



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF MEETING OF THE
BOARD OF TRUSTEES
HELD AT 5.30PM ON
TUESDAY 2 MAY 2017
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 J Harris

IN ATTENDANCE Mrs A Johnston (Secretary), Mr S McLeod & Mr G Mehrtens (Observers)

1. ADMINISTRATION MATTERS

1.1 **Apology::** Mr D Caldwell

1.2 **Confirmation of Previous Minutes**

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meeting held on 28 March 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 – J Harris (Cricket Tour)**

1.5 **Election of Deputy Chair -**

ACTION: Carried Forward to the 30 May Board meeting

2. STRATEGIC TOPICS

2.0 **Strategic Plan Consultation – beginning process**

Strategic Plan is on the website and due for renewal – renewed every 3 years

ACTION: Headmaster to come back to the 30 May Board meeting with a selection of names of facilitators who might assist with this

2.1 **Student Achievement Value Added Report / Analysis of Year 9 to 10 Student Learning**

The Headmaster discussed the following:

Report on MidYis Value Added:

Noted this assessment is carried out at the beginning of Yr. 9 and then at the end of Yr. 10. It purports to give an assessment of the extent to which students have improved or otherwise against the NZ Curriculum in Science, English, Mathematics and Social Studies. Value can be taken from this assessment in terms of identifying individual students or cohorts of students who have not progressed as we would have hoped. This is the first time that we have had this data available and the analysis of this data has been limited to interviewing two groups of students (those who add the greatest value add and those who had the least value add – we also interviewed one student who had a low value add but who was late to the test. The key findings of these interviews were noted in the report.

Headmaster to share this report with staff.

It is planned that the school will continue with this programme

CBHS Course Data Analysis for 2016 – copy was tabled for all Board members

2.2 Greater Christchurch Secondary School Enrolment Review – Network Sustainability Meeting

- The Chairperson, Headmaster and L Watson reported on attending the above meeting where KPMG presented their six options after interviewing all the state secondary schools in the area.
- It was agreed that the Board should make a response to the options presented.

ACTION: Headmaster to bring a suggested response to the 30 May BOT meeting for approval

2.3 Zone – Next Year's Roll and Prospectus

Recommendation that enrolments for 2018 be managed so as to have the following in:

Year 9	270 students
Year 10	277 students
Year 11	266 students
Year 12	260 students
Year 13	245 students

(This may involve balloting at all Year levels)

Motion: Moved Headmaster Seconded M Medicott

That the Board approve the above plan for 2018 enrolments.

Carried

2.4 Priority Area to Review – deferred until 30 May Board meeting.

ACTION: Deferred until 30 May BOT meeting

2.5 Compliance – deferred until; 30 May Board Meeting

ACTION: Deferred until 30 May BOT meeting

2.6 Health & Safety Procedures Report – Will be part of the minutes of the Resources Committee meeting and presented at the 30 May BOT meeting.

2.7 Property - Rebuild

2.7.1 Minutes of Project Steering Group Meeting held on 1 May 2017 – M Walls spoke to these as follows:

- Engaging an Acoustics Engineer for an opinion as to changes to acoustic treatment of surfaces and location of Energy Centre.
- Hall Programme – there could be a possible programme delay relating to the interface between the new hall and main block. The steel framing of the temporary wall installed when the old hall was demolished and the framing for the new hall do not align and there is not enough space to fit the memorial doors. A solution is currently being sought that could mean lost time and delay the programme. Could be 3 ½ weeks delay and may not be ready until the beginning of Term IV. There could be possible cost implications which will be considered by the MoE once a solution has been identified.
- Hall interior package – there are some residual issues to be finalised – there is likely to be a cost variation.
- There have been some co-ordination issues and concerns at the speed of response to queries from the design team.st implications
- Tabled Hall fitout – new and rebuild walls are about to be enclosed – cost \$250,000.
- Pending permission to spend \$130,000 on audio visual equipment in the hall.
- Need to make a decision on the nature of the cables on the wall that are dictated by the hardware.

Motion: Moved Headmaster Seconded H Dacre

That the Board approve spending \$130,000 on audio visual equipment for the school hall pending obtaining a second quote.

Carried

Motion: Moved Headmaster Seconded H Dacre

That the Board grant the Headmaster permission to spend the approved Capex Budget on F F & E pending obtaining competing quotes. **Carried**

2.7.2 Carving the Pare

Quotes for carving : Submitted by Master Carver and School Guidance Counsellor : Wiremu Gray were noted.

Motion: Moved Headmaster Seconded L Brown

That the Board approve the expenditure of up to \$15,000 from the Hall FFE capital budget for the Hall Pare. **Carried**

2.7.3 Deans Building Project - Covenant (on Sites)

Motion: Moved Headmaster Seconded M Medicott

That two Trustees sign the Limited Conservation Covenant for the Grant for the Deans Buildings. This has been approved for signing by Hans Van Schreven of Clark Boyce.

Carried

(H Dacre and J Harris to sign the above Covenant)

3. HEADMASTER'S REPORT

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

Critical Attachments

- Prospectus Draft (Sites)
- 2018 Roll Report
- Hall FFE List
- Report on Value Added MidYis
- Quote for Carving – Pare for Hall
- Basketball Court Proposal (support docs in Sites)
- Indonesia Trip Proposal (see budget in Sites)
- Sydney Cricket Trip Proposal (and email correspondence between N Hill and M Lane)
- Limited Conservation Covenant (see Sites)
- March Financials (Sites)eLearning March Steering Group Report

FYI Attachments (Sites)

- eLearning Steering Group Minutes
- International Student Report
- Letter Dr Rodd Carr outlining collaboration between UC and CBHS
- Draft Art Department Review
- Report against ERO Domain 5 Professional Capability and Collective Capability (still in draft form in Sites)
- Roll Spreadsheets

Timeline for Annual Accounts for the year ended 31 December 2016

The Annual Accounts are due to be filed with the Ministry of Education by 31 May 2017.

