



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**MINUTES OF MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 5.30PM ON**  
**TUESDAY 28 JUNE 2016**  
**IN THE CRICKET PAVILION AT THE SCHOOL**

**PRESENT** Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr M Walls,  
Mr P Nicholls, Ms L Brown, Mr H Dacre, Mr M Medicott

**IN ATTENDANCE** Mrs A Johnston (Secretary), Mr J Williams (Assistant Headmaster)

**WELCOME – TO THE NEW BOARD OF TRUSTEES**

**1. ADMINISTRATION MATTERS**

**1.1 Apologies: R Franks**

**1.2 Election of Chairperson and Deputy Chairperson**

The Secretary took the Chair and called for nominations.

**Chairperson**

**Motion: Moved L Brown Seconded M Walls**

*That J Osborne be nominated as Chairperson of the Board  
(there being no further nominations, J Osborne was duly elected)*

**Carried**

**Deputy Chairperson**

**Motion: Moved M Walls Seconded L Brown**

*That P Nicholls be nominated as Deputy Chairperson of the Board  
(there being no further nominations, P Nicholls was duly elected)*

**Carried**

**J Osborne took the Chair**

**1.3 Delegated Authorities**

**Motion: Moved Chairperson**

*That the Board Delegations stand as approved at the beginning of 2016*

**Carried**

**1.4 Board Committees:**

**Resources**

**Motion: Moved Chairperson Seconded M Walls**

*That the Full Board be members of the Resources Committee  
That P Nicholls be the Chairperson*

**Carried**

**Adams House**

**M Walls**

**L Brown**

**Headmaster**

**Motion: Moved Chairperson Seconded L Brown**

*That M Walls be the Chairperson of the Adams House Committee  
Headmaster is a non Board member for this committee?*

**Carried**

**Audit Committee**

**M Medicott**

**L Brown**

**R Franks**

**Motion: Moved Chairperson Seconded L Brown**  
*That M Medlicott be the Chairperson of the Audit Committee*

**Carried**

**Student Discipline Committee**

**L Brown**  
**P Nicholls**  
**M Walls**  
**M Medlicott**  
**P McWilliam**

**(Three eligible members if possible, otherwise two eligible members)**

**Motion: Moved Chairperson Seconded M Walls**

*That L Brown be the Chairperson of the Student Discipline Committee and P McWilliam be a co-opted member of the Committee.*

**Carried**

**Headmaster's Performance Appraisal**

**Board Chair (J Osborne)**

**P Nicholls**

**Te Kura Trust**

**P Nicholls**

**L Brown**

**Motion: Moved Chairperson**

*That the above Board Committees be approved.*

**Carried**

**1.5 Confirmation of Previous Minutes**

**Motion: Moved Chairperson**

*That the Minutes of the Board of Trustees meetings held on 31 May 2016 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 as follows:

Capital Works Progress - The Headmaster is working on this.

Anthony Harper next steps re minor claims 2011-2013 if they say "No" – see being progressed

Science Block Upgrade : - only curtains and heat pump still to be actioned

Master Plan – now have a Master Plan but do not yet have the confirmed budget for the Master Plan. Have a Gantt Chart when the classrooms will be completed and a breakdown of spending to date and when spending is to be committed. The total cost is \$24M which does not include the Gym. D Hobern (Ministry of Education) has confirmed we can spend up to \$33M

**1.7 Conflicts of Interest**

**P Nicholls – Athletics Trip**

**2. STRATEGIC TOPICS**

**2.1 MASTER PLANNING**

Received the Design Brief yesterday

Hope to have a Property meeting to look at related property issues

The following items would like to discuss with the Board

- Project Steering Group Terms of Reference
- Roles and Responsibilities
- Approval of Design Drawings
- Discuss Capital Plan

It was agreed that a Special Board meeting be held on Wednesday 6 July 2016 at 5.30pm in the Headmaster's Study.

4.

**2.2 ANNUAL PLAN – Monitoring Student Performance – June reports onwards – and Students who are at risk of not achieving.**

J Williams presented a power point presentation on the data available through PC School.

J Williams was thanked for his presentation and left the meeting at 6.50pm

**2.3 REPORT ON BULLYING** (compiled by C Dunnett (Senior Master) and D Bone (Assistant Senior Master)

Executive Summary noted that bullying does occur at Christchurch Boys' High School but there are good systems and processes to minimise and respond to bullying. The area that requires the most attention is cyber bullying as the school exposes more students to technology.

