



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES HELD AT 5.30PM ON TUESDAY 26 SEPTEMBER 2017 IN THE BOARD ROOM – DEANS BUILDINGS

PRESENT

Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr M Walls, 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

The Chairperson on behalf of the Board expressed their deepest sympathy to Hugh Dacre on the recent death of his wife, Margaret.

1. ADMINISTRATION MATTERS

1.1 Apologies: Mr P Nicholls, Ms L Watson

Motion: Moved Chairperson

That the above apologies be received.

Carried

1.2 Confirmation of Previous Minutes

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meeting held on 22 August 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 items addressed

Audit Committee – minutes of their meeting held on 12 September 2017

Headmaster provided recommendations to the Board regarding the extra-curricula Review

Headmaster has advised (by email 23 August) why Kidson House is not being used for camps
i.e. lack of local activities

Headmaster reported on the matters raised around tracking achievement data and concerns regarding the lateness of receiving the data and was able to report an improvement over past month. Data check points to be placed in 2018 calendar

PTA - amending Constitution still waiting feedback from PTA

1.4 Conflicts of Interest

D Caldwell – Trip to South Africa

2. STRATEGIC TOPICS

2.0 Monitoring Academic Progress – information circulated

We are tracking towards our BOT NCEA goals and now that there is more data shown, the results have improved.

MOE data shows high levels of retention

MOE Summary of Data: was noted.

2.1 Strategic Plan – confirmation of dates

Have pencilled in the Saturday morning of 4 and 11 November for a Board meeting to discuss the

Strategic Plan. Noted 11 November is Show Weekend so decided to meet on Saturday 4 November but will have to organise an off-site meeting as the school venue is already booked.

2.2 Annual Plan

Met with Senior Management this morning. Discussed having "Back to Basics Type Goals". Discussed some possible goals e.g. well-being.

ACTION: Headmaster to circulate to the Board a draft

2.3 Timetable Policy – (copy circulated with Board papers)

Noted the following report:

The Collective Agreement between the Secretary of Education and the Post Primary Teachers Association requires in Section 5.1A (circulated with the papers for the BOT meeting) that the employer has a policy on timetabling developed in consultation with its teaching staff.

Consultation with staff has taken the form of:

- 1) A specific meeting on 31 July at which a draft timetable policy was shared and discussed
- 2) An invitation to all teaching staff to meet individually with the Headmaster
- 3) An invitation to staff to email the Headmaster with feedback
- 4) Circulation of the report and Timetable Policy on 10 September 2017.

Motion: Moved Headmaster Seconded L Brown

That the Board of Trustees adopt the attached Timetable Policy from 27 January 2018 **Carried**

ACTION: Chairperson/H Dacre: Investigate with NZSTA re Staff Timetabling Issues

2.4 Extra-Curricular Review

The following papers was circulated

- Review of Sport at CBHS and the Findings
- Policy Statement

Motion: Moved Headmaster Seconded J Harris

That the Board of Trustees adopt the Sports Policy from 27 September 2017. **Carried**

Motion: Moved Headmaster Seconded J Harris

That the Board of Trustees delegate to the Headmaster permission to appoint a Sports Director following a recommendation from an Appointments Committee made up of the Accounting Manager, the Senior Master Operations and one person external to the school staff eg. Chair of a Sporting Committee, BDO employee. **Carried**

Motion: Moved Headmaster Seconded D Caldwell

That the Board of Trustees endorses the Sports Review and signals its commitment to recognising coaches. **Carried**

Review of Cultural Activities

The following was circulated:

Cultural Activity Policy Statement

Motion: Moved Headmaster Seconded M Medicott

That the Board of Trustees adopt the recommendations contained in the Cultural Review as per changes discussed in meeting. **Carried**

2.5 Health and Safety Procedures Report

An evacuation for a bomb scare was held on 16 August 2017. Review showed that twitter alerts failed (other communications were successful) and that Police should have moved people away from the

building (as suggested by the school).

