



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON  
TUESDAY 31 MAY 2016

IN THE CRICKET PAVILION AT THE SCHOOL

### PRESENT

Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr M Walls,  
Mr P Nicholls, Mr P Roth, Ms L Brown, Mr H Dacre, Mr J King,  
Ms K Jarden

### IN ATTENDANCE

Mrs A Johnston (Secretary), Mr S Fraser (Deputy Headmaster),  
Mr J Williams (Assistant Headmaster)

### WELCOME

#### 1. ADMINISTRATION MATTERS

1.1 **Apologies:** Mr R Franks (absence), Ms L Brown (lateness)

**Motion: Moved Chairperson**

*That the above apologies be accepted.*

**Carried**

1.2 **Confirmation of Previous Minutes**

**Motion: Moved Chairperson**

*That the Minutes of the Board of Trustees meetings held on 3 May 2016 having been circulated, be approved as a true and correct record.*

**Carried**

**Ms L Brown joined the meeting at 5.40pm**

1.3 **Actions Outstanding from Previous minutes –**

The “Action Points” were reviewed and updated.

#### 2. STRATEGIC TOPICS

##### 2.1 MASTER PLANNING

The Headmaster advised he sent out yesterday to the Board the revised Long Term Master Plan. He has since asked the architects to make some slight amendments. A copy of the amended Plan was tabled and discussed. The following was noted:

- Advantages of this plan to the previous one is creating more space
- A 3 storey building was seen as a barrier – cost and shade issue
- If approve next step will then go to QS and then to the Ministry of Education for approval
- The gym is smaller than in the previous plan – the gym was 50% more than we were entitled to.
- The gym on the Master Plan is approximately 15% bigger than entitlement.
- The Hockey astro-turf should be in the plans – has implications with the tennis courts/carparks.
- Do not have enough changing rooms for sport – MOE are not going to provide these for Saturday sport.
- J Block starting to look at and plan to have Te Reo.
- Toilets not needed in the hall to get consent – at present toilets for staff/visitors in the main block and for students in the new Caddick block
- S Sun has said the Caldwell block will go if the Master Plan is approved.

**MOTION: Moved Headmaster Seconded M Walls**

*That the Board approve the Bulk and Location Master Plan for the School as tabled. Carried*

*K Jarden asked that it be recorded that it was great to have a dedicated space for the Whanau but was concerned about the isolation.*

*Suggested would now call the western entrance to be known as waharoa.*

**Steering Group Report (M Walls)**

Spoke to the minutes and Action Schedule of the last meeting held on 17 May 2016 as follows:

- Major discussion was regarding the Master Plan which is irrelevant now
- Relocatable Classrooms – concern about the timetable they are expected to be in place.
- The draft programme showed these would be available on 15 August. The process to install the re-locatables is to be reviewed and a programme developed to have these rooms ready by 15 July and code compliant by 25 July
- Commerce Block is to be demolished beginning of July
- David Hobern has written some Operating Protocols and this process has been sped up considerably – still no confirmation when they will be ready.
- Some consent issues to get through
- Gantt Chart to be available by 25 July
- Problems for the school – uncertainty of staff moving things to their new location (Commerce)
- Nigel Cooper (Director of Greenstone) considers the timeline for the hall is unrealistic and he thought it would be 10-12 months.
- There was discussion about the roles and responsibilities – things promised have not been done by the Ministry and contractors.
- The Steering Group undertook to review the Gantt Chart more regularly
- BOT to decide whether they wish to meet with the Ministry of Education Senior Officials – decided to hold off meantime and give the new Board time to get up to speed.

**J Block**

- Nothing to report – have started the process
- There are some cost implications with regard to the foundation – they are doing a plan.

**MOTION: Moved M Walls Seconded H Dacre**

*That the Steering Group report be received.*

**Carried**

**DEANS BUILDING**

WT Partnership have prepared a Developed Design Estimate for CBHS which provides estimated project costs for the proposed strengthening and restoration of the Deans Building. Noted there is sufficient money in the bank to do the Deans Block and Adams House Stage II and have some funds over.

**Motion: Moved Headmaster Seconded H Dacre**

*That the Board approves the expenditure of \$2,106,734 on the Deans Building restoration and strengthening, to be funded by grants from external bodies with the balance to be met from the insurance fund and instructs the Headmaster to seek Ministry of Education approval before proceeding.*

*(Voting: 5 voted for the above motion / 4 against)*

**Carried**

M Walls expressed concern that we were not getting value for our money – have we explored other avenues to finance this. Suggested we meet with Minister G Brownlee and also explore other funding options.

