Osborne, B Hansen, S Sun and the Headmaster – the following was discussed:

- Discussed with A Hawkins the need to make a decision regarding the Hall. Showed her the documentation to make a decision and she is to discuss with her staff about the need for a brief to make a decision.
- Discussed the governance of the rebuild and the need to have an agenda, Terms of Reference and Roles and Responsibilities (these were tabled)
- Discussed the budget and she advised we need to get the Master Plan finished.
- Have asked her to minute and circulate the action points from the meeting
- Need a brief around the Hall
- Expressed frustration regarding the slow arrival of information
- A Hawkins acknowledged our concerns regarding the budget and said review could be carried out once better information is available.

ACTION: Headmaster to circulate Terms of Reference when they arrive

- Do not have to make a decision tonight regarding demolition of the Hall. Expect

additional information prior to making a decision and may also need to consult with the community prior to demolition.

2.2 Signing of the Memorandum of Understanding – have held off signing this.

Motion: Moved Chairperson Seconded J King

That the Board Chairperson sign the Memorandum of Understanding and the sighted attached documentation having received a legal opinion. **Carried**

CBHS Project Steering Group

Pete Sommers has confirmed his availability and the meeting will be held on Tuesday 13 October 2015 at 4.30pm.

Hall Demolition Approval – pending letters from Ministry of Education – held over until the next Board meeting.

ACTION Board – hall demolition approval held over until October Board meeting

Build and Master Planning Rolls for Single Sex School - Discussions with Ministry of Education held on 9 September 2015.

- The notes from the above meeting were circulated with the Board papers and M Walls reported on the meeting.
- The Board need to come up with the roll number we want
- Coralanne Child has offered property funding for the entire roll
- The driver is the sustainability of the network
- If status quo continues some schools will close
- When Boards change their zone have to consult with neighbouring schools

Recommendation:

That the Christchurch Boys' High School Board of Trustees agree that the school roll be 1350.

Hagley Community College Enrolment Scheme / and Designated Character Criteria

A letter and information had been received from Hagley Community College regarding the above and this had been circulated to the Board. The following was agreed:

That the Board acknowledges the role that Hagley Community College plays as a second chance learning institution, however, we are concerned with the designated character criteria and do not think this is appropriate.

MOTION: Moved Chairperson Seconded K Jarden

That the Headmaster respond to the above information along the lines as discussed by the Board above. **Carried**

Letter dated 3/9/15 from the Principal and Board Chairperson of Hillmorton High School

The letter expressed disappointment that Christchurch Secondary schools were not working together and the extent to which some schools have increased their out of zone places to the detriment of students attending their local schools in more deprived areas.

The letter was received.

PUBLIC EXCLUDED SESSION (1)

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: Board Response to Unconfirmed ERO report. **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**

ACTION: Headmaster to send the Board's response to the unconfirmed ERO report

Board Development Training

This was discussed and agreed that the Board would like training on upskilling the Board in the area of a "Modern Curriculum"

ACTION: Board seeking training on "Modern Curriculum"

NZSTA Board Training on Vulnerable Childrens' Act and Workplace Health and Safety Act

The Chairperson has sent information on the above to Board member and asked them to register on line if they are interested in attending the above.

Board Approval to Apply for Funding

Motion: Moved Headmaster Seconded L Brown

That the Board of Trustees of Christchurch Boys' High School apply to Mainland Foundation for assistance with the purchase of rowing machines. **Carried**

3. HEADMASTER'S REPORT

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

- **Update on the following Strategic Priorities:**
- **Strategic Priority 1. Developing the CBHS Curriculum**
- **Strategic Priority 2 Tracking and responding to student progress and achievement**
- **Strategic Priority 3 Enhancing CBHS' excellent teaching practice**
- **Strategic Priority 4 Planning for our future (Excellence in infrastructure)**
- **Strategic Priority 5 Strengthening community**
- **Roll**
- **Stand downs / Suspensions to date 2015**

Board Critical Information: (Added to Sites)

1. Legal comment on CSR MOU with MOE
2. Additions made to CSR MOU for signature by Board Chairperson
3. MOE response to enquiry about maintenance
4. Headmaster the BOT Chair submissions to CCC on proposed District Plan

Motion: Moved Headmaster Seconded L Brown

That the Board endorse the Board Chairperson's and Headmaster's submissions to the CCC on the proposed district plan. **Carried**

5. Report on Workload and Staff Moral
6. Update on Departmental Goals
7. MOE roll proposals and accompanying information
8. NCEA Credit Update ,
9. Letter from David Hobern, Ministry of Education, 14 September 2015
10. Minutes from meeting 9 September 2015 with Ministry of Education re State Single Sex/Private Schools
11. Build and Master Planning Rolls for Single Sex Schools – Position Paper for Boards of Trustees

