



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 23 AUGUST 2016
IN THE CRICKET CLUB ROOMS AT THE SCHOOL

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

IN ATTENDANCE Mrs A Johnston (Secretary), Ms L Watson, Mr D Caldwell

1. ADMINISTRATION MATTERS

1.1 Apology: Ms L Brown

Motion: Moved Chairperson

That the above apology be accepted.

Carried

1.2 Confirmation of Previous Minutes

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meetings held on 26 July 2016 having been circulated, be approved as a true and correct record.

Carried

1.3 Actions Outstanding from Previous minutes –

The “Action Points” were reviewed and updated.

1.4 Conflicts of Interest – nil

1.5 Welcome to our invited guests: Leeann Watson and David Caldwell

2. STRATEGIC TOPICS

2.1 Master Planning

M Walls spoke to the minutes of the Steering Group meeting held on 16/8/16 as follows:

- Relocatable classrooms delay explained
- Craig Morris is responsible for operational communication and he will identify who will attend regular operational meetings
- C Dunnett is the school's operational representative
- Report from Carmel Wade (Jasmax) was noted
- Hall Interior – the interior package has not yet been lodged for consent and is awaiting the completion of the fire calculation analysis. Noted the Board will want to approve the final interior design package at their next meeting on 20 September.
- Pushed for the design to be sped up - the canopy could slow up hall construction
- Concern when advised the construction of the hall will be delayed by 4 weeks – confusion as to why this is happening – the Headmaster advised it is due to asbestos being discovered during demolition.
- Movement of S7 – Delivery Manager is working with Craig Dunnett to develop a plan for the removal of S7 (Science Lab) after 10 November and to effect handover by the end of the 2016 school year. Planning for this relocation has not progressed due to Ministry having stopped work citing the significant cost involved and the possibility of identifying alternative options. The school confirmed that there was no other space suitable for this purpose and that it was critical that a science lab was available for use at the start of 2017.
- Brief for the Energy Centre is being prepared – raised the question of the siting of the Energy

Centre

- No date has been set for the removal of the Caddick block.
- Seems the Music block will be demolished at the same time – have to find somewhere for the Music Department to go.
- Police Vetting regarding contractors' staff – the Ministry have advised it is going to be the school's responsibility
- Ownership of the Big Room block – 60/40 owned by CBHS and MoE and 5% of the Main Block is owned by the school. Hope to gift the 5% of the Main Block the school owns to the MoE.

ACTIONS:

1. Discuss with the Old Boys' Assn. the intention to gift the 5% of the Main Block so they understand
2. After discussing with the Old Boys' Assn. the Chairperson to write to the Ministry of Education to seek clarification from them re gifting the 5% - the donor was Wilson.
3. Require clarification from the Ministry of Education regarding the 60/40 ownership of the Big Room.

Correspondence from PTA re Kitchen Facilities for the Hall

- The Headmaster advised he has discussed this with representatives of the PTA. There are kitchens in very close proximity to the Hall.
- Walking around with PTA members the only place suitable would be the Old Boys' Quad in the corner where the lift is.
- The Headmaster has undertaken to discuss with Carmel at a high level to see if it is feasible to put a kitchen in the Quad area. This would also mean additional square metres that the Ministry of Education would not fund.
- Think we will have to look at this in the overall planning once the architects are engaged.
- Could also discuss when the main contractors are engaged.

Headmaster to report on visit to CDHB Prototyping Facilities

- The Headmaster took some of the staff to look at the Design Lab.
- Roger Dennis discussed the design process
- Worthwhile visit – getting HOD's to start some design thinking
- David Hobern is open to us working on a design concept for classrooms
- We have Hayball Architects from Melbourne re design brief underway
- On Tuesday 30 August, Mark Osborne from Core Education will be at school and will work with some groups of HOD's and teachers to start thinking about what future learning might look like. Mark will also deliver a keynote presentation in the evening at 5.30pm at Adams House. BOT members invited to attend – (The following said they would attend: J Osborne, M Walls, L Watson).