**Recommendation : That the school should develop policy and procedure specific to Cyber Bullying.**

**Action Point: Headmaster to develop a proposed policy on Cyber Bullying and present this to the Board, a procedure will be developed from this and Board to be updated on progress.**

**2.4 CHANGING LEARNING CLUSTER**

A report on the school's involvement in Learning Communities following the Canterbury Earthquakes 2010/2011 was noted. Originally Christchurch Boys' High School belonged to the West Christchurch Secondary Learning Cluster with Christchurch Girls' High School, Riccarton High School and Hornby High School. The West Christchurch Secondary Learning Cluster became the Riccarton Learning Community Cluster and included a number of schools and the fund holder for the cluster was Middleton Grange.

In 2015 contact was made with the Te Kahui Learning Community Cluster. This cluster had no secondary schools as members but included Heaton Intermediate our largest contributing school. Other members of the cluster were: Elmwood, Paparoa St., St Albans, St Albans Catholic, the Adventist school and several early childhood centres. This grouping of schools is more naturally aligned (and thus more mutually beneficial to all the providers) as it forms a clearer transition pathway for students attending our school.

There will be \$40,000 in Ministry funding available to the Te Kahui Learning Cluster

**Motion: Moved Headmaster Seconded M Medicott**

*That the Board approve the resignation of Christchurch Boys' High School from the Riccarton Learning Community Cluster and joining the Te Kahui Learning Cluster.*

**Carried**

**2.5 ZONE CONSIDERATION**

**Out of Zone Enrolments (CBHS ballot wording from the School Prospectus)**

**This states the following order of priority, according to places available:**

- 1. Applicants who are brothers of current students**
- 2. Applicants who are brothers of former students**
- 3. Applicants who are sons of former students**
- 4. Applicants whose parent is a member of or employed by the Board of Trustees**
- 5. All other applicants**

**The meeting agreed a further priority should be explored:**

**“Approval to explore girls’ brothers coming to Christchurch Boys’ High School as Priority 5.**

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Board support amending the Christchurch Boys' High School enrolment scheme to include boys who have sisters at Christchurch Girls' High School as a priority applicant on the ballot and permit the Headmaster to discuss this with the MOE, CGHS and wider community.*

## 2.6 POTENTIAL CO-OPTIONS TO THE CBHS BOARD OF TRUSTEES

The meeting agreed as follows:

To look at the nominations put forward for the Board elections / and other organisations

Skills required:

- Property
- Fundraising/Governance
- Māori Achievement

**ACTION: Board to put a process in place to consider skills for possible "Co-options" to the Board**

## 3. HEADMASTER'S REPORT

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

### Critical Attachments

- Student Achievement tracking
- Amendment for RAMS for Athletics Trip to Gold Coast
- Report on Christchurch Boys' High School involvement in Learning Communities
- CGHS proposed enrolment scheme wording and current CBHS wording
- Report on Bullying
- Sports Director's Report
- Proposed CBHS and CGHS changes to enrolments schemes
- Proposal for trip to New Caledonia
- Health and Safety Report

### Report on Fundraising (included in the Headmaster's report)

There are two main reasons for the school to undertake a fundraising campaign

1. To support capital developments eg. Deans Building, School Gym, Furniture and Fittings for Hall
2. To develop a fund to ensure the future sustainability of co-curricular activities.

### Motion: Moved Headmaster Seconded P Nicholls

*That the Board of Trustees approve the Headmaster engaging a consultant to undertake a feasibility study for a capital fundraising campaign to be funded by the Te Kura Trust at a cost of \$10,000.*

**Carried**

### Amendment to RAMS for Athletics Trip to the Gold Coast (on Sites)

Chris Todd is now unavailable for this trip and it is proposed that she will be replaced by a parent Jan Cochrane.

### Motion: Moved Headmaster Seconded M Medlicott

*That the Board of Trustees approves amending the RAMS for the Athletics Gold Coast trip ie. Jan Cochrane replaces Chris Todd.*

**Carried**

*Paul Nicholls abstained from the discussion and vote.*

### 2017 CBHS Field Trip to New Caledonia

### Motion: Moved Headmaster Seconded L Brown

*That the Board approve the French trip to New Caledonia pending meeting the milestones below:*

- a. Projected Budget at least 9 months prior to departure
- b. Finalised Budget at least 3 months prior to departure
- c. Communication protocols to parents during planning 9 months prior to trip
- d. Draft RAMS at least 9 months prior to departure
- e. Finalised RAMS at least 2 months prior to departure (finalised means checked through internal school processes, the internal checking of RAMS can take a fortnight and this time is in addition to the 2 month BOT submission)

**Carried**

6.

