



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF MEETING OF THE
BOARD OF TRUSTEES
HELD AT 5.30PM ON TUESDAY 27 OCTOBER 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, Mr R Franks
IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 WELCOME

To Raphael Franks (Student Trustee for the 2015/2016 year)

1.2 CONGRATULATIONS

To Rhys Archibald for his appointment to the Manawatu Coaching position in 2016

ACTION: Chairperson to contact NZSTA to ascertain if a by-election will need to be held for a Staff Trustee from the beginning of 2016 until elections in May 2016

1.3 CO-OPTION TO THE BOARD OF TRUSTEES:

MOTION: Moved Chairperson

That Billy Hansen be co-opted to the Board of Trustees to the end of this year (31 December 2015)

Carried

1.4 Apology : Mr P Roth

Motion: Moved Chairperson

That the above apology be accepted.

Carried

1.5 Confirmation of Minutes

Motion: Moved Chairperson

That the minutes of the Board of Trustees meeting held on 22 September 2015, having been circulated, be approved as a true and correct record.

Carried

1.6 Actions Outstanding from previous minutes

The "Action Points" were reviewed and updated

1.7 Conflicts of Interest – nil

P Nicholls joined the meeting at 5.40pm

2. STRATEGIC TOPICS

Master Planning :

2.1 Report from Steering Planning Group

The unconfirmed minutes of the meeting held on 20 October 2015 had been circulated.

M Walls reported as follows:

Was a positive meeting

Demolition of the Hall - at a stage as a Board that we have to move forward. The MoE are doing what is required and we have to do the same.

2.2 Hall Brief Approval (copy has been circulated)

Motion: Moved Headmaster Seconded M Walls

That subject to changes being made around Quadrangles circulation and connectivity and seating allocation, that the Board adopts the Ministry of Education High School (327) Hall Project. Toilet location and numbers to be confirmed.

Carried

2.3 Hall Demolition Approval

- It was noted we have a brief not a concept – expect to see a concept tomorrow.
- It was discussed whether there were advantages of delaying – agreed it would only be being very cautious.
- A newsletter is going out this Friday advising the School Community that a decision has been made and that we will consult with the community on the concept and detailed design.
- A draft brief has been publicly available and there has been no comment on it and the intention is to move forward.
- Working towards opening by April 2017.

Motion: Moved Headmaster Seconded M Walls

That the Board approve the demolition of the Christchurch Boys' High School Hall.

Carried

ACTION: Chairperson to write to MoE saying it was confirmed at the Board meeting held on 27 October 2015.
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2.4 Library

The Chairperson reported:

- We are not seeking any delegations from the Board
- We have a Library decision matrix
- The Headmaster to meet with two staff members tomorrow to go through the two options regarding the Library relocation.
- Can discuss with an architect if required
- Headmaster hopes to have a recommendation for the November Board meeting

2.5 Gym

- A plan is required and will then seek support

MOTION: Moved M Walls Seconded Headmaster

That the Master Planning report be accepted.

Carried

2.6 Possible Co-option to the Board of Trustees

- The intention is that Board members bring recommendations to the Board for consideration.

2.7 Draft Budget for 2016

- This has been circulated and a line by line analysis is to be undertaken next week
- The Senior Management is looking at trying to review staffing costs
- The deficit is at present at \$54,500, however the interest figure shown is mainly due to earthquake money received. If this was not included the deficit would be approximately \$214,000.
- Collection of Donations – if received 75% this would decrease the deficit.
- The deficit will be funding depreciation
- The Capex Budget is a Work in Progress.
- International Department is budgeting on 40 FTE's./
- There was a general discussion on items that could assist to decrease the deficit.

2.8 School Donation

Motion: Moved Headmaster Seconded B Hansen

That the school donation for 2016 remain the same as for 2015 - (\$630.00)

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**

Total	1340
FeePAYERS	36
Maori	143
Pasifika	21
Asian	115

- **Stand downs / Suspensions to date 2015 noted**

Board Critical Information: (Added to Sites)

1. Hostel Ownership Summary (attached and added to Sites)
2. Proposal for two new leadership positions
3. Hall Brief (Section 10 attached and entire document added to Sites)
4. TBIG proposal for Project Management of Deans Farm Buildings (attached and added to Sites)

For Board Information (added to Sites)

1. Letter to staff 14 October 2015 (added to Sites)
2. Letter MOE 16 October 2015 re Ownership of Hostel Buildings (added to Sites)
3. Report on BYOD trial (added to Sites)
4. Network Sustainability Updated (circulated and added to Sites)
5. Terms of Reference for Property Governance Group
6. SMT Tasks for Term 4 2015 (added to Sites)
7. Documents relating to Adams House Ownership
 - a) Certificate of Title Adams House (added to Sites)
 - b) Hostel Ownership Memo Chris Leech (added to Sites)
 - c) Section 143 Education Act (added to Sites)
8. Agribusiness Documentation
 - a) Covering letter to MOE re Agribusiness Initiatives (added to Sites)
 - b) Developing new Agribusiness Achievement Standards recommendation to MOE (added to Sites)
9. Crisis Communication Plan (Hard copy at meeting and Added to Sites). This was prepared by Pete Burdon of Media Training NZ and reviewed for the school by Hans van Schreven of Clark Boyce (advice also in Sites)
10. Report on Compliance with the Public Records Action (disposal/retention of school records)
11. Report on Code of Practice – exempt laboratories – hazardous materials (noted)
12. Report on Code of Ethical Conduct – usual animals – there is no use of animals at CBHS and there are no caged animals on site.
13. Report on compliance with public records act. – there have been no public records destroyed by the school in the past 12 months
14. Report on risk management procedures (attached and added to Sites with further documents).

