



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.25PM ON
TUESDAY 22 MARCH 2016
AT ADAMS HOUSE

5.30PM Board members visited the new block at Adams House followed by dinner in the dining room.

PRESENT Mr J Osborne (Chairperson), Mr S Fraser (Acting Headmaster), Mr M Walls, Mr P Nicholls, Mr P Roth, Mr R Franks, Ms L Brown, Mr H Dacre, Mr J King, Ms K Jarden

IN ATTENDANCE Mrs A Johnston (Secretary), Mr C Dunnett (Deputy Headmaster), Mr J Williams (Assistant Headmaster)
Mr S Threadgall (The Building Intelligence Group)

WELCOME **Welcome extended to:**
Mr S Fraser, Mr C Dunnett, Mr J Williams and Mr S Threadgall

1. ADMINISTRATION MATTER

1.1 **Apology : Mr N Hill**
Motion: Moved Chairperson
That the above apology be accepted.

Carried

2. STRATEGIC TOPICS

2.1 Deans Building

S Threadgall reported as follows:

- Has been asked by MoE to pull together a Design Team
- Started Concept Design in January
- Have Heritage advisors involved
- Will treat all the steel and get rid of any rust
- Will use steel where we can
- Fire has had no consequence on what we are doing
- Tender submission overview – total \$295,493 excl. GST
- Additional services will bring figure up to \$342,143 (incl. Disbursements \$10,000 and Contingency \$30,000)
- Questioned whether there are any archaeological artefacts – unknown
- Ground conditions are looking good for Christchurch – but always a risk
- Building will be single brick with steel frame on the outside
- Double insulation on the roof
- Construction cost is \$1.4M
- Overall project cost \$2,155,924.
- When receive a response from the Board following tonight's meeting could start in 2 weeks – would like to aim for finish beginning June 2017.
- No impact on the pool

S Threadgall left the meeting at 6.55pm

Board discussed the following:

- Hope to get some funding from Heritage for funding the Deans building
- Should also explore other opportunities for funding shortfall
- Concern around the shortfall

- No mention of fit out expenses
- Health & Safety impact has to come into the budget – need to be clear it is included
- In relation to Adams House Stage II – cost for that work has to be factored into the available funds
- Insurance funds have identified would go back into the buildings
- Can the building be climate controlled

Reservations:

Environmental issue – cooling in summer and heating in winter in the buildings. What are our requirements for toilets, handwashing facilities etc. What food preparation expectations for PTA – kitchen – Health requirements.
Fit out – Managing costs
Around shortfall of finance and factoring in Adams House – need to make sure we have enough for both projects
Board need to be clear where funding mechanism comes from – suggested M Kettles put together a funding report regarding this

MOTION: Moved L Brown Seconded R Franks

That the Board of Trustees approve progression on initial planning of the Deans Building redevelopment to the completion of the detailed design phase (14 June 2016)

That M Kettles assist the Board in fully documenting a Capital and Building Investment Plan and funding sources.

Carried

2.2 MASTER PLANNING

Hall discussion

- Recommend reading Community Feedback
- Suggesting have a Special Board meeting on 7 April 2016 at 5.30pm – only business will be the Hall
- Hamish of Jazmax is available to come to Christchurch and meet with the BOT
- Zac Athfield happy to meet with the Board Thursday 31 March

ACTION: Chairperson to confirm with BOT meeting date/time with Zac and determine BOT members availability

- Should sit down with the Executive of the Old Boys' Assn. and talk to them face to face
- Need to come up with a set of criteria to measure
- Presenters need a very clear brief with a very focussed outcome
- Consultation remains open until 31/3/16

2.3 ADAMS HOUSE

Report on Adams House Land Ownership (8/3/16) circulated with the Board papers

Motion: Moved M Walls Seconded K Jarden

That the Board of Trustees instruct Chris Leech of the Property Group to undertake steps 1-5 of the transfer of the land at Adams House to the Board of Trustees. This instruction is not to take place until the Headmaster receives an email from the Ministry of Education to the effect that the Ministry will reimburse the Board for steps 1-3.

Carried

2.4 PRIORITY AREA OF REVIEW – SCIENCE REVIEW

J Williams spoke to this review

Data is 2014

Recommendations as follows:

- Review the balance of standards in level 1 general Science – Internals versus Externals
- Investigate visiting a number of schools with Science programmes that generate a record of high excellence and achievement
- Investigate SOLO. This can be accomplished by nominating someone to be on the SOLO Steering Committee
- Review capital items and make requests for items that enhance learning

Concern has only been picked up as part of the review
Believe is a Health & Safety issue

ACTION: That Headmaster prepare a plan for steps to take immediate relief to remedy some of the conditions on the Science Block. He is to liaise with the Head of Science

ACTION: J Williams to report to the Board on areas in which they can relieve teaching in the Physics area due to pressure from class sizes

2.5 ANNUAL PLAN

Motion: Moved K Jarden Seconded J King

That the Board of Trustees approve the updated 2016 Annual Amendments Plan, Analysis of Variance for re-submission to the Ministry as part of the Charter with amendments as discussed.