We have had our two required fire evacuations

Staff have been informed of the Protected Disclosures Act via an email on the 19 September 2017 which directed them to the website of the Ombudsman.

2.6 Review 2 – Art Department

There was an Art Department Review earlier in the year. Are still working on the handbook and this should be completed by the end of this year.

2.7 Property Rebuild

Headmaster reported:

- **Caddick Caldwell Block**

The diagrams from Athfield's (Architects) for the Caddick Caldwell Block had been circulated to the Board. The next step is for the architects to provide the "pro's and con's" of the diagrams so the Board can debate and come to a decision.

Breakout spaces were also discussed.

- **Caretaker's House**

Architect to come back and show us what it is restricting – could be other uses. They will also show us what the Caldwell Block will look like if the Caretaker's House was not there.

- Following student feedback, they will draw in a full sized Hockey Turf
- Discussed bicycle parking – they are to come back with some options for us to look at.
- Also reviewing the plans and then look at what is proposed for the Library
- Deans Building – final costs are yet to be confirmed and handover of building date still to be set.

2.8 Student Annual Elections – Voting closes today.

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 Report on Rowing Boat

The school has been granted \$8,000 by NZCT to purchase a Rowing Four. They have sought two quotes and their preferred boat is the cheaper one. The boat will cost \$22,500. Additional to their planned rowing income the Rowing Committee are planning:

- a) A T-shirt fundraiser (sponsorship) – anticipated return \$12,000
- b) A speaking function with Eric Murray – anticipated return \$10,000.

Motion: Moved Headmaster Seconded D Caldwell

That the Board of Trustees approve the purchase of a rowing boat up to \$25,000. Carried

3.2 Invitation to Christchurch Boys' High School to participate in The World Schools Festival - In the Spirit of Rugby staged at Paarl Boys' High School, South Africa, in their 150th Anniversary year 2-7 April 2018

Motion: Moved Headmaster Seconded M Walls

That the Board of Trustees approve in principle the 1st XV trip to South Africa (Approx. cost per student \$3,000). Carried

(D Caldwell abstained)

3.3 Tahiti Trip Proposal

Motion: Moved Headmaster Seconded D Caldwell

That the Board of Trustees approve the Tahiti Trip Proposal (pending receipt and subsequent approval

of Budget and RAMS in November 2017)

Carried

3.4 Attachments – to the Headmaster's report

- Joint SPC and SPANZ press statement on teacher shortage
- Power Point of student extra-curricular review sessions
- E-Learning report
- MOE ART (attainment, retention, transition) report

To Report

- All support staff (bar one whose appraisal is underway) have been appraised in 2017
- All teaching staff have their appraisal underway. Teachers have set goals for wellbeing, SOLO and eLearning. As part of appraisal all teachers are required to compile at least two student voice reports in appraisal connector.
- The Headmaster has interviewed IT staff, SMT team members and the ICT report write3r regarding the ICT review and the concern about incorrect perceptions. The Headmaster has not had an opportunity to discuss his findings with the ICT Director, however, can report that the ICT staff have put into the report and the direction set.
- Kaitiaka (form teacher) Role Description developed for 2018 and included in the Headmaster's report.
- The Ministry of Education have developed a set of guidelines for physical restraint. These have been summarised for staff here and we have added counselling, custodial and Adams House staff to a list of authorised staff. These guidelines will be available in the staff handbook and communicated to staff.
- All staff have been informed of the Protected Disclosures Act via an email on 19 September 2017 which directed them to the website of the Ombudsman

School Roll as at 11/9/17:

Total	1393
Fee payers	49
Maori	155
Pasifika	27
Asian	97

Student Stand Downs/Suspensions – 3 Stand Downs and 2 Suspensions since last report (for physical assault on another student, weapons, Dangerous Behaviour, Continual disobedience)

Motion: Moved: Headmaster Seconded M Medicott
That the Headmaster's Report be accepted.

