



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 24 JANUARY 2017
IN THE HEADMASTER'S STUDY

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

IN ATTENDANCE Mrs A Johnston (Secretary)

The Board acknowledged the death of Philip Hyde in London on the 26 December 2016. (Treasurer of the CBHS Old Boys' Assn.) The Board to extend their condolences to the Old Boys' Association and his family.

1. ADMINISTRATION MATTERS

1.1 **Apologies:** Mr P Nicholls, Ms L Watson, Mr J Harris

Motion: Moved Chairperson

That the above apologies be received.

Carried

The Secretary took the Chair and called for nominations for the Chairperson

1.2 **Election of Chairperson for the 2017 Year**

Motion: Moved M Medlicott Seconded L Brown

That J Osborne be nominated as the Chairperson of the Board of Trustees.

Carried

There were no further nominations and J Osborne took the Chair.

1.3 **Election of Deputy Chairperson** – held over until the February meeting

1.4 **Board Membership of the various sub committees** – held over until the February meeting.

1.5 **Succession Planning** – held over until the February meeting

1.6 **Confirmation of Previous Minutes**

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meeting held on 14 December 2016 having been circulated, be approved as a true and correct record.

Carried

1.7 **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 – to be discussed at the February Resources meeting and then referred to the February Board meeting.

Draft Annual Plan – to be discussed tonight

Master Planning - ongoing.

Headmaster to undertake more research re repairs to the Chairs on the stage – actioned

1.8 **Conflicts of Interest** – nil

2. STRATEGIC TOPICS

2.0 Annual Plan – Presentation of Initial NCEA Results

- The Board discussed the information that had been circulated and noted it will be presented to staff.
- The Headmaster said he was happy with the results and now intend to focus on individual boys to improve their results
- Endorsements have improved but below National Decile 10 level but still requires comparison boys decile group.
- There is to be more result comparisons available within the next few weeks
- The focus for the next couple of years will be building the links with the community
- Continuing to building School Profile/ Social Media and School Communications

2.1 Terms of Reference – tabled

Action: To be discussed at the next meeting when Board Committee Membership is discussed.

2.2 Delegations to the Headmaster

Motion: Moved Chairperson Seconded L Brown

That the Delegations to the Headmaster be approved as per Item 20 in the Governance Manual.

Carried

2.3 Delegations to Senior Management

Motion: Moved Chairperson Seconded D Caldwell

That the Board of Trustees confirm the delegation of Steve Fraser as Acting Headmaster in Nic Hill's absence. Craig Dunnett as Acting Head in the absence of Nic Hill and Steve Fraser and Jarred Williams as Acting Head in the absence of Nic Hill, Steve Fraser and Craig Dunnett. This delegation to remain in place until the Board confirm other arrangements if needed.

Carried

2.4 Board of Trustees Code of Conduct – tabled

Action: To be discussed at the February Board meeting

2.5 Personnel and Good Employer Obligations – Review of Policies

Have been reviewed and note there is an issue around Adams House Support Staff which will be addressed.

2.6 Property Rebuild

M Walls reported:

- We have exceeded budget because the hall has had to be excavated to a deeper level at a cost of \$30,000.
- Greenstone's work is going to plan
- Energy Centre

Motion: Moved M Walls Seconded D Caldwell

Ratifying Sponsors Decision

After an extensive review of heating options the sponsors endorse the recommendation for a centralised gas boiler system allowing for future flexibility, cooling and air movement. The sponsors have taken into account the existing infrastructure of the school. The sponsors also endorse the location for the energy centre on top of the tower at the rear of the Hall stage.

Carried 3-1

(Noted H Dacre supports the motion except for the fuel source)

The sponsors also noted for the Board's consideration the importance of sustainability in the future design of the school and the possibility to partner with UC in exploring renewable energy sources.

- Big Room Project

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees approve the Headmaster continuing with the Big Room project and spending:

- \$250,000 of BOT funds of this project as well as an additional*
- \$150,000 from the Ministry of Education that will come from outside of the CBHS CSR budget (the school will invoice the Ministry of Education for this amount.*
- \$44,000 of CBHS CSR funds (for the roof – the school will invoice the Ministry of Education for*

this amount.