**Christchurch Boys' High School – Deans Farm Buildings Restoration and Seismic Upgrade  
Procurement Plan – report circulated**

**Motion: Moved Headmaster      Seconded H Dacre**

*That the Board approve the Procurement Plan for the Deans Farm Buildings as developed by The  
Building Intelligence Group.* **Carried**

**Attachments for Board Information (added to Sites)**

- Headmaster's letter to staff 31 May 2016 (PD reflections)
- Headmaster's letter to Board of Trustees – 10 June 2016
- Report on Staff Trip to ASMS (Australian School of Mathematics and Science)
- Steering Group Reports (eLearning, SOLO, 10A, PC School)
- Data to accompany Sports Directors report
- CSR Budget reconciliation – 20 June 2016
- International Student Report
- Hall Gantt Chart

**School Roll as at 13 June 2016:**

<b>Total</b>	<b>1394</b>
<b>FeePAYERS</b>	<b>50</b>
<b>Maori</b>	<b>148</b>
<b>Pasifika</b>	<b>30</b>
<b>Asian</b>	<b>87</b>

**Student Stand Downs – to date for 2017 were noted**

**Motion: Moved: Headmaster      Seconded M Walls**

*That the Headmaster's Report be accepted.*

**Carried**

**4. RESOURCES COMMITTEE**

The minutes of the Resources Committee meeting held on 22 June 2016 had been circulated.

P Nicholls spoke to the minutes.

Deloitteprivate (letter dated 31/5/16) Matters of Significance arising from the Audit for the year ended 31 December 2016 – the Board noted the very good outcome of the audit.

**Motion: Moved Headmaster      Seconded M Medicott**

*That the Board of Trustees receive the Audit Management Report from Deloitteprivate.*

**Carried**

**Motion: Moved P Nicholls      Seconded M Walls**

*That the Board of Trustees approve the additional Repairs and Maintenance Budget of  
\$165,000 which includes the painting of the pool.*

**Carried**

**School Hall** – noted that the hall is now not over budget to an extent that S Sun has advised we need to be worried.

**Motion: Moved P Nicholls      Seconded H Dacre**

*That the Resources minutes be received.*

**Carried**

**5. ADAMS HOUSE HOSTEL COMMITTEE**

The minutes of the Adams House Hostel Committee meeting held on 22 June 2016 had been circulated. M Walls spoke to these.

**Motion: Moved M Walls      Seconded L Brown**

*That the Adams House report be received.*

**Carried**

7.

**6. AUDIT COMMITTEE– nil**

**7. HEALTH & SAFETY – noted in the Headmaster's Report**

- Still working on the Hazards Register
- There is to be training at the next CWC Secondary Principals' meeting and various templates will be available for schools to utilise.

**Motion: Moved Headmaster Seconded M Walls**

*That the Health & Safety Report be received.*

**Carried**

**7. GENERAL BUSINESS**

**1. Correspondence**

**Inwards:**

Letter from Melanie Riwai-Couch (8/6/16) re Feedback from Te Kahui Whanau about assessment practice to support Maori student success.

Heart Foundation

Mind Lab (31/5/16) re changing the face of New Zealand education

Deloitteprivate – Audit Letter

Ministry of Education – ownership of Hostel land

NZSTA – re inviting nominations for Board Member

N Mehrtens HOD Science (10/6/16) re concern that 9 teaching spaces will be insufficient for the Science Department.

T Donaldson Dominion President, CBHS Old Boys' Association – thanks for kind words regarding the ANZAC Day service.

**Outwards:**

D Hobern, Project Manager, Ministry of Education, (5/6/16) re Mattes surrounding Ministry of Education Property Division and the School

Terry Donaldson, Dominion President, CBHS Old Boys' Association (5/6/16) acknowledgement of the work done towards a successful ANZAC Day celebration.

**Motion: Moved Chairperson**

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

**Carried**

**7.2 Associations:**

**PTA –**

- Planning on Mike King speaking at one of their meetings
- Uniform –looking at PTA taking on all sports apparel.
- Next meeting – Tuesday 5 July – L Brown to attend

**HSOB –**

- Are planning to have an Old Boys' section in the monthly school newsletter
- Next meeting – Monday 4 July – P Nicholls to attend

**TE KURA TRUST**

Shopping Centre that they have invested in should be fully tenanted by the end of this year.

Discussed investments

Te Kura Trust to attend the PTA meeting and tell them what they do.

**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 17 August 2016 at 4.15pm**

**Resources - Wednesday 17 August 2016 at 5.30pm**

**Board of Trustees – Special Board Meeting = Wednesday 6 July 2016 at 5.30pm**

**In the Headmaster's Study**

**Tuesday 26 July 2016**

Meeting closed at 10.00pm.

APPROVED.....26 July 2016

**CHAIRPERSON**