



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 26 JULY 2016
IN THE HEADMASTER'S STUDY

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

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 Apologies: nil

1.2 Confirmation of Previous Minutes

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meetings held on 28 June 2016 and 6 July 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.

1.7 Conflicts of Interest - nil

2. STRATEGIC TOPICS

2.1 Master Planning

- Expecting a proposal this week
- Looking to have a staff meeting on 3 August
- The Chairperson and Headmaster attended the CDHB Design Lab process. Have organised for HOD's to go on 11 August at 2.00pm and extend an invitation to the Board, S Sun and D Hobern. There will be opportunities for us to make up plans - best time to do when you have a concept design and mock it up and test it.
- Today have received a package for the interior design which has been completed and is to now go out to tender. At present are only tendering for 50% of the project (Warehouse).
- S Sun has proposed we carry on at the same time and negotiate with two companies re the exterior.. If you put it as part of the tender it will take a further two weeks.

MOTION: Moved Headmaster Seconded L Brown

That the Board supports the Ministry of Education extending the tender process by two weeks to allow for the full project costs.

That the Board are willing to accept a two week delay for a better budgeting outcome. **Carried**

(The Board noted the work S Sun has done on the above accelerated process)

Minutes of the CBHS Project Steering Group Terms of Reference held on 19 July 2016 had been circulated. M Walls spoke to these. The following was noted:

Relocatable Classrooms – There were some changes to scope (eg. Removing walls and adding doors) which caused minor delays.

Motion: Moved M Walls Seconded P Nicholls

That the Board write to the Ministry of Education and Greenstone indicating their frustrations and lack of communication around the delays and the effects this has had on students and staff.

Include also in the letter above that the school should receive a copy of the instructions sent out to contractors and sub-contractors.

Carried

ACTION: That the Board write a letter to those staff (Craig, Kevin and Ben) who worked for long hours assisting with the above

Motion: Moved M Walls Seconded L Brown

That the above report be received.

Carried

2.1 Monitoring Board Goals 2016

2015 NCEA Data Analysis

- The current concern is at Yr. 13. 23% have achieved less than 65% of standards attempted. The benchmark used to indicate whether a student is on track to achieve NCEA is a quantitative result of 65% or above. A list of names at each Year Level provides an idea of what percentage of the total cohort is operating below the benchmark and who these students are. For Years 12 and 13 comparisons have been made to see if students are tracking in a similar way from the previous year.
- All students at Level 2 and 3 yet to completed Literacy and Numeracy have been identified. Students, parents, teachers and departments notified by Year Level Dean and plans put in place to support students to reach this goal. eg. For Numeracy students are focusing on achieving required 10 unit standards within their maths programmes.
- All families of students not achieving at the expected rate will be contacted.
- 23% of Maori students at Level 2 and 3 not working to potential is a concern. Maori and Pasifika students most "at risk" have been identified. Families have been contacted by Deans and mentors are in place.
- The Careers Department in co-operation with the Deans have also met with these students and have written letters home outlining concerns.
- Lists of students generated by this tracking report who are not reaching potential will be shared with teachers. Further analysis will determine level of concern and departments will be asked to provide actions and solutions to support these students.

ACTION: Headmaster to advise the Board how we know it is having an effect on their learning.

2.2 Dimension 4 Responsive Curriculum Effective Teaching and Opportunity to Learn

- Report circulated
- Noted this report is not complete
- The Headmaster is meeting with HOD's at present regarding this
- Hope to have a report for the August Board meeting including some recommendations

2.3 Report on Cultural Events at the School

- The Board had received a report from Simon Brouwer. The following was noted:
- Think there is a gap regarding comparative activities around the school but it is much less than it was eg. Drama
- Music is by far the largest cultural activity
- The technical crew has also been a very good way to get a number of students involved in the Arts with 15 students helping out at the last Big Night In.
- Stage Challenge was very successful and a good way to get 14 boys, most of who have very limited contact with the arts normally involved.
- The biggest challenge has been staffing post the compulsory 1hr. co-curricular as a number of staff who were on the fringes of helping out have no longer wanted to be involved or attend events.
- Need more cultural leadership
- Also the lack of a specialist drama teacher makes growth in drama etc. very difficult.
- The future involvement with CGHS is very exciting re drama – could even offer a combined

senior class.

- It was noted that since the earthquake we have not had the building environment for performances.
- Other events the school participates in were noted in the report.

