



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF MEETING OF THE
BOARD OF TRUSTEES
HELD AT 5.30PM ON
TUESDAY 28 MARCH 2017
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 Medicott, Ms L Brown, Ms L Watson,
Mr D Caldwell, Mr J Harris

IN ATTENDANCE Mrs A Johnston (Secretary), Mr G Mehrtens (Observer)

1. ADMINISTRATION MATTERS

1.1 Apology:: Mr P Nicholls

1.2 Confirmation of Previous Minutes

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meeting held on 28 February 2017, 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:

Cyber Cover Insurance - have investigated and been advised too expensive

1.4 Conflicts of Interest – nil

1.5 Election of Deputy Chair

ACTION: Carried Forward to the next Board meeting

2. STRATEGIC TOPICS

2.0 Terms of Reference for Committees (Sec. 19 Governance Manual)

Motion: Moved Chairperson Seconded M Medicott

That the Board confirms the Terms of Reference for the various committees:

Audit, Student Disciplinary, Resources, Adams House

Be adopted for the 2017 year. **Carried**

2.1 Board of Trustees' Code of Conduct Policy (Governance Manual)

Motion: Moved Chairperson Seconded D Caldwell

That the Code of Conduct Policy be adopted by all Board Members for the 2017 year.

Carried Unanimously by all Attendees

2.2 Student Achievement – Analysis of Variance

The Headmaster spoke to this. This information is to be sent with the Strategic Plan/Annual Plan for the year ended 31 December 2016

Action: Breakdown to be amended – Dashboard Page 38

Motion: Moved Headmaster Seconded L Watson

That the Board of Trustees approve the 2017 Charter (Strategic Plan, Annual Plan, Analysis of Variance with amendments as discussed at the meeting, Dashboard of key indicators. Carried

The following was received from Richard Webster – HOD Careers & Transition

- Response to Interim NCEA Results - January 2017
- NCEA Interim Results Review 2016 – Year 11 and Year 12 Students who “narrowly missed” NCEA L1 and L2
- 2017 Year 13 students at risk of not achieving UE

The Board extended their thanks to Richard Webster for his work in compiling this information.

2.3 Priority area to Review – Social Sciences

Motion: Moved Headmaster Seconded H Dacre

That the above report be received.

Carried

2.4 Audited Financial Statements for the Year ended 31 December 2016

The above accounts when available to be emailed out to Board members for them to respond to by electronic vote – (Noted all Board Members must respond to this email to pass the vote).

2.5 Compliance

2.5.1 Teacher Registration / Appraisal Report

The Headmaster advised:

All teachers are currently registered and four practicing certificates are currently being processed by the Education Council (one has taken since December). As well as a notification from the Education Council we notify staff when their registration is due. All teaching staff are appraised on a yearly basis.

2.5.2 Parents with Court Orders

The Headmaster advised:

The school has a process in place to monitor this. There is one student that we have been informed about and this is noted in a sensitive section in PC School..

2.5.3 Evacuation Report

A trial lockdown is planned and a message will be sent out prior to this happening that it is “only a trial”.

2.6 Health & Safety Report – Covered in the Resources Committee minutes

2.7 Property - Rebuild

2.7.1 Minutes of Project Steering Group Meeting held on 21 March 2017

M Walls spoke to the following:

FF & E List and pricing to be completed by the last week in April, ready for the Board to consider at their meeting on 2 May. (Version 1)

Ministry of Education will pay for Acoustic Curtains if required.

Caretaker's Shed

Motion: Moved M Walls Seconded Headmaster

That the Board approve the temporary location of the Caretaker's Shed (note actual map dated 21 March 2017 circulated to the Board.)

Carried

Landscaping – likely that it will be 2 years before landscaping is actioned.

2.7.2 MOE's Procurement Strategy

Motion: Moved Headmaster Seconded M Walls

That the Board of Trustees approves the MOE's procurement strategy for the Caddick and Caldwell Block to:

a) A direct negotiation with Southbase as Main Contractor

b) Add RDT Pacific to the Project Management Tender **Carried**

2.7.3 Motion: Moved Headmaster Seconded M Medicott

That Warren & Mahoney be removed from the list of architects invited to tender for the Caddick/Caldwell and be replaced with Fulton Ross. The list will now include Athfields, Jasmex, Stephenson & Turner and Fulton Ross.

Carried

2.7.4 Delegation to Steering Group

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees appoint the Headmaster, BOT Chair, Steering Group Chair and Staff Trustee as Sponsors of the Rebuild Project and for the Board to review this at the start of each year.

Carried

2.7.5 Delegation to a Quorum of three Sponsors of the CSR Rebuild Project

Motion: Moved Headmaster Seconded M Walls

That the Board of Trustees delegate to a quorum of three Sponsors of the CSR Rebuild Project decision making for the project with the exception of :

Design brief approval

Detailed design approval

Expenditure variation approval of over \$200,000

Three sponsors must support a decision for it to be implemented and if this does not occur it should be referred to the full Board. The sponsors may direct any other CSR property related decision to the full Board.