J Block Feasibility Study

TBIG are going to submit a proposal to refurbish the Big Room – this will be available next month. The proposal will be a refurbishment at an estimated cost of \$250,000.

Motion: Moved Headmaster Seconded H Dacre

That the Board approve the engagement of TBIG to conduct a feasibility study for retaining J Block – maximum cost to be \$4,200. **Carried**

Bollard as part of the new Cycleway blocking use of the driveway to Deans Buildings.

- The Headmaster has been dealing with the Council and if this is moved they will have to re-design the cycleway.
- Have contacted Gerry Brownlee MP regarding this.
- Want trucks to come down this driveway when construction starts
- It was a Board of Trustees' stipulation that we would approve the cycleway as long as we could use the driveway.

2.2. Review of Strategic Plan and Annual Plan

ACTION: Board request the Headmaster to survey Staff/Students/Community regarding Strategic Plan/Annual Plan and report back to the next BOT meeting

2.3 Review of Student Targets – report by Jarred Williams – had been circulated with the Board papers.

The Headmaster discussed the following:

- Noted the improvements shown in 2016 – there has been a gradual improvement in the tracking data since the July analysis
- Maori estimates are well in advance of previous years at a similar stage which is pleasing
- The current concern is still Yr. 13 – 23% have achieved less than 65% of standards attempted.
- Interviews are ongoing and home contacts occur if there is a genuine concern.
- Action plans are in place for our most “at risk”
- Some students are on an Academic Report Card. The card outlines academic goals, credits required and is used by students and student mentors to communicate with parents and teachers.
- A letter has been sent home to all Yr. 9 parents of students with low levels of literacy and numeracy identified through MidYIS data.
- All students at Level 2 and 3 yet to complete Literacy and Numeracy have been identified.
- We now have actions for those boys who are not identifying their potential
- This report will be available monthly

2.4 Returning Officer for Student Trustee Annual Elections

Motion: Moved Chairperson Seconded M Medlicott

That Steve Fraser be appointed Returning Officer for the 2016 Student Elections, election day 16 September.

Carried

2.5 School Zone Meeting – held on 22 August where the MoE presented information on the restructuring of Enrolment Zones in Christchurch

The Headmaster tabled the PowerPoint presentation given at the above meeting and spoke to the various slides.

The Ministry of Education have provided a questionnaire re Greater Christchurch Secondary School Enrolment Review Feedback – to be completed. They expect to hear back from secondary schools in late September as to whether a review should be undertaken. In the meantime there is no change for students attending secondary schools for next year's enrolments.

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 School Roll as at 9/8/16

Yr. 9	274
Yr. 10	288
Yr. 11	301
Yr. 12	291
Yr. 13	<u>236</u>
	1390

Fee payers	60
Maori	146
Pasifika	27
Asian	87

3.2 Student Stand downs – this year to date noted.

3.3 Board Goals for 2016 – Progress to date noted

3.4 RAMS for the Australian Cricket Tour

Motion: Moved Headmaster Seconded P Nicholls

That the Board of Trustees approve the RAMS for the Australian Cricket Tour

Carried

3.5 Request to Te Kura Trust

Motion: Moved Headmaster Seconded R Franks

That the Board of Trustees ratify the Headmaster's request for \$191,532 from the Te Kura Trust for the Deans building. **Carried**

3.6. Health & Safety Report

The following noted:

Noted the reasonably serious incident in the workshop on 10 August. Two actions to come out of this are: Key-less chucks will be fitted to drills and one-person exclusion zones will be taped on the floor to prevent 2 students entering the same area. Changes have been made and a consultant is coming in to review the workshop area.

Report from Tom Matthews (Guidance) on Suicide Risk and prevention statistics at CBHS. The Headmaster has asked Tom Matthews to keep the Board on work regarding boys he is talking to. The Hazard Register is in Sites

3.7 Physical Education Department Review 2016 – noted

The Board commented that it was pleasing to see co-operation on literacy with the English Department.

3.8 Report on Science Review Follow-Up – noted

Motion: Moved: Headmaster Seconded M Medlicott

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 17 August 2016 had been circulated and taken as read. The following was noted:

4.1 Student Accounts and Accounts Receivable

The Chairperson is to write to families reminding them of outstanding fees.