Carried

S Fraser spoke to the amendments

In Strategic Priority (1)

Feedback on Scholarships

In Strategic Priority (4)

Two amendments to be made:

“Establish ICT Road Map – Term 1” – 2015 Outcome “Not Fully Completed”

“Master Planning Completed – Term 1” – Analysis of Variance –amend wording

3. HEADMASTER'S REPORT

The Headmaster's written report had been circulated prior to the meeting and the following noted:

Attachments for Board Information (added to Sites)

1. Engineering report on Grandstand
2. About SOLO taxonomy
3. Proposal re extra curricular fundraising for discussion at April meeting
4. Staff participation in sport census
5. eLearning Steering Group Reports and survey results
6. PCSchool Steering Group report and PCSchool implementation timeframe
7. 10A Steering Group Report
8. SOLO Steering Group Report
9. Report on teaching of Digital Technology
10. Report on Trial Evacuation
11. Report on parents subject to court orders
12. Report on Teacher Registration
13. Report on 12DTC (new course taught in conjunction with CPIT)
14. March 1 return

School Roll as at 16/3/2016

Total	1385
FeePAYERS	42
Maori	148
Pasifika	29
Asian	88

RAMS for the Australian Athletics Trip

Motion: Moved S Fraser Seconded P Roth

*That the RAMS for the Australian Athletics Trip be approved.
(P Nicholls abstained from voting due to conflict of interest)*

Carried

2016 NCEA ANALYSIS OF CONFIRMED RESULTS

J Williams spoke to the above results as follows:

- In general, Christchurch Boys' High School's overall NCEA Roll Based achievement sits above both National and Decile 8-10 schools.

- This gap increases when comparing CBHS to boys in Decile 8-10 schools again across all levels.
- Endorsements at Merit are also well above national levels and compares positively against Decile 8-10
- Excellence data is again above national levels
- In 2015 combined endorsements at Level 3 surpassed our Decile 8-10 counterparts.
- 91% of Year 12 Maori students gained Level 2 NCEA
- Action taken to assist boys who will not achieve Level II noted.
- Areas of focus and improvement identified from National data – noted
- Areas of Action – noted

Motion: Moved: Acting 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 March 2016 had been circulated. The following was noted:

Signing Authority on School Bank Accounts

Motion: Moved J King Seconded L Brown

The following bank accounts be closed and all balances on closure transferred to the main school operating account:

0965154 – Adams House

0965225 – Tuckshop

0965074 and 0965090 accounts – term investment bequest accounts.

Carried

Motion: Moved P Nicholls Seconded M Walls

He Hostel Manager be added as a signatory to the CBHS account – 0956111 (All other signatories on the 0965111 account remain current).

Carried

Annual Accrual Report Certification

Motion: Moved P Nicholls Seconded L Brown

That the Board approve for signature the School Annual Accrual Report Certification.

Carried

Charging Parents for Reader / Writers for Boys with Learning Needs in Assessments

Motion: Moved P Nicholls Seconded J King

That the Learning Support Department be permitted to exceed their 2016 Budget by \$6,000.

Carried

Lighting in the Cycle Laneway for the Christchurch City Council

Motion: Moved L Brown Seconded H Dacre

That the Headmaster be given approval to sign the consent form for the lighting in the Cycle Laneway for the Christchurch City Council.

Carried

CBHS Insurance Brokers

Motion: Moved P Nicholls Seconded P Roth

That AON be appointed the School's Insurance Brokers

Carried

New Health & Safety Act 2015

ACTION: The Headmaster to include a Health & Safety update in his monthly reports tot the Board.

Motion: Moved P Nicholls Seconded P Roth

That the Resources minutes be received.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 16 March 2016 had been circulated. The following was noted:

Addition to Cleaning Wages Budget for 2016

Motion: Moved M Walls Seconded P Nicholls

That the Board approve an additional \$10,416.00 in wages for Adams House for the purpose of additional cleaners as a result of the building extensions.

Carried

Thanks – Richard Taylor

The Board extended their sincere thanks to Richard for all the work he has done organising the building extensions.

Motion: Moved M Walls Seconded L Brown

That the Adams House report be received.

Carried

6. AUDIT COMMITTEE

Have not met – plan to meet in the near future

Require one more person on the Audit Committee:

ACTION: Board: appoint one more person to the Audit Committee
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7. GENERAL BUSINESS

7.1 Correspondence

Inwards:

PPTA/NZEI (8/3/16) - re New Health & Safety at Work Act 2015 will come into force 4 April 2016.

Chris Hipkins (MP for Rimutaka) (17/3/16) re NZSTA / extending Paid Parental Leave

David Hobern MoE, (8/3/16) Confirming the Ministry has no objections should the Board choose to pursue the courtyard option, which involves an alternative location for the hall, on the same axis closer to the river. Also attaching a draft version of a statement for the community, if required.