Key snap shots from the Annual Accounts were circulated for Board information.

The surplus for the year ended 31 December 2016 is shown as \$689,737 against a budgetted surplus of \$57,478 This surplus is being discussed with the auditors who believe it should be closer to \$900,000.

School Roll as at 10/4/17:

Total	1400
Fee payers	47
Maori	159
Pasifika	27
Asian	97

Student Stand Downs

- 26 February – 2 students for smoking
- 22 March – 2 students for smoking

Basketball Court Proposal

The report noted:

- Funding for a hard surface area for all students to play Basketball
- Proposal

Motion: Moved Headmaster Seconded L Brown

That pending a further quote for asphalt, the Board of Trustees approve the expenditure of \$25,107.66 for the installation of a Basketball area to be funded by the PTA and Student Executive.

Carried

Application for a Science Trip to Indonesia – Proposed July 2018 School Holidays (plus travel time afterwards)

Information included in the Headmaster's report

Motion: Moved Headmaster Seconded L Brown

That the Board give provisional approval for the Science Trip to Indonesia pending:

- a) A mechanism to protect against currency fluctuations is built into the budget*
- b) Approval of draft RAMS in October 2017*
- c) Approval of final RAMS and Budget in April 2018*

Carried

1st XI Cricket Development Tour to Sydney (30 September to 9 October 2017)

Information included in the Headmaster's report

Motion: Moved Headmaster Seconded L Watson

That the Board give provisional approval for the 1st XI trip to Sydney pending

- a) Approval of RAMS in August 2017*
- b) Approval of Budget in August 2017*

Carried

(J Harris abstained)

PC School Conference – Gold Coast

Motion: Moved Headmaster Seconded H Dacre

That the Board approve four staff members travelling to the PC School Conference on the Gold Coast in August – at a cost of \$6,000.00 (this is budgeted for).

Carried

Motion: Moved: Headmaster Seconded M Medicott

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE – have not met since the previous Board meeting

5. ADAMS HOUSE HOSTEL COMMITTEE

The Adams House Centenary 2017 to be held on the weekend of 21-23 October 2017 information was circulated to the Board.

To date they have received 300 expressions of interest

Chairman for the Centenary is Nigel Barnett.

6. AUDIT COMMITTEE – have not met

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

8. GENERAL BUSINESS

8.1 CORRESPONDENCE:

Inwards:

- CES – Enclosing a nomination form should the Board wish to nominate one of its members for a position on the CES Board of Directors. If the Board would like to make a nomination, the completed form needs to be returned to CES by 20 May 2017. There were no expressions of interest.

- NZSTA – 28 Annual Conference 14-16 July 2017 in Dunedin

Motion: Moved Chairperson Seconded H Dacre

That the Board Secretary represent the school at the above conference and the Board pay her conference registration. **Carried**

- NZSTA News – for March/April 2017 – copy circ. to Board members
- Christchurch City Council (13/4/17) Christchurch Boys' High School Waster Supply Boundary Protection – 39 Kahu Road.
- Co-option to the Board request Mark Thiele (Manager, Aspire Canterbury) has expressed an interest in becoming a Trustee

ACTION: Chairperson to acknowledge and say co-option is not envisaged at present but if the situation changes will invite him to send in his CV details.

8.2 Board Members Time spent on Board Matters Reporting – the Headmaster is keeping a track of this for the Ministry of Education.

8.3 Funeral Home - Across the Road from the School

- This has been approved to go ahead.
- Neighbours are upset about this and are looking at taking legal action to stop it going ahead.
- The Chairperson advised he attended the meeting of neighbours. Gerry Brownlee and the Mayor also attended this meeting.
- The Headmaster expressed concern about the school getting involved in this matter.
- The Board wishes to avoid commercialism in what is a residential area.
- The school has held their position not to put a sign on their fence objecting to this and will not enter into any legal action.

8.4 EVENTS REQUIRING BOARD ATTENDANCE:

- Christ's College / CBHS Rugby Match to be held 1 June
- Jake Bailey's Book Launch "What Cancer Taught Me" to be held on Friday 12 May at 5pm
- Sue Suckling's presentation regarding the future of qualifications on Wednesday 17 May at 6pm in the Big Room

8.5 ASSOCIATIONS

PTA – meeting tonight

H SOB – AGM – Chairperson to attend

Te Kura Trust – meeting 8 June

Whanau Group – have been discussing the opening of the Hall

8.6 VIP LISTS – copies circulated to the Board

ACTION: Board members to go through the lists and feedback to Jenny Lowe if they think of any additional names

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 30 May 2017 at 5.30pm

Meeting closed at 9.45pm

APPROVED.....30 May 2017

CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 2 MAY 2017</p>
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M Medicott/ L Brown	<i>Develop a schedule for the Audit Committee to report back to the BOT.</i>	2 May	30 May
Headmaster	<i>Ask boys for more info re inclusion of black ie faikaga worm with sandals as part of the CBHS Senior Uniform</i>	March	30 May
Headmaster	<i>Bring a selection of names of possible facilitators for Strategic Plan</i>	2 May	30 May
Headmaster	<i>Greater Ch.Ch. Secondary School Enrolment Review - to bring a suggested response for BOT approval</i>	2 May	30 May
Board	<i>Election of Deputy Chair Succession Planning</i>	January	30 May
Headmaster	<i>Compliance</i>	2 May	30 May
Chairperson	<i>To acknowledge person interested in being co-opted to the Board</i>	2 May	30 May
BOT Members	<i>Go through VIP lists and see if want to add some other people</i>	2 May	30 May