ACTION: The Headmaster to present a plan for expose to the Performing Arts and ways we can support that.

2.4 Year 9 Intake for 2017 – out of Zone Intake for Next Year

- Year 9 enrolments close on 29 July and the ballot takes place on 4 August. As confirmed at the May Board meeting, the Headmaster will accept ballot places so as to generate a 2017 Yr. 9 roll of 270 (or as close as possible).

3. HEADMASTER'S REPORT

The Headmaster's written report had been circulated prior to the meeting and taken as read. The following was noted:

3.1 Gift Acceptance Policy – draft circulated and discussed:

Item 10 to be amended to read as follows: Gifts in breach of conditions in this policy must have Board approval.

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees adopt the Gift Acceptance policy, with the amendment to Item 10 agreed to at the meeting, to be reviewed in October following formatting changes and discussions with the Te Kura Trust regarding alignment.

Carried

3.2 School Roll as at 6/7/16

Yr. 9	274
Yr. 10	284
Yr. 11	297
Yr. 12	290
Yr. 13	<u>242</u>
	1387

FeePAYERS	49
Maori	146
Pasifika	30
Asian	87

3.3 Student Stand downs – this year to date noted.

3.4 Board Goals for 2016 – Progress to date noted

3.5 Contents Insurance for New Prefabs

Noted insurance is in place.

3.6 Invitation to Headmaster to Dinner with the Sydney Branch of the CBHS Old Boys' Assn.

Motion: Moved M Walls Seconded H Dacre

That the Board give approval for the Headmaster to attend the Sydney Old Boys' Dinner in Sydney on 1 September 2016.

Carried

Motion: Moved: Headmaster Seconded M Walls

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE – have not met during the month

5. ADAMS HOUSE HOSTEL COMMITTEE – have not met during the month

6. AUDIT COMMITTEE– nil

7. HEALTH & SAFETY – report from Craig Dunnnett circulated.

The following noted:

- Sugar Free Campaign

- Accident Trends in the last month – one staff member injured their back while lifting heavy furniture – staff to be reminded of safe lifting practises.
- Issues of student safety on the field when the athletics club were training – were raised and addressed by the club.
- Billeting of Students by CBHS Parents – school must take reasonable steps to ensure the home is healthy and safe.

Motion: Moved Headmaster Seconded M Walls

That the Health & Safety Report be received.

Carried

8. GENERAL BUSINESS

8.1. Correspondence

Inwards:

STA News – June/July

NZSTA – copies of the Red Trusteeship (2016) booklet

Motion: Moved Chairperson

That the Inwards Correspondence be received.

Carried

8.2 Associations:

PTA –

- Mike King to speak to Yr. 9 & Yr. 10 parents.
- Next meeting – Tuesday 2 August – M Medicott to attend

HSOB –

- R Taylor & M Parr are organising a 100 Yr. Reunion for Adams House Old Boys
- Raised the Haka being performed in general
- **Next meeting – Monday 1 August – R Franks to attend**

TE KURA – have not met

WHANAU GROUP – 7 boys are away at the National Kapahaka

9. 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

10.. NEXT MEETING DATES:

Adams House - Wednesday 17 August 2016 at 4.15pm – at Adams House

Resources - Wednesday 17 August 2016 at 5.30pm – in the Headmaster's Study

Board of Trustees – Tuesday 23 August 2016 at 5.30pm inn the Headmaster's Study

Meeting closed at 8.30pm.

APPROVED.....23 August 2016

CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 26 JULY 2016</p>
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Board	<i>Anthony Harper next steps re minor claims 2011-2013 if they say "no".</i>	<i>June</i>	<i>August</i>
HEADMASTER	<i>Science Block – working on outstanding item – heat pumps – looking at Capex Budget for 2016 – Will make a recommendation to the August BOT meeting..</i>	<i>March</i>	<i>August</i>
	<i>Master Planning – prepare breakdown of all expenditure to date. Headmaster has requested this from the MOE – to include wastage</i>	<i>May Pg 2, Cl.2.1</i>	<i>On Going</i>
	<ul style="list-style-type: none"> • <i>J Block further research into J Block building – fee proposal from Tbig for J Block and Big Room.</i> • <i>Staging Costs – Master Plan</i> 	<i>May Pg 3, Cl.2.1</i>	<i>August</i>
	<i>.Development of policy and procedure on Cyber Bullying</i>	<i>June</i>	<i>August</i>