



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF MEETING OF THE
BOARD OF TRUSTEES
HELD AT 5.30PM ON
TUESDAY 22 NOVEMBER 2016
IN THE CRICKET CLUB ROOMS AT THE SCHOOL

PRESENT Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr M Walls,
Mr H Dacre, Mr M Medlicott, Ms L Brown, Ms L Watson,
Mr D Caldwell, Mr J Harris

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 Apologies: Mr P Nicholls, Mr R Franks, Mr S Fraser

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 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. The following noted:

Review of Insurance – discuss tonight

Draft Annual Plan – tabled tonight

Adams House – QS has been engaged. Master Plan has been received and a breakdown of fees and construction costs.

J Block – cannot be listed for 5 years because of the freeze on the District Plan so on a holding pattern. Whanau would like us to continue discussions with MoE regarding this.

Headmaster has thanked Huili Feng for her report re China Trip.

Chairperson has responded to Anthony Cox re National Government Global Funding proposal. and the Headmaster has researched this funding.

1.4 Conflicts of Interest – nil

2. STRATEGIC TOPICS

2.0 Master Planning update

- This is not complete.

2.1 Steering Group Report – Report from M Walls

The minutes of the meeting held 15 November 2016 had been circulated to the Board and the following was noted:

Hall Canopy – copy of details had been circulated to the Board prior to tonight’s meeting.

Motion: Moved M Walls Seconded D Caldwell

That the Board approve the design and estimated cost to the value of \$250,000 as presented.

Carried

Quote to Repair the Chairs on the Stage - \$30,000

ACTION: Headmaster to undertake more research and come back with a recommendation

Furniture, Fixtures & Equipment

- Have now instructed Greenstone to start the process. There will be some fees for CBHS to pay regarding this. Jasmex have agreed to waive some fees on the windows.

Hall Programme

- Headmaster explained the situation regarding the delays
- Have advised we would like in writing an explanation. Jerome Shepherd is available to visit us on 2 December. Will advise BOT members when time for the meeting is known,

S7 Classroom

- This room has been removed to the tennis courts. Engineers have reviewed the building following the recent earthquake. It has been fenced but fences will be made more secure, the building secured to the ground and signage prohibiting entry added to the fence.

Energy Centre

- Greenstone have further developed the proposed design of the "energy tower" and have estimated a net cost of approximately \$500k. There was a discussion about the impact of the proposal on the future Caddick Block design and the need for architectural input before a final decision can be made.

Cabling Plan

- It looks as though cabling is satisfactory

2.2 Approve Forced Air System for School first phase

ACTION: Carried Forward to next meeting

2.3 Tracking Expenditure to Date for Rebuild

Are including decanting in this calculation so we have a very clear expectation of what will be expected. We now have this and Craig is checking the figures.

ACTION: Headmaster to circulate a summary to the Board prior to 2nd December meeting with MOE

2.4 J Block Salvage Progress

This block will come down if we get any funding from the MOE and then a decision will be made as to the best place to spend it. J Block may be a good use. The land may need to be strengthened. To build like for like would cost \$2M.

2.5 Three Year Plan Outcomes progress

- The Headmaster has reported on this in the Strategic Plan

2.6 Annual Plan Draft 2017 – had been circulated

- Noted at this stage it is presented as a "Work in Progress"
- Aim is once we have received NCEA results will bring back to the BOT in December
- The 5 Strategic Priorities were noted

2.7 Insurance Review – requested from AON had been circulated to the Board

The following was noted:

- Our cover has improved
- Cover for Cyber Risk to be investigated
- Also should look at overall Travel Insurance for the school instead of arranging individual cover we would just levy the students.

ACTION: Headmaster to review Cyber Cover / Travel Insurance and Business Interruption

2.8 2017 Budget Approval

- The Headmaster spoke to the draft budget
- Adams House budget is not yet finalised but have set the boarding fee for 2017

Motion: Moved Headmaster Seconded D Caldwell

That the 2017 Budget be approved.

Carried

2.9 Provision for Adams House Replacement Fund

- QS has been engaged
- The Board sub-committee has recommended an interim figure of \$100,000 to provide for the replacement/provision for maintenance for Adams House in the 2017 budget.
- We have increased fees by \$40,000
- Work we may ask BDO to undertake re Hostel maintenance
- There is a waiting list to get into the hostel.