<b>ACTION: BOT : To create a Capital Works Programme – Headmaster to prepare possible items for list.</b>
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The Headmaster and Chairperson have met with Austin Forbes (he has undertaken background fundraising for St. Margaret's). Are planning to meet with people of influence in Christchurch to develop a moral purpose around capital works and will also be identifying high value targets and plan a meeting with some people next month and a bigger group a month after that.

## 2.2 AUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

These had been circulated to the Board. They show a net surplus for the year of \$529,088 which mainly relate to insurance proceeds and donations.

### **Motion: Moved Headmaster Seconded L Brown**

*That the Board approve the audited Annual Accounts for the year ended 31 December 2015 and that they be sent to the Ministry of Education to meet the statutory deadline (31 May 2016)*

**Carried**

## 2.3 CURRICULUM MONITORING – PROGRESS

J Williams presented a powerpoint presentation.

The Action Points in response to the report to the Board (April 2016) on Educationally Powerful Connections were noted.

J Williams was thanked for his presentation and he left the meeting at 8.00pm.

The Chair noted the progress made by the school in work around monitoring the curriculum and the investment in budget, and staff time was showing that the SMS was a powerful tool in communicating to staff, student and parents.

## 3. HEADMASTER'S REPORT

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

### **Critical Attachments**

- Annual Plan update
- Master Plan Update
- Deans Restoration
- Action Points in response to report to BOT (April 2016) on Educationally Powerful Connections
- ICT Action Points
- 2015 Course Data Analysis (incomplete as still interviewing HODs will be circulated separately – current copy in Sites)
- Update on report on the quality of teaching at CBHS

- **Request to travel to PCSchool Conference (Gold Coast) – Emily Howard/Susan Si**

### **Motion: Moved Headmaster Seconded K Jarden**

*That travel to the PC School conference for Emily Howard and Susan Si is approved.*

**Carried**

- **Request to travel Steve Fraser to China – July holidays**

### **Motion: Moved Headmaster Seconded K Jarden**

*That the Board of Trustees approve Steve Fraser's travel to China*

**Carried**

- **Updated Protocols for Overseas Trips**

### **Motion: Moved Headmaster Seconded P Roth**

*That the Board of Trustees approve the updated protocols for overseas trips.*

**Carried**

*Headmaster also reported to the Board:*

- **Proposal to develop Deans Buildings (Developed Design Estimate, Summary of cost increases, Gaant Chart, Developed Design) Documents in Sites and Circulated Separately waiting on final cost of Stage One at Adams House from Greenstone.**
- **Report on 2017 enrolments**
- **Master Planning Update (circulated separately)**
- **Job Description (Permanent and Fixed Term)**

- **2015 Course Data Analysis**

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

- **Health and Safety Report**
- **Accident Register**
- **Appraisal documents – J William to present at meeting**
- **May eLearning Steering Group Report**
- **May SOLO Steering Group Report**
- **Report on venue for NCEA examinations**
- **Human Right and EEO report**
- **Letter to staff 18 May 2016**
- **Uniform Shop (Deans Buildings) Fit Out information**
- **Report on tour of Japan**

**Yr. 9 Roll 2017**

**Motion: Moved Headmaster Seconded J King**

*That the Headmaster work towards a Year 9 roll of 270 for 2017*

**Carried**

**Motion: Moved Headmaster Seconded L Brown**

*That the Board of Trustees write to David Hobern :*

- To express our displeasure at the change in planned date for delivery of the prefabs despite earlier assurances that they would be ~~delivered~~ ready by July 1.*
- Request financial information as requested by Headmaster in an email to S Sun on May 10*
- Request roles and responsibilities of project leadership (including meeting organisation and minute taking) as agreed in his email to the headmaster on May 18.*

**Carried**

**Thanks**

The Board thanked the Headmaster for his very thorough reports over the past 3 years and said his work has been appreciated by the Board.

**Motion: Moved: N Hill Seconded J King**

*That the Headmaster's Report be accepted.*

**Carried**

**4. RESOURCES COMMITTEE**

The minutes of the Resources Committee meeting held on 23 May 2016 had been circulated.