For Board Information (added to Sites)

1. Letter to staff re financial and other procedures
2. Information to budget holders re preparation of budgets
3. Report on adherence to the protected disclosures act
4. September 1 Roll Return
5. Education Council – 3 documents letter to Education Council from SPANZ, SPANZ President's Comment, Article John O'Neill on Education Council
6. Internal MOE memo re hostel ownership
7. Report on MOE provisional roll numbers for 2016
8. Appraisal Action Plan
9. Report on Compliance with Protected Disclosures Act
10. Six Monthly Report on Trial Evacuation Report

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 16 September 2015 had been circulated and the following noted:

- Timeline dates for 2016 Budget
- Hostel Transition to PC School from Moneyworks for Financial System
- Support Staff Contracts and Pay Negotiations
- Novopay leave Confirmation Process
- August Results
- Acciounts Receivable
- Banked Staffing
- Operation Manager's Report

Motion: Moved P Nicholls Seconded B Hanson

That the Resources Committee report be accepted.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 16 September 2015 had been circulated.

The following was noted:

- **Letter from Chris Leech, Senior Property Consultant, The Property Group**, regarding CBHS Hostel Transfer to School Board of Trustees.

- **Progress on Redevelopment of Harakeke Block**

Motion: Moved M Walls Seconded L Brown

That the Hostel spend \$5,850 on the building consent application for the Harakeke redevelopment.

Carried

- **Hostel Manager's Residence**

Motion: Moved Headmaster Seconded M Walls

That the Headmaster is approved to spend up to \$35,000 on the Hostel Manager's residence as discussed in the Opus Report.

Carried

- **Door Maintenance** – more information to be made available

- **Kitchen Freezer/Coolroom Plant**

Motion: Moved Headmaster Seconded M Walls

That the quote from Piersons Refrigeration and Air Conditioning for \$12,190 be accepted. (Noted this is the only specialist supplier of this type of equipment)

Carried

- **Hostel Overflow - 2016**

Noted report from Richard Taylor (21/9/15) re Hostel numbers for 2016

Worst case is that the hostel will have six more boys enrolled than there is beds for – there are not so many boys leaving at the end of this year as anticipated.

Sought Board permission to sign a lease for a 3 bedroom house with a sleep out 30m from the

Adams House tennis courts on Harakeke Street. The weekly rental is \$450 starting in October with a total cost of \$123,400 pa. Other costs would include power approx.. \$3,000 p.a. WiFi and Sky TV approx.. \$1,800 pa.)

Would also have to increase the Adams House licence with the Ministry of Education in terms of putting boys in the flat.

Motion: Moved Headmaster Seconded M Walls

That the Board delegate to a sub committee of the Headmaster, R Archibald and R Taylor to sign a lease for the above Harakeke Street property for the period 1 October 2015 until December 2016, provided the property meets legal and safety requirements. Carried

Motion: Moved M Walls Seconded L Brown

That the Adams House Hostel minutes be received. Carried

6. **AUDIT COMMITTEE – nil**

7. **PUBLIC EXCLUDED SESSION (2)**

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: Staff Leave/Resignation. 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

8. **GENERAL BUSINESS**

8.1 **Correspondence**

Inwards:

- **Hagley Community College (discussed above)**
- **Hillmorton High School (discussed above)**

8.2 **Associations:**

PTA –

Have assisted with the purchase of the 2 school vans
Involved with Phone book fundraiser last weekend
Renovation Day next weekend

H SOB –

Discussed Rebuild process

Jim Blair requesting the Ken Gough report on the Ownership of the land.

WHANAU GROUP – have not met

TE KURA TRUST

New Chairperson – David Rankin

Peter Woods was co-opted to the Trust

Identified 3 funds that we have not as yet had the money from

Trembath Trust – funds are for the use of the school

8.3 **Board End of Year Meeting and End of Year Function following the meeting**

This to be held on Wednesday 16 December. P Nicholls has booked the BNZ Partners' Centre as the venue if the School Staff Room is not available.

9. NEXT MEETING DATES

Adams House:	Wednesday 21 October 2015 at 4.15pm
Resources:	Wednesday 21 October 2015 at 5.30pm
Board of Trustees	Tuesday 27 October 2015 at 5.30pm in the Cricket Pavilion

Meeting closed at 9.25pm

APPROVED..... 27 October 2015
CHAIRPERSON

Unconfirmed