



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES HELD AT 5.30PM ON TUESDAY 22 AUGUST 2017 IN THE BIG ROOM 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, Mr D Caldwell, Mr J Harris

IN ATTENDANCE

Mrs A Johnston (Secretary)
Observers: Mr G Mehrtens, Mr S McLeod

Congratulations Extended to Ms Leeann Watson

Motion: Moved Chairperson

That Ms Leeann Watson be congratulated on being appointed the new CEO of Canterbury Employers Chamber of Commerce to take effect 1 December 2017.

Carried

1. ADMINISTRATION MATTERS

1.1 Apology:: Ms L Watson

Motion: Moved Chairperson

That the above apology be received.

Carried

1.2 Confirmation of Previous Minutes

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meetings held on 25 July 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 the following noted:

1.3.1 Audit Committee - Operational Policies

A Schedule of Dates for Review of the Operational Policies had been circulated.

Next step is for the Audit Committee to meet prior to September BOT meeting to progress looking at policies that are due for review.

Motion: Moved Chairperson

That the Board adopt the above timetable.

Carried

1.4 Conflicts of Interest

M Medicott – CBHS Under 16 Rugby Tour to the USA & Canada in 2019

N Hill – SingularlyU

2. STRATEGIC TOPICS

2.0 Strategic Planning Facilitator

The Headmaster had circulated 3 Strategic Planning Proposals

Motion: Moved Headmaster Seconded M Medlicott

That the Board of Trustees engage Margot McKeegan of Core Education at a cost of \$4,350. Carried

2.1 Extra Curricular Review

A survey is out at the moment asking the Community what they are willing to help us with. When completed we will be able to advise in 2018 what we can offer. There will be reports on Sport and one on Culture.

ACTION: Headmaster bring recommendations to September BOT meeting

2.2 ICT Report

- This had previously been circulated.
- Going through the report we are talking about setting up priorities.
- There will have to be a focus on the users.
- H Dacre said he believed some things in the report are perceptions and cannot be sustained as evidence

ACTION: Headmaster to address incorrect perceptions in the ICT report

2.3 Health & Safety Procedures Report – nothing from Resources meeting to note

2.4 Review 1 Follow up – Social Studies Department Progress

The Headmaster reported:

- The PD that we are keen on doing is going out as a department to Tuahiwi. The Headmaster has approached them but no reply.
- Various department members have had a voice in the master planning process – and the Headmaster has been invited to the meeting next Monday.
- In both History and Classics, think we are making some very good headway in breaking down the requirements of the assessment standards using some of the language of SOLO in these discussions. We are hopeful of some very good exam results.
- There is a need to put some onus on following up where people are at with appraisal connector.

2.5 Property – Rebuild

- **Design process for Classrooms** – Athfields debrief is tomorrow. From this they will come up with a concept and bring it back for testing.
- **Minutes of Steering Group meeting held on 15 August 2017.**

M Walls reported as follows:

Hall Ventilation – noted there are a number of windows that can be opened.

Cost Summary Report – The report shows a variation of \$1M. This can be broken down as follows:

45% - Directed by MOE

25% Site conditions (eg. In ground infrastructure)

15% Design Changes

10% Gridline AA Building interface

5% CBHS requested (eg. Control room, access hatches)

Landscaping "Outer Space" (who work with Southbase) have provided a quote to landscape the Eastern Quad of \$140,000. The cost to be met from CSR budget – agreed by MOE. It was noted that obtaining further quotes will delay the work unnecessarily.

It was recommended that the school obtain a QS review of the quote to ensure that this is a fair and reasonable quote for the work and that Southbase be offered a flat fee to complete the landscaping work. This was agreed by the Steering Group.

Big Room Kitchen – Jasmax are doing some concept drawings for an upgrade of the kitchen area.

Future meetings – with the completion of the hall in the next 2 weeks, the frequency of meetings is to be reviewed.

- **Deans Building Matters – nil**

Motion: Moved M Walls Seconded D Caldwell

That the Property Rebuild Report be received.

Carried

2.6 Annual Student Election

Motion: Moved Chairperson Seconded P Nicholls

That S Fraser be appointed Returning Officer for the Student Elections and the Election Day be 25 September 2017 and Nominations Close on 18 September 2017

Carried

3. HEADMASTER'S REPORT

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

3.1 Year 10 Camp and Beyond

A report on this year's programme, the new programme for 2018 and Costing/Payments made was included in the Headmaster's report and discussed.

Motion: Moved Headmaster Seconded D Caldwell

That the Board of Trustees approve the Headmaster signing the agreement with Boyle River for Year 10 Camp 2018 at a cost of \$86,339 (\$308.35 per student).