P Nicholls spoke to the minutes.

**Motion: Moved Headmaster Seconded H Dacre**

*That the Board of Trustees approve capital expenditure of \$10,255 to complete the staffroom upgrade.*

**Carried**

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

*That the 32 bench tops are covered in 2016 at a cost of \$150 / top. This will do 2 classrooms to be paid for from artificial grassed area funds.*

**Carried**

**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 23 May 2016 had been circulated. M Walls spoke to these.

<b>ACTION: Headmaster to contact HRS and ask if Kevin Paterson could be the Site Manager for Stage II of the Adams House redevelopment.</b>
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**Motion: Moved M Walls Seconded L Brown**

*That the Adams House report be received.*

**Carried**

**6. AUDIT COMMITTEE – nil**

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

**7. GENERAL BUSINESS**

**1. Correspondence**

**Inwards:**

Ministry of Education (David Hobern) 28/5/16 re main Block School Property Guide

Ministry of Education (David Hobern) 17/5/16 re Demolition of Caddick and Commerce Blocks

Ministry of Education (David Hobern) 28/5/16 re CBHS Main Block Gross/Net Ratio

The Building Intelligence Group re Hostel land Ownership enclosing:

- Ngai Tahu letter dated 11/4/16 confirming that they have received preliminary notice with respect to the proposed transaction
- S99A Land Transfer Act 1952 Application
- Deed of Transfer

NZSTA 27/5/16 re Budget 2016 – Implications for Boards of Trustees

**Outwards:**

Letter to David Hobern, Ministry of Education 13/5/16 response to his letter of 2 May 2016.

**Motion: Moved Chairperson**

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

**Carried**

**7.2 Associations:**

PTA	)	
HSOB	)	<b>Nothing to report</b>
WHANAU GROUP	)	
TE KURA TRUST	)	

**7.3 THANKS TO OUTGOING BOARD**

The Chairperson thanked the Board for the services they have provided to Christchurch Boys' High School Board of Trustees over the past 3 years.

He also congratulated Hugh Dacre on being nominated unopposed to the position of Staff Trustee on the Board for the next 3 years.

**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 22 June 2016 at 4.15pm**

**Resources - Wednesday 22 June 2016 at 5.30pm**

**Board of Trustees – Tuesday 28 June 2016 at 5.30pm**

**Special Meeting of the New Board – 17 June 2016 (TBC)**

Meeting closed at 9.50pm.

APPROVED.....28 JUNE 2016  
CHAIRPERSON

<p><b>Christchurch Boys' High School</b> <b>ACTION POINTS</b> <b>From the meeting of the BOT held 31 May 2016</b></p>
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<b>Board</b>	<i>Anthony Harper next steps re minor claims 2011-2013 if they say "no".</i>	<i>June</i>	<i>June</i>
	<i>P Woods to arrange for another list in conjunction with ACS.</i>	<i>Sept</i>	<i>June</i>
	<i>Board seek training on Modern Curriculum.</i>	<i>Feb</i>	<i>Post June</i>
	<i>Send letter from Chair to HSOB thanking for ANZAC Day service.</i>	<i>May</i>	<i>Chair to Action before June Meeting</i>
<b>CHAIRPERSON</b>	<i>Appoint one more person to Audit Committee.</i>	<i>March</i>	<i>June</i>
<b>HEADMASTER</b>	<i>Prepare a plan for steps to take immediate relief to remedy some of the conditions in the Science block. Update in report.</i>	<i>March</i>	<i>June</i>
	<i>Master Planning – prepare breakdown of all expenditure to date. Headmaster has requested this from the MOE – not yet received</i>	<i>May Pg 2, Cl.2.1</i>	<i>On Going</i>
	<i>To include H &amp; S in monthly report to Board.</i>		<i>Ongoing</i>
	<ul style="list-style-type: none"> <li>• <i>J Block further research into J Block building.</i></li> <li>• <i>Review Hall project once Master Plan is final – 2 months.</i></li> <li>• <i>Key Master Plan costs</i></li> <li>• <i>Engage MoE decision makers</i></li> </ul>	<i>May Pg 3, Cl.2.1</i>	<i>July</i>
<b>Jerome</b>	<i>Have received an email confirming demolition – no dates.</i>	<i>May Pg. 2, 2.1.</i>	<i>June</i>
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