4.2 Provision for Depreciation to be set for Adams House in the future

Motion: Moved Headmaster Seconded M Walls

That the Board appoint a committee comprising of P Nicholls, M Medlicott, M Walls, Headmaster, M Kettles and R Taylor to report back to the Board on the future provision of a building replacement fund.

Carried

ACTION: Recommendation regarding the above to come to the October BOT meeting

4.3 Capital Expenditure

Motion: Moved M Medlicott Seconded M Walls

That the following overspend of \$20,000 made up as follows be approved:

1. \$3,000 to replace the existing trailer
2. \$8,500 to purchase movable fencing for the bike stands and other areas as required around the school during the rebuild programme.
3. \$4,000 to install a heap pump in the science staff workroom
4. The purchase of an additional school van only if fully funded by donations from the PTA / Workday.

Carried

Motion: Moved P Nicholls Seconded M Medlicott

That the Resources meeting report be received.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Committee meeting held on 17 August 2016 had been circulated and taken as read. The following was noted:

- The changing of the Computer Room to a modern learning environment for the advent of 100% BYOD in 2017 – Funds of \$12,800 from Adams House Parents Association have been provided for the development.
- Centenary 2017 - 20 & 21 October – 150 have registered to date

Motion: Moved M Walls Seconded P Nicholls

That the Adams House minutes and report be received.

Carried

6. AUDIT COMMITTEE– nil

7. HEALTH & SAFETY – covered in the Headmaster's report

8. GENERAL BUSINESS

8.1. Correspondence

Inwards:

PPTA/NZEI – Paid Union Meeting – Wednesday 7 September 1.30pm-3.30pm – The school will be closed for that afternoon. Staff will be available to supervise any students that remain at school.

D Nicholls – formal notice that Bell, Lamb & Trotter are re-applying to operate a satellite funeral home at 1 Rochdale St.

PTA – concerns re no kitchen facilities in the new Hall

NZSTA Canterbury Executive Elections 2016

Nathan Mehrtens – Only 9 teaching spaces for Science/Maths

Education Review Office – feedback provided re-trial School Evaluation indicators – noted these have been adopted in the Governance Manual.

Sonny Sun – Personnel Changes – CBHS Redevelopment Project

N Cooper (Greenstone) re Delivery of Prefabricated Classrooms

David Hobern, Ministry of Education re frustration with regards to the delivery of the relocatable teaching spaces on to the tennis courts.

Outwards:

David Hobern, Project Manager, MoE / Nigel Cooper, Greenstone, re delivery of Prefabricated Classrooms to Tennis Courts

Motion: Moved Chairperson

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

Carried

8.2 Associations:

Reports given from Board member who attended the PTA and HSOB meetings.

PTA – J Osborne to attend the 6 September meeting

HSOB – J Osborne to attend the 5 September meeting

TE KURA – meeting next week

WHANAU GROUP – Headmaster to find out date for next meeting

ACTION: Headmaster to find out date for next Whanau meeting
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8.3 Community Request – Board to discuss Bell, Lamb & Trotter's application and community response. Noted the Board has previously opposed the operation of a Funeral Home close to its boundaries.

Motion: Moved Chairperson Seconded P Nicholls

That the Board maintains its position as previously discussed that it does not support the application from Bell, Lamb & Trotter on the grounds of student safety, and parking congestion.
Carried

8.4 Congratulations to the CBHS Rugby 1st XV and the Kapahaka Group

The Headmaster to pass on to the above the Board's congratulations and best wishes. – Signage outside the school to also be updated to recognise recent cultural success

D Caldwell left the meeting at 8.05pm

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 / Confidential Board 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 14 September 2016 at 4.15pm – at Adams House
- Resources - Wednesday 14 September 2016 at 5.30pm – in the Headmaster's Study
- Board of Trustees – Tuesday 20 September 2016 at 5.30pm in the Cricket Club Rooms

Meeting closed at 9.10pm.

APPROVED.....20 September 2016
CHAIRPERSON