



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF MEETING OF THE BOARD OF TRUSTEES HELD AT 5.30PM ON WEDNESDAY 14 DECEMBER 2016 AT ADAMS HOUSE

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

**IN ATTENDANCE** Mrs A Johnston (Secretary), Mr S McLeod (Teacher at CBHS)

### 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 22 November 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 Cyber Cover, Travel Insurance and Business Interruption Insurance – c/fwd. January

Draft Annual Plan – discussed tonight – approval February

Master Planning - ongoing.

Headmaster to undertake more research re repairs to the Chairs on the stage – c/fwd. January

Chairperson has responded to Anthony Cox re National Government Global Funding proposal

1.4 **Conflicts of Interest – nil**

### 2. STRATEGIC TOPICS

#### 2.0 Property – Rebuild

- **Steering Group Report**

M Walls reported

At the meeting last night Greenstone presented a plan for the Energy Centre. Were advised we had to make a decision this side of Christmas as to the form of heating or otherwise the hall would be opened without heating and the rest of the Main Block.

Andrew Haigh's email was read to the meeting.

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Board delegate to the sponsors to make a decision on the heating of the hall and the main block for the next 2 years.* **Carried**

The following was noted:

Need to clarify whether the hall has its own independent heating

Not sure of the quality of information available regarding this issue.

- **J Block Salvage Progress – nothing to report**

## 2.1 Draft Annual Plan – on hold

## 2.2 Report on School Open Hours

Noted the school has been open for the required number of half days – 360 days.  
on hold

## 2.3 Performance Review – Board Survey – on hold

### 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 2/12/16

Yr. 9	274
Yr. 10	285
Yr. 11	294
Yr. 12	283
Yr. 13	<u>232</u>
	1368

FeePAYERS	43
Maori	146
Pasifika	26
Asian	90

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

#### 3.3 Critical Attachments

Progress against Annual Plan 2016  
Draft Annual Plan 2017  
Student NCEA Progress (full spreadsheet in Sites)  
Letter Jerome Sheppard  
Summary of CBHS staff aspirations for learning spaces  
Adams House Budget (circulated by email)  
PTA contract with Kukri  
Adams House Capital Expenditure Request  
Extracurricular carry forwards

#### 3.4 Attachments for Board Information in Sites

Big Room Design Documents  
Headmaster's letter to staff dated 5 December 2016  
Background information on clothing contract process  
School Access Plan (Watts and Hughes for Deans Building s)  
Adams House redevelopment Gant Chart (The Headmaster can confirm that contract works insurance is in place for the Adams House redevelopment)  
eLearning Steering Group Report  
Review of expenditure CBHS CSR project

#### 3.5 Adams House Budget 2017 – the following was noted:

- The Budget is showing a Deficit of (\$23,705)
- This has been updated to incorporate the cyclical maintenance and capital upgrade costings as prepared by BDD Quantity Surveyors.
- The combined capital and maintenance costs over the next 50 year period have been estimated at \$5.35m in today's dollars (no inflation allowance). Has to be invested as future proof.
- There are detailed costings by block, by project for each 5 year period. As a rudimentary calculation, (with no allowance for inflation) this equates to \$107,000 per year.
- Planned expenditure in the initial 5 year period is minimal (\$180,700 in total) because of the significant expenditure in 2015 and 2016 on earthquake repairs and the current upgrade on the

Harakeke block.

- Planned expenditure on cyclical maintenance and capital upgrade in 2017 is only \$30,000
- The additional expenditure has been met predominantly by an increase in hostel fees. Fees have increased from \$14,900 to \$15,300 (inclusive of GST) equating to a revenue increase of \$48k. The 2017 budgeted expenditure is consistent with 2016 levels, with the exception of buildings R&M – the 2016 balance includes \$28k of insurance repairs in excess of the insurance proceeds allocation – this is one off expenditure in 2016.
- The capital cost of the second stage of the redevelopment will be funded by the school by way of internal borrowing. Interest is proposed to be charged at a rate equal to the weighted average interest rate on the schools remaining investments.
- The 2017 budget includes \$16,000 of internal interest expense.

**Motion: Moved Headmaster Seconded D Caldwell**

*That the Board accept the Adams House Budget for 2017.*

**Carried**

**ACTION:**

- *The Adams House Budget be included in the Governance Manual and be checked regularly.*
- *Hostel Ownership still has to be signed off by the Minister*

- **Cyclone Student Digital Device Equitable Access Proposal Document and Summary**

**Motion: Moved Headmaster Seconded H Dacre**

*That the Board approve the sharing of information, subject to the Privacy Act, and approve the Headmaster signing the Student Digital Device Equitable Access Partnership Proposal and remove the words "an assurance – Item 6 Page 4".*

**Carried**

#### **Recommendations to the Headmaster's Report**

**Motion: Moved Headmaster Seconded L Brown**

*That the Board approve Jo Pearson and Linda Pears attending the ISTE conference in San Antonio Texas in June 2017 (funded by Trembath Estate.*

**Carried**

(Noted they will miss 2 weeks of school so therefore there will be relief costs.)

**Motion: Moved Headmaster Seconded M Walls**

*That the Board of Trustees approve the unbudgeted Adams House Cap Ex for a Fortigate Firewall as presented pending assurances of future capacity from New Era.*

**Carried**

**That the Board of Trustees endorse the contract between Kukri and the CBHS PTA – carried forward**

**Motion: Moved Headmaster Seconded L Watson**

*That the Board of Trustees approve the carry forward request for rowing and rugby.*

**Carried**

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

*That the Headmaster's Report be accepted.*

**Carried**

4. **RESOURCES COMMITTEE- have not met**
5. **ADAMS HOUSE HOSTEL COMMITTEE – have not met**
6. **AUDIT COMMITTEE – No report**
7. **HEALTH & SAFETY – Nil**
8. **GENERAL BUSINESS**

## 8.1. Correspondence

### Inwards:

Inland Revenue – Commissioner's Statement – determining "Market Rental Value" of Employer Provided Accommodation

Canterbury Education Services (CES) Rebate to Shareholder Schools for the 2015 year – The rebate allocated to the 31 member schools was relevant to their spend with CES during that year. CBHS received a cheque for \$972.00.

David Hobern, Programme Manager, Christchurch Schools Rebuild Programme, Ministry of Education (13/12/16) re Main Block Remediation Works advising that if there are significant unforeseen issues or expenses that occur while redeveloping the main block the Ministry will fund any additional costs relating to these unforeseen issues over the budget allocated to the main block from outside the current CSR school budget.

### Motion: Moved Chairperson

*That the Inwards Correspondence be received.*

**Carried**

## 8.2 Associations: nil

## 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 - Tuesday 24 January 2017 at 5.30pm**

Meeting closed at 7.00pm.

APPROVED.....24 February 2017

**CHAIRPERSON**

<p><b>Christchurch Boys' High School</b> <b>ACTION POINTS</b> <b>From the meeting of the BOT held 14 DECEMBER 2016</b></p>
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<b>Headmaster</b>	<i>Review of Cyber Cover, Travel Insurance And Business Interruption insurance</i>	<i>November</i>	<i>January</i>
<b>Headmaster</b>	<i>Draft Annual Plan</i>	<i>October</i>	<i>update December  approval February</i>
<b>Headmaster</b>	<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>		
<b>Headmaster</b>	<i>To undertake more research re repair to the Chairs on the stage</i>	<i>November</i>	<i>January</i>