Carried

ACTION: Headmaster to investigate why Kidson House is not being used for camps

3.2 Proposal for Staff Trip to SingularityU in Sydney – February 2018

Motion: Moved H Dacre Seconded M Medicott

That the Board approve staff travel to SingularityU in Sydney – February 2018

Carried

(Headmaster abstained)

3.3 Report on Donation of Tracksuits and Jackets to PTA

Motion: Moved Headmaster Seconded P Nicholls

That the Board approve the Headmaster gifting the surplus CBHS branded Jacks and Tracksuits from AJS Apparel of \$73,913 excl. GST to the PTA.

Carried

3.4 Under 16 Rugby Tour to the United States of America and Canada – 2019

Motion: Moved Headmaster Seconded J Harris

That the Board approve the planning of a rugby trip to USA and Canada and final approval will be pending RAMS and Budget being approved in November 2018.

Carried

(M Medicott abstained)

3.5 Course Data Analysis

The results included in the Headmaster's report were discussed and the Departments of most concern were Commerce/Language and Maths..

ACTION: Headmaster to report back on the matters raised at the meeting around tracking achievement data and concerns regarding the lateness of receiving the data

3.6 Attachments – to the Headmaster's report

- 2016 NCEA Course data analysis (attached separately)
- NCEA Tracking (excel. Spreadsheet – attached separately)
- Report on Yr. 10 Camp 2018
- Proposal for staff trip to SingularityU – Sydney 2018
- Report on Tracksuits and Jackets
- Strategic Planning Proposals (circulated separately with recommendation)
- Proposal for trip to USA and Canada by U16 rugby team 2019

FYI Attachments (Sites)

- BROEC Agreement Activity Groups 2017 and Christchurch Boys' High School Year 10 Camp – Plan and Quote (Yr. 10 Camp Boyle River)
- Letter to Minister Brownlee
- Education Council Code of Professional Standards FAQs
- ELearning Report
- Report on 124 – 7 Youthwork
- Eastern Quad Landscaping Plan

School Roll as at 11/8/17:

Total	1408
Fee payers	60
Maori	155
Pasifika	27
Asian	97

Student Stand Downs – 7 - since last report (for physical assault on another student, drugs, theft and continual disobedience)

Motion: Moved: Headmaster Seconded L Brown

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 16 August 2017 had been circulated and the following noted:

A tree that has been identified as dangerous

Motion: Moved M Walls Seconded Headmaster

That the tree at the eastern end of the main block be cut down and a suitable replacement be investigated.

Carried

Motion: Moved M Walls Seconded M Medicott

That the Resources Committee report be received.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Committee meeting held on 16 August 2017 had been circulated.

Motion: Moved M Walls Seconded L Brown

That the Adams House minutes be received.

Carried

6. AUDIT COMMITTEE – covered in the minutes under “Matters Arising”

7. GENERAL BUSINESS

7.1 Correspondence - nil

7.2 Events Requiring Board Attention :

Hall Opening – the following programmes were tabled:

- Re-Dedication of Memorial Doors – 4 September
- Completion of School Hall – Blessing & School Assembly – 5 September
- Alumni Assembly celebrating the Completion of the Hall – 8 September

7.2 Board Performance - evaluation/development needs – carried forward

7.3 Associations

PTA – next meeting 5 September

HSOB – J Harris to attend the next meeting. How school leavers can be encouraged to join HSOB Association is being given consideration

Te Kura – next meeting 24 August

Whanau Group – are involved in the opening of the Hall. Have been asked to start a Pasifika group.

8. 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

NEXT MEETING DATES:

Adams House - Wednesday 20 September 2017 at 4,15pm

Resources - Wednesday 20 September 2017 at 5.30pm in the Big Room

Board of Trustees - Tuesday 26 September 2017 at 5.30pm in the Big Room

Meeting closed at 9.50pm

APPROVED.....26 September 2017

CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 22 AUGUST 2017</p>

Audit Committee	<i>Committee to meet prior to the September BOT meeting to commence reviewing policies.</i>	22/8/17	26/9/17
Board	<i>Succession Planning</i>	25/7/17	Feb. 2018
Headmaster	<i>To approach the MOE for financial support for Deans Building due to extra costs</i>	25/7/17	26/9/17
Headmaster	<i>To circulate Board's Performance Questionnaire in the Governance Manual</i>	22/8/17	asap
Headmaster	<i>Deans Building - Handover date next week, waiting for CCC to sign off</i>	27 June	26/9/17
Headmaster	<i>To bring recommendations regarding re Extra Curricular Review</i>	22/8/17	26/9/17
	<i>ICT Report – Headmaster to address incorrect perceptions in this report</i>	22/8/17	26/9/17
	<i>Headmaster to address why Kidson House is not being used for camps</i>	22/8/17	26/9/17
	<i>Headmaster to report on the matters raising around tracing achievement data and concerns regarding the lateness of receiving the date</i>	22/8/17	26/9/17
	<i>PTA Constitution – Board to hear from the PTA regarding amending</i>	15/7/17	26/9/17