Recommendations:

Motion: Moved: Headmaster Seconded M Walls

That the Board of Trustees give consent for further investigation of the ownership of Adams House land. **Carried**

Motion: Moved: Headmaster Seconded P Nicholls

That the Board of Trustees approve the MOE engaging The Building Intelligence Group as Project Managers for the Deans Farm Buildings. **Carried**

Motion: Moved: Headmaster Seconded L Brown
That \$20,000 incl. GST be spent out of next year's budget on text books. **Carried**

Motion: Moved Headmaster Seconded K Jarden
That the Board approve the relocation of the internal wall between reception and the Headmaster's office take place in December. **Carried**

(Noted the MOE would pay for design and anything attached to the walls. CBHS would pay for furniture eg. Larger Reception counter. Jazmac to prepare a plan)

ACTION: The Headmaster to present a plan for furnishing reception and the HM office to be funded from 2016 Capex to the November BOT meeting for approval.

Motion: Moved: Headmaster Seconded J King
That the Headmaster's Report be accepted. **Carried**

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 Subject to be discussed: Staffing **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 come back with further financial information re staffing proposal presented fitting into the budget

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 21 October 2015 had been circulated and the following noted:

Motion: Moved P Nicholls Seconded M Walls
That the Board approve the disposal of all items and resources that are removed from the Hall that are not needed by the staff or students of CBHS. **Carried**

Hostel Transition to PC School from Moneyworks for Financial System – noted Adams House hostel have no objections to this proceeding.

Motion: Moved P Nicholls Seconded M Walls
That the Hostel transition to PC School from Moneyworks take place at the start of the 2016 financial year for efficiency gains and the assets and financials will remain identifiable to Adams House. **Carried**

Motion: Moved L Brown Seconded B Hansen
That the Board approve the purchase of portable football goal posts with weighted wheels for \$14,060. **Carried**

Motion: Moved L Brown Seconded M Walls
That the Board approve the purchase of a trailer costing up to \$2,829 (incl. GST – plus the cost of any modifications to facilitate its multipurpose use – after further investigation into other second hand options. **Carried**

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 21 October 2015 had been circulated and were discussed.

A Special Meeting of the Board be held at 6.30pm on Wednesday 4 November regarding approving the redevelopment of the Adams House Harakeke Block.

Motion: Moved M Walls Seconded L Brown

That the Adams House Hostel minutes be received.

Carried

6. AUDIT COMMITTEE

J King advised that the Audit Committee had met on 14 October – and are working on the following:

Work Plan for next year

Looking for a 4th member of the Audit Committee – Raphael Franks to be the 4th member.

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:

PPTA 18/8/15 paid union meeting planned for 15/10/15

NZSTA – News for August & September

Ministry of Education – Education Gazettes Nos. 16, 17, 18& 19

NZ Association of Counsellors 30/9/15 – Letter re School Guidance Counselling – a best practice guide.

Mind Lab – looking at Technology

CBHS Crisis Communication Plan

MOE – re school roll numbers

MOE – confirming the Board owns Adams House buildings

8.2 Associations:

PTA –

Next meeting is 3 November

PTA met at Adams House for their last meeting

Looking at planning for fundraising for 2016

Looking at the Tuck Shop going under the auspices of the school

Opened the doors of the hall (baracade in front) for boys to look inside – safety plan

Next Anzac Day – will have a marque

ACTION: Chairperson to write to the PTA and thank them for their fundraising efforts regarding the purchase of the vans and also to Wayne Thompson

HSOB –

Next meeting – Monday 9 November – B Hansen and R Franks to attend.

Old Boys are going to write to the Board to ensure that we preserve anything of archival or of a history nature if the hall is demolished.

Jim Blair is doing work on the Ken Gough report regarding the establishment of the school.

Have had the 60 yr. Reunion.

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

WHANAU GROUP – meeting Monday 2 November at 5.30pm. Noted the success of the Kapahaka combined group with Hornby – will now be going to the Nationals in Napier.

TE KURA TRUST

Have not met.

ACTION: Next meeting Headmaster will bring his “wish list” for Te Kura for the Board to confirm.

8.3 Board End of Year Function to be held on Wednesday 16 December in the Big Room at the School.

List of people to be invited was tabled

8.4. Board Development / Training – Modern Curriculum – awaiting information

8. NEXT MEETING DATES

Audit Committee: Tuesday 10 November

Adams House: Wednesday 18 November 2015 at 4.15pm

Resources: Wednesday 18 November 2015 at 5.30pm

Board of Trustees Tuesday 24 November 2015 at 5.30pm in the Cricket Pavilion

Meeting closed at 8.30pm

APPROVED..... 24 November 2015

CHAIRPERSON