Carried

2.7.6 Deans Building Project – information is on Sites noted

2.7.7 Tracking Expenditure to Date for Rebuild – on going reporting

Motion: Moved Headmaster Seconded M Walls

That the Steering Group report be received.

Carried

3. HEADMASTER'S REPORT

The Headmaster's written report had been circulated prior to the meeting and taken as read. The following Attachments (in sites):

- eLearning March Steering Group Report
- SOLO report
- Summary of Deans Building Funding
- Summary of insurance proceeds allocation
- Report on Appraisal
- Report on Moderation
- Article from Student Executive
- Protocols for Overseas Tours
- CIRCLE ABSNZ Excellence in Boys' Education Project 2017-2019 (Headmaster drew the Board's attention to this)
- CBHS Fundraising Campaign Next Steps
- CBHS CSR Rebuild Costs to date spreadsheet

School Roll as at 17/3/17:

Total	1402
Fee payers	49
Maori	159
Pasifika	27
Asian	96

Funds from the Ivy Taylor Hardship Fund

Motion: Moved Headmaster Seconded L Watson

That the Board of Trustees support the Headmaster's request for funds from the Ivy Taylor Hardship Fund held within the Te Kura Trust. At the invitation of the Te Kura Trust the Headmaster is

requesting 100% of the 2016 income from this fund that being \$2,251.00 to pay for laptops for students that the Headmaster has deemed unsuitable for the Cyclone scheme. **Carried**

Repayment Scheme Adams House – Harakeke Development

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees approve the “revolving mortgage” loan repayment scheme from Adams House to CBHS for the Harakeke Development. **Carried**

Application for Tour to Australia

Motion: Moved Headmaster Seconded L Watson

That the Board of Trustees allow an application for a tour to Australia to be received at the next Board meeting i.e. failure to meet the nine-month application period (See overseas tour protocols in Sites). **Carried**

J Harris abstained

(Noted that this would be the 5th time this trip has taken place and the application is late due to the offer of financial support)

Board of Trustees Approval regarding the inclusion of a black ie faikaga (lavalava) worn with sandals as part of the CBHS Senior Uniform

- A lot of the Pasifika boys already own these as part of their church clothes
- The Board discussed this request and noted their wish to be:
 - Respectful of culture / the remainder of the students at the school /and individuals

ACTION: Headmaster to ask the boys for more information eg. what are the protocols – the boys to present a report to the Board

Wellington College Incident -Two boys at Wellington College taking advantage of “drunk girls”.

The Headmaster at Assembly discussed the comments which are indefensible. When asked assembly, very few boys admitted to be willing to share their private Facebook messages.

Motion: Moved: Headmaster Seconded M Medicott

That the Headmaster's Report be accepted. **Carried**

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 15 March 2017 had been circulated.

The following Recommendation approved

Motion: Moved Headmaster Seconded M Medicott

That the Board give approval to use SP blinds, black out only as per the quote of \$32,980.00 + GST (includes installation). Although their price is marginally more expensive, we believe their mechanisms to be more durable given a school environment. The material that SP Blinds use also comply with the fire code as well as green star sustainability ratings. **Carried**

Health & Safety

The report was noted and an incident on a student injury at Temple Basin 2017 Trip 2 - noting action taken.

Motion: Moved Headmaster Seconded L Brown

That the Resources Committee minutes be received. **Carried**

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee had been circulated and noted.

Motion: Moved M Walls Seconded Headmaster

That the Board approve up to \$28,500 for additional costs detailed in R Taylor's report for the redevelopment of Adams House Harakeke Block. **Carried**

(Noted that most of the above costs are to do with fire prevention issues)

Motion: Moved M Walls Seconded D Caldwell

That the Adams House minutes be received. **Carried**

6. AUDIT COMMITTEE – NIL

7. HEALTH & SAFETY – covered in the Resources Committee minutes

8. GENERAL BUSINESS

8.1 Te Kura Trust

The Headmaster reported:

Income for the 2016 year was 25% of what it was the previous year. They have recovered all the losses they made but grants to the school are 75% less than what they were. This does not affect the money for the Deans Buildings This will affect some scholarships this year.

8.2 Recent death of Peter Woods' Mother

ACTION: The Chairperson to write on behalf of the Board and extend their condolences to Peter and the family

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 24 May 2017 at 4,15pm
Resources - Wednesday 24 May 2017 at 5.30pm in the Big Room
Board of Trustees - Tuesday 2 May 2017 at 5.30pm

Meeting closed at 9.45pm

APPROVED.....2 May 2017

CHAIRPERSON