Carried

- **Deans Buildings**

The Headmaster advised there is asbestos in the two storied building
We have come to a decision regarding the cobblestones – and this can be achieved within budget.
Some will be covered and one room will contain a windowed floor to display them.

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 Critical Attachments

Draft Annual Plan
Report on meeting with KPMG (school zones)
Summary of CBHS staff aspirations for learning spaces (also appeared in December report)
Contract with Kukri Sportswear
Fundraising Feasibility Report (circulated separately by email)
Report on Big Room project
1st XV jersey

3.2 Attachments for Board Information in Sites

Deans Farm Buildings December 2016 PCG Report
Heritage New Zealand Correction to list Entry Christchurch Boys' High School (Main Block)
November 2016 Accounts
Report on personnel and good employer obligations
2016 NZQA Moderation Report – Report from school on areas of concern to BOT February

3.3 To Report:

1. The school has submitted its COP Attestation to NZQA (for the pastoral care of International Students (30 November 2016). This has been reviewed by NZQA and they have confirmed by email (12 December 2016) that no further action is required.
2. The Headmaster can report that the school is meeting its obligations under the personnel policy with the following exceptions.
 - a) Not all appointments have been ratified by the Board of Trustees (some Adams House domestic staff appointments have been missed)

Recommendations in the Headmaster's Report

Motion: Moved Headmaster Seconded M Walls

That the Board of Trustees write to the Minister of Education expressing our concern in the Ministry of Education's limitations of KPMG's scope.

Carried

Action: The Headmaster to circulate the letter to the BOT before sending it

Motion: Moved Headmaster Seconded D Caldwell

That the Board approve the contract with Kukri Sportswear.

Carried

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees approve the sponsorship of the 1st XV jersey by Lonestar and Vision Systems.

Carried

Capital Budget

This will be discussed at the February Resources meeting and then forwarded to the February Board meeting for approval

Action: Capital Budget to be approved at the February BOT meeting

If there is a Capital item required to be purchased prior to the February BOT meeting the following was approved:

Motion: Moved Headmaster Seconded M Medicott

That the Headmaster be given permission to spend, if required. Up to \$10,000 on capital items.

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 – is being reported at the Property Steering Group meeting**

8. GENERAL BUSINESS

8.1. Correspondence

Inwards:

Rochdale Street Community – Funeral Home to be set up on the Cnr. Of 1 Rochdale Street. John Rhind want to set up a boutique service. The Chairperson has responded that the Board in the past have been supportive of their objections.

Jim Blair – vaccination is now available for boys at Yr. 8.

Action: Chairperson to ask Jim Blair for suggestions

Outwards: nil

Motion: Moved Chairperson
That the Inwards Correspondence be received.

Carried

8.2 Associations:

PTA – Next meeting 7 February and AGM 7 March

HSOB – Headmaster and J Harris to attend meeting on 13 February

Te Kura – nil

Whanau Group

- the school is to host the Mana Kori on 30 June

- Headmaster reported on the improvement of Maori Te Reo results at the school.

8.3 Fundraising Feasibility Study – was circulated and to be discussed at the February meeting

8.4 Board of Trustees Dinner – to be held on Friday 10 February 2017 at Dux Central

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 Ashgrove prefab

Board of Trustees - Tuesday 28 February 2017 at 5.30pm

Meeting closed at 7.55pm.

APPROVED.....28 February 2017

CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 24 JANUARY 2017</p>

Resources	<i>Review of Cyber Cover, Travel Insurance And Business Interruption insurance</i>	<i>November</i>	<i>February</i>
Headmaster	<i>Draft Annual Plan</i>	<i>October</i>	<i>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>
Board	<i>Election of Deputy Chair Board Membership of committees Succession Planning BOT Code of Conduct BOT Terms of Reference Capital Budget</i>	<i>January</i>	<i>February</i>
Headmaster	<i>To write to MOE expressing concern in the MOE limitations of the KPMG's scope</i>	<i>January</i>	<i>February</i>
Chairperson	<i>To ask Jim Blair for suggestions</i>	<i>January</i>	<i>February</i>