2.10 Secondary Enrolment Zone Review

Email from M Doyle MOE dated 8 November had been circulated

KPMG have been engaged to undertake this review.

They will be meeting with the Chairperson and Headmaster in early December – this will be to go over the initial responses to the review that were sent in by schools previously.

2.11 International Student Report

The report from Carl Everett, International Director, had been circulated.

Motion: Moved Headmaster Seconded D Caldwell

That the International Marketing Plan for 2017 be approved.

Carried

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 November 2016

Yr. 9	273
Yr. 10	285
Yr. 11	294
Yr. 12	283
Yr. 13	<u>232</u>
	1367

FeePAYERS	43
Maori	146
Pasifika	26
Asian	90

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

3.3 Report on Staffing

- The Headmaster reported that recruitment processes comply with both the Vulnerable Children's Act and the Equal Employment Opportunities Act. The NZSTA Job Ward website is our application point for vacancies enables this compliance.
- Provisionally Registered Teachers do undertake a programme of Advice and Guidance that is supervised by our Specialist Classroom Teacher.
- Teachers moving up an increment on the pay scale are attested by their appraiser and documentation is placed on file to enable the Headmaster to sign off their progression. Novopay are not always quick to action the increment.

3.4 Education Funding System Review

Motion: Moved Headmaster Seconded L Watson

That the Board of Trustees's position on the proposed funding changes are:

- 1. The Board expresses its concerns that the proposed changes are geared towards a uniformity of public education while at the same time promoting private education.*
- 2. The Board expresses its concerns that the funding changes eschew a holistic view of education and that their narrow academic (rote learning) achievement focus ignores developments in neuro science and also the understanding of human nuances that will be required in the future work place.*
- 3. The Board notes that there is no signal of an increase to educational funding while at the same time there has been an announcement of significant investment in prisons.*
- 4. The Board notes that while the notion of flexibility is a positive thing, that it will be undermined by narrow accountability measures. It is concerned that a major change in educational direction cannot succeed without resourcing and point to the poor implementation of NCEA, the introduction of Novopay and the move to ILE without addressing property formulas as recent examples poorly resourced and planned changes.*
- 5. The Board reflecting on its recent experiences cites concerns with regards to the MOE managing property*
- 6. The Board also states its concerns about a directional move to reduce the self governing nature of schools.*

Carried

ACTION: Headmaster will share the Recommendations with staff and summarise in the School Newsletter.

ACTION: Chairperson to respond to Anthony Cox

3.5 Report on Collaboration with Christchurch Girls' High School

The Headmaster reported:

- The relationship between CBHS and CGHS is strong – the Headmaster and Principal do communicate regularly offering each other support and advice and act as strategic sounding boards for each other.
- The Board of Trustee Chairs of both schools often play a part in these conversations.
- At a strategic level the schools have shown alignment with regard to the review of enrolment schemes and with the various and continued issues with the Christchurch Schools Rebuild. The schools are also party to an expression of interest to form a community of learners with Heaton Intermediate and its contributing primary schools.

Operational collaboration has included:

- Sharing invitations to professional development
- Media responses and advice
- Cyber safety seminars
- Collaboration around 2017 calendar
- Sharing of facilities eg. CGHS Turf, Kidson House

Subject collaboration

- Once timetables are settled at C BHS and CGHS there will be some opportunities available for students to study other subjects at either school. Because timetables do not align, this will not be an ideal situation, however, this will allow students at CBHS an opportunity to do Fashion Design Technology, Drama, Art History and for CGHS students to study Agribusiness and Hard Materials Technology.

