



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 25 OCTOBER 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, Ms L Brown, Ms L Watson,
Mr D Caldwell, Mr J Harris

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 meeting held on 20 September 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 –** Headmaster re CWCSP Assn. Melbourne trip

2. STRATEGIC TOPICS

2.0 Property Rebuild

Master Planning Update

- Hall Construction Timeline – Hall will not now be completed until 18 August 2017 which is not satisfactory. Reasons for the delay were discussed and Greenstone are working with Southbase to identify the reasons for the delay. These include finding asbestos, issues with consents and contractor. A meeting to be held this coming Friday with the MoE to discuss our frustrations regarding this.
- Energy Centre – a number of options have been considered. The proposed Energy Centre was highly visible and unsightly and Greenstone have developed a new option which they presented. They propose no energy centre and replace this with a “tower” structure which would be attached to the back of the hall and will eventually be incorporated into the Caddick Block. The tower would include an internal stairway which could potentially provide access to the back of the stage and roof.
- Coming up with a brief for classroom design is ongoing.
- If the Main block goes over budget the MoE have advised they will top up their contribution.

P Nicholls joined the meeting at 5.45pm

- D Hobern (MoE) has advised if we want more decanting space will look at more classrooms on the Memorial Ground.
- S7 is to be moved on to the tennis courts at Show weekend.
- Big Room Ownership – letter has been received from MoE advising they have completed their action and the BOT can expect a letter confirming this shortly.

Project Steering Group Report

M Walls reported on the minutes of the meeting held on 18 October 2016. The following was noted:

ACTION: Headmaster to send Project Steering Group minutes of 18 October to the BOT

- Letter from MOE regarding the upgrade of the main block is on hold pending further work on the budget. This should be finalised by the next meeting in November.
- J Block - Headmaster is looking into the possibilities of having the building listed.
- Health & Safety induction – this is scheduled for the next site meeting on 25 October. It was agreed that an induction briefing for the BOT/Steering Group will be held on 25 October at 4.45pm
- Design Working Group Update – Carmel Wade updated the meeting on progress with the design planning and provided a summary which set out the key activities, compliance matters and risk items. The fixed seating design has now been agreed.
- Hall Canopy Design – It was moved and agreed Jasmax will continue to develop and cost Option 3 of the proposed Canopy Design, and prepare a package for presentation to the November Board meeting.
- A scope and costing for Heritage restoration of hall items is to be prepared and include an assessment of the current budget and whether this will adequately meet the requirements.
- A Fixture, Fittings and Equipment list is being developed. The Fixture & Equipment allowance is currently being calculated for the school and the amount should be available in the next week.
- The interior Design Package has not yet been lodged and concern was expressed about this delay.
- Commerce Block Foundations – CERES have left foundations in the ground but this will not impact on the hall. Work has commenced on a possible variation with Southbase to remove.
- Caddick Block – measurements indicate that the hall is closer to the Caddick block than anticipated. Not a significant issue.
- 3 Additional relocatable classrooms will be moved on site from Avondale School. MoE have confirmed that they will meet the cost.
- Cultural Narrative – the Chairperson and Headmaster have met with the Rununga and they will be coming back with a naming strategy for the hall area. There is now the possibility that the Rununga can be involved in the design on the glass of the hall canopy.

MOTION: MOVED M Walls Seconded L Brown

That the Steering Group Report be received.

Carried

2.1 Annual Plan and Strategic Plan Reporting

The Headmaster presented a written review of the Strategic Plan Priorities and spoke to them.

Priority One : Developing the CBHS Curriculum

Priority Two : Tracking and Responding to Student Progress and Achievement

Priority Three : Enhancing CBHS' Excellent Teaching Practice

Priority Four : Planning for our future (Excellence in Infrastructure)

Priority Five : Strengthening Community

ACTION: Headmaster to bring a draft of the Annual Plan to the November BOT meeting

2.2 Staff Anonymous Survey – The 5 Sections of the Survey and the “Next Steps” were noted and discussed.

The results have gone to staff.

2.3 Report to the Board on the Quality of Teaching at CBHS

Conclusions:

- The quality of teaching is determined by the quality of the relationships and this is the result of an underlying attitude rather than surface techniques. The below four points provide a concise summary of effective practice.
- Treating students as individuals

- Providing feedback
- Having a positive discourse
- Taking an agentic approach (i.e. being a problem solver and looking for solutions). This is instead of a teacher deficit thinking and taking the approach that they can't make a difference).

Recommendations:

1. Increased and mandatory use of the student voice surveys in appraisal connector
2. Appraisal to focus on evidence of the points above.

2.4 Student Tracking 2016

Noted there have been some improvements from previous years and there will be improvements in endorsements this year. The improvements this year are as a result of a focus on learning, rather than a better cohort.

2.5 Review of Insurance – to confirm the Board is suitably covered for any liability

ACTION: Headmaster to report back at the November BOT meeting
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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 11/10/16

Yr. 9	272
Yr. 10	284
Yr. 11	295
Yr. 12	286
Yr. 13	<u>232</u>
	1369

FeePAYERS	44
Maori	148
Pasifika	26
Asian	90

3.2 Student Stand downs / Suspension – this year to date noted.

3.3 Board Goals for 2016 – Progress to date noted.

3.4 Update on Enrolment Schemes

A summary of progress from Neil Wilkinson (Executive Assistant, CWCSA) dated 10/10/16 was circulated. It has been agreed to undertake a review and membership of the review team is being progressed.