Rt. Rev. Victoria Matthews, Diocese of Christchurch (4/3/16) – giving permission for Rt. Rev. Brian Carrell to participate in the service of 14 April when the ground surrounding the World War I Memorial Shrine will be consecrated.

James Addington (President, University of Canterbury Students' Assn. (26/2/16 and an Old Boy of CBHS) – Expressing an interest in being co-opted to the Board of Trustees

ACTION: Chairperson to advise James that he makes contact again after the Board Elections in June or otherwise seeks nomination from a parent whose son is attending the school at present).

Dr David Nicholls (14/3/16) – resides opposite CBHS at 2 Rochdale St. advising that a funeral director (a branch of Bell, Lamb and Trotter) has commenced business at 1 Rochdale St. (on the opposite side of the road) and this will create – Health & Safety concerns regarding students, traffic movement/parking issues, right on the bus stop. The Chairperson said he represented the school at a meeting on Saturday regarding this and expressed concern regarding this and asked to be involved in any decisions being made.

The Board agreed they would support the residents in the street opposing this.

NZSTA (22/3/16) - Updatig the Board on resources and support available to

assist with the introduction of the new Health and Safety legislation.
Headmaster (8/3/16) extending invitation for the BOT to attend a social function on 6 May 6.00pm-8.00pm in the Big Room hosted by the PTA for the parents of Y13.

Outwards:

Dr David Nicholls (15/3/16) acknowledging his letter raising concerns around the operations of a funeral director at 1 Rochdale St

Chairperson to the BOT (17/3/16) advising the Headmaster will be on sick leave from 18/3/16 to 30/3/16. Whilst he is on sick leave, Steve Fraser will be Acting Headmaster.

Chairperson to the BOT (26/2/16) forwarding information from the MOE re actions schools should take if they receive a bomb threat.

Jake Bailey (2/2/16) advising the Board has watched and read with interest his interviews in the media and have been impressed by the way he has handled these high pressure situations and way he has conducted himself with a high degree of maturity. And that they are delighted to hear of his remission.

James Addington (26/2/16) advising that at this stage the Board has no plans to co-opt any new members. Suggesting he contact the Board in June again or seek election.

Rt. Rev. Victoria Matthews, Bishop of Christchurch seeking permission to allow Bishop Brian Carrell to consecrate the World I Memorial Shrine on 14 April.

Motion: Moved Chairperson

That the Inwards Correspondence be received and the Outwards Correspondence approved.

Carried

.7.2 Associations:

PTA

- Last year provided funding of \$134,000 to the school.
- Next meeting is Tuesday 5 April

HSOB

- 4th April (J Osborne / R Franks to attend) AGM 2 May

WHANAU GROUP

- Next meeting Monday 4 April (J Osborne / K Jarden to attend)

TE KURA TRUST

- L Brown reported on attending their recent meeting.

-7.3 Succession Planning for Election Year – noted process is in place

7.4 Confirmation of Previous Minutes

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meeting held on 23 February 2016, having been circulated, be approved as a true and correct record.

Carried

7.5 Actions Outstanding from Previous minutes –

The "Action Points" were reviewed and updated.

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: Employment / Commercially sensitive matters, approval of previous minutes

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 MEETING DATES:

Adams House - Wednesday 13 April 2016 at 4.15pm

Resources - Wednesday 13 April 2016 at 5.30pm

Board of Trustees – Tuesday 19 April 2016 at 5.30pm

Meeting closed at 10.15pm

APPROVED.....19 April 2016

CHAIRPERSON

Christchurch Boys' High School ACTION POINTS From the meeting of the BOT's held 22 March 2016			
Board		<i>June</i>	<i>April</i>
	<i>Anthony Harper next steps re minor claims 2011-2013 if they say "no"</i>		
	<i>P Woods has asked N Georgieff to compile another list in conjunction with ACS</i>	<i>Sept</i>	<i>April</i>
	<i>Board seek training on Modern Curriculum</i>	<i>Feb</i>	<i>Post June</i>
CHAIRPERSON	<i>Appoint one more person to Audit Cmte.</i>	<i>March</i>	<i>April</i>
HEADMASTER	<i>To confirm by email date/time meeting with Zac Athfield</i>	<i>March</i>	<i>asap</i>
	<i>To draft a Memorandum of Understanding with CGHS regarding sharing the Performing Arts Centre and Hall</i>	<i>Jan.</i>	<i>April</i>
	<i>To provide comparisons of course endorsements and finalised reports and recommendations</i>	<i>Jan.</i>	<i>August</i>
	<i>Prepare a plan for steps to take immediate relief to remedy some of the conditions in the Science block</i>	<i>March</i>	
	<i>J Williams to report to the BOT re can relieve teaching in the physics area due to class sizes</i>	<i>March</i>	<i>April</i>
	<i>To include H & S in his monthly report to the Board</i>	<i>March</i>	<i>April</i> <i>April</i>