Future collaboration

- Liaison with Runanga
- International Marketing

Attachments for Board Information (in Sites)

1. 10A Report
2. eLearning Report
3. Letter from Deloitte re responsibility for fraud
4. Report on Learning Spaces Conference (Jarred Williams)
5. Engineer's Report – Deans Buildings post 14/11/16 Earthquake
6. Engineer's Report – School Campus post 14/11/16 Earthquake

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 16 November 2016 had been circulated and taken as read. The following was noted:

4.1 The consolidated forecast full year surplus inclusive of Adams House is:

2016 Forecast CBHS Surplus	\$507,915
2016 Forecast Adams House Surplus	<u>\$36,792</u>
Surplus	\$544,707

4.2. 2017 Budget

Motion: Moved M Medicott Seconded M Walls

That the Board approve the Operating Budget for 2017 showing a deficit of (\$346) **Carried**

4.3. No. 1 Cricket Block Big Room Refurbishment

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees approve the extension to the No. 1 Cricket Block pending the full funding being received from NZ Community Trust. **Carried**

4.4 Adams House Stage 2 Redevelopment

Motion: Moved Headmaster Seconded L Brown

That the Board of Trustees ratify the decision made by the Board by email as follows:

That the Board approve the continuation of the Adams House Redevelopment (Stage II) noting that the total budget has not increased from \$1,533,054, however, the HRS cost has increased by \$42,494.

Carried

4.5 Cobblestones

The Christchurch City Council have advised that these should be included in the school's funding application to them.

Motion: Moved Headmaster Seconded L Brown

That the Resources meeting report and minutes be received.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Committee meeting held on 16 November 2016 had been circulated. The following was noted:

5.1 Hostel Fees 2017

Motion: Moved M Walls Seconded M Medicott

That the Hostel Fee for 2017 be \$15,300 (a 2.7% increase).

Carried

(The conflict of interest was discussed regarding M Walls but the Board were satisfied that there was not a conflict.)

5.2 Hostel Manager to investigate the cost of a Satellite Phone for notification purposes

Motion: Moved M Walls Seconded D Caldwell

That the Adams House Hostel Minutes be received.

Carried

6. AUDIT COMMITTEE – No report

7. HEALTH & SAFETY – report included in Resources Committee minutes

8. GENERAL BUSINESS

8.1. Correspondence

Inwards:

28/10/16 Ministry of Education – Teaching and Learning International Survey

28/10/16 Deloitte – Annual Audit 31 December 2016

7/11/16 Simpson Grierson – Submission 3235 Proposed Christchurch Replacement District Plan acting for the Christchurch City Council – Board agreed no action required

14/11/16 C Dunnett report regarding CBHS Buildings after recent weargthquake

8/11/16 Simpson Grierson – Submission 3235 – no action required

Outwards:

5/11/16 Anthony Cox, Science Department re Global Funding Proposal

Motion: Moved Chairperson

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

Carried

8.2 Associations:

PTA –

- Planning the Leavers' Dinner in the Big Room

HSOB –

- Looking at updating the database of the Old **Boys'**.
- Trevor McIntyre's Portrait (previous Headmaster) to be framed.
- Discussed not having a subscription to belong to the Old Boys'

TE KURA

- Next meeting early December. School will put in a request for funds from Te Kura for specific items

WHANAU GROUP – Nil.

8.3 Proposed Board Meeting Timetable for 2017 circulated and provisionally adopted.

8.4 End of Year Function for Board and Guests – Wednesday 14 December 2016

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 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 22 February 2017 at 4.15pm

Resources - Wednesday 22 February 2017 at 5.30pm in the Headmaster's Study

Board of Trustees

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

Meeting closed at 8.35pm.

APPROVED.....14 December 2016

CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 22 NOVEMBER 2016</p>
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Headmaster	<i>Review of Cyber Cover, Travel Insurance And Business Interruption insurance</i>	<i>November</i>	<i>December</i>
Headmaster	<i>Draft Annual Plan</i>	<i>October</i>	<i>update December approval February</i>
Headmaster	<i>Master Planning – prepare breakdown of all expenditure to date. Headmaster has requested this from the MOE – to include wastage (C Morrison has agreed to include in his Steering report.</i>	<i>May Pg 2, Cl.2.1</i>	<i>On Going</i>
	<i>/</i>		
Headmaster	<i>To undertake more research re repair to the Chairs on the stage</i>	<i>November</i>	<i>December</i>
Chairperson	<i>To respond again to Anthony Cox re National Government Global Funding proposal</i>	<i>November</i>	<i>Asap r</i>