3.5 Strategic Attachments to the Headmaster's Report

1. Update on enrolment schemes (Email to Principals and BOT Chairs)
2. Report on Staff Survey
3. Report on Strategic Plan
4. Report on Quality of Teaching

3.6 Critical Attachments

1. Proposal for the Headmaster to travel to Melbourne
2. Chinese Study Tour Proposal
3. Health and Safety Report (in Sites)

3.7 Attachments for Board Information (in Sites)

1. eLearning Steering Group Report
2. Letter to staff 26/9/16
3. Junior report and curriculum framework (SOLO) report
4. Hall site access plan
5. MOE Attendance report for CBHS Term 2 2016

3.8 Recommendations

Motion: Moved Headmaster Seconded L Watson

That the Board of Trustees seek justification from the Ministry of Education for their policy not to cool classrooms.

Carried

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees approve the Headmaster travelling to Melbourne as part of the Christchurch Principals' group.

**Carried
(Headmaster abstained)**

Motion: Moved Headmaster Seconded P Nicholls

That the Board of Trustees give approval for planning for the Chinese Study Tour. Final approval will be dependent on a finalised budget being submitted 3 months prior to departure and RAMS 2 months prior to departure.

Carried

ACTION: Headmaster to thank Huili Feng (Head of Chinese) for her report and presentation

Motion: Moved Headmaster Seconded D Caldwell

That the Board of Trustees ratify the Headmaster's letter to the District Licencing Committee regarding the proposed bottle store in Riccarton.

Carried

Archibald Sponsorship

Motion: Moved Headmaster Seconded J Harris

That the Board of Trustees ratify the sponsorship Agreement between Archibalds and Christchurch Boys' High School for the term of this current cricket season.

Carried

David Andreas has donated funds for the provision of Physics in the School.

Motion: Moved Headmaster Seconded L Brown

That the Board approve Nathan Mehrrens and Anthony Cox travelling to Melbourne to visit the Victorian Space Centre for professional development.

Carried

Motion: Moved: Headmaster Seconded H Dacre

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 19 October 2016 had been circulated and taken as read. The following was noted:

4.1 The consolidated forecast full year surplus inclusive of Adams House and other anticipated donations is:

2016 Forecast CBHS Surplus	\$366,760
2016 Forecast Adams House Surplus	\$48,350
Trembath Donation (IT Capex)	\$80,000
Te Kura Donation (Deans Restoration)	<u>\$180,000</u>
Surplus excluding Shrine Income	\$675,110

4.2 School Donation for 2017

Motion: Moved Headmaster Seconded M Medicott

That the School Donation for 2017 be \$630.00.

Carried

4.3 Draft Budget for 2017

The Resources Committee were happy with the general direction of the Draft Budget for 2017 as presented and are looking to come up with a final budget for 2017 with a close to zero balance.

4.4. Purchase of Text Books

Motion: Moved Headmaster Seconded M Medicott

That approval is given to purchase text books up to \$27,000

Carried

4.5. Big Room Refurbishment

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees approve expenditure of \$250,000 refurbishing the Big Room and enhancing it as a place for Senior Study pending additional information to be tabled at the October Board meeting.

Carried

4.6 Rubbish Contract

Motion: Moved Headmaster Seconded P Nicholls

That the Board of Trustees Approve the contract presented by Waste Management pending a comparison from Envirowaste which was tabled at the Board meeting.

Carried

Motion: Moved P Nicholls Seconded D Caldwell

That the Resources meeting report and minutes be received.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The Adams House Committee have not met this month. The following was noted:

HRS has been asked for a price for Stage II of the Adams House building project. They have quoted \$90,000 which is more than 16% above the original price they quoted. We are working on getting this price down and will come back with a recommendation to the November Board meeting.

6. AUDIT COMMITTEE – No report

7. HEALTH & SAFETY – nothing to report

(Noted Graham Stoop – CEO Education Council, is meeting with the Board at 4pm on Tuesday 22 November to discuss identifying possible teacher misconduct based on research undertaken. CGHS and Senior Staff invited to attend.)

8. GENERAL BUSINESS

8.1. Correspondence

Inwards:

22/9/16 – Anthony Cox (current member of the Science Dept.) re grave concerns about how the National Governments Global Funding proposal to fund schools in future.

ACTION:

Chairperson to respond to Anthony Cox that the Board has decided to investigate further the advantages and disadvantages to CBHS and will respond to the proposal when it is released.

Headmaster – to research the above for the Board

23/9/16 - David Hobern (MOE) – re Big Room block partially owned by the Ministry and the Board.

30/9/16 Office of Auditor General – re requesting payments in connection with out-of-zone places.

10/10/16 David Hobern (MOE) re change of ownership CBHS Main Block

10/10/16 David Hobern (MOE) advising will process the change of ownership of the Main Block and advise when it is complete.

Outwards:

28/9/16 David Hobern (MOE) re gifting the Board's 5% ownership Main Block

29/9/16 – M Lay, Chair, CGHS – re support of the CGHS Proposed Enrolment Zone enlargement.

Motion: Moved Chairperson

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

Carried

8.2 Associations:

PTA –

- Keen to share parent information
- Discussed functions when students are in attendance and alcohol is available

HSOB –

- Trying to collect subs.
- Suggested Membership drive is a way to generate funds.
- J Osborne and J Harris to attend their next meeting (7/11/16) At 7:30pm

TE KURA

- Next meeting in December

WHANAU GROUP – Nil.

8.3 Board End of Year Function – Wednesday 14 December 2016

- Draft invitation list tabled.

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 16 November 2016 at 4.15pm

Resources - Wednesday 16 November 2016 at 5.30pm in TK6

Board of Trustees

November – Tuesday 22 November 2016 at 5.30pm in the Cricket Club Rooms

December - Wednesday 14 December 2016 at 5.30pm-6.30pm at Adams House