Carried

3. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 20 September 2017 had been circulated and the following noted:

Heat Pumps in the Worcester Block

Motion: Moved Headmaster Seconded M Walls

That the Board approves an addition of \$3,482.25 inc. GST. for the installation of extra power to the Heat Pumps going into the Worcester Block for future Heat Pump installation.

Carried.

CBHS Cricket Pavilion

Motion: Moved Headmaster Seconded M Medicott

That the Board approves \$15,939.48 (excl. GST) for the additional work to the CBHS Cricket Pavilion. This is to be funded by Earthquake Insurance Proceeds and is to be completed by the builders currently doing the insurance work onsite.

Carried

Acknowledgement of the Work Jenny Lowe put into organising the first School Assembly and also the Alumni Assembly

ACTION: The Chairperson to write and acknowledge Jenny's work
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Motion: Moved Headmaster Seconded L Brown

That the Resources Committee report be received.

Carried

4. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Committee meeting held on 20 September 2017 had been circulated.

Motion: Moved M Walls Seconded D Caldwell

That the Adams House minutes be received.

Carried

5. AUDIT COMMITTEE

The minutes of the Audit Committee meeting held on 12 September 2017 had been circulated.

Credit Card Policy

Motion: Moved M Medicott Seconded L Brown

That the Credit Card Policy under Clause 4.2 is rolled over for a further three-year period to March 2020 with no changes, but the Audit Committee review this policy should any new credit card facility be put in place prior to then.

Carried

Entertainment Policy

Motion: Moved M Medicott Seconded L Brown

That the Entertainment Policy under Clause 4.3 be rolled over for a further three-year period to March 2020 with no changes.

Carried

<p>ACTION: The Headmaster to provide the Committee feedback on where funds could be invested to meet Government funding requirements and how such a policy may be implemented. To also look at Capital Expenditure, Delegation Procedures and Policy</p>

Sensitive Expenditure Policy

Motion: Moved M Medicott Seconded L Brown

That the 4.7 Sensitive Expenditure Policy be rolled over for a further three years with no changes to the policy.

Carried

BDO Recommendation – Adams House

That the School Board review the purpose and structure of the Adams House Committee

The following to be on the Committee to undertake the review:

Headmaster

M Walls

P Nicholls

W Johnston (BDO)

Motion: Moved M Medicott Seconded L Brown

That the Audit Committee minutes be received.

Carried

6. GENERAL BUSINESS

6.1 Correspondence

Inwards:

Mainland Uniforms

ACTION: Headmaster advised the PTA are going to write to the Board asking if they can be the sole supplier and provide the rationale.

Outwards: - nil

7. 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

8. NEXT MEETING DATES:

Adams House - Wednesday 18 October 2017 at 4.15pm
Resources - Wednesday 18 October 2017 at 5.30pm in Deans Board Room
Board of Trustees - Tuesday 24 October 2017 at 5.30pm in the Deans Board Room

Meeting closed at 9.37pm

APPROVED.....24 October 2017
CHAIRPERSON

**Christchurch Boys' High School
ACTION POINTS
From the meeting of the BOT held 26 SEPTEMBER 2017**

Chairperson/ H Dacre	<i>Investigate with NZSTA Staff Timetabling issues</i>	26/9/17	24/10/17
Chairperson	<i>To write and acknowledge Jenny Lowe's work re organising First Assembly and Alumni Assembly</i>	26/9/17	asap
Board	<i>Succession Planning</i>	25/7/17	Feb. 2018
Headmaster	<i>To approach Minister Brownlee for financial support for Deans Building due to extra costs</i>	25/7/17	24/10/17
Headmaster	<i>Deans Building - Handover date?</i>	27 June	24/10/17
Headmaster	<i>ICT Report – Headmaster to address incorrect perceptions in this report</i>		24/10/17
	<i>Annual Plan – Headmaster to circ. to BOT a draft - asap</i>	26/9/17	24/10/17
	<i>To provide Audit Cmte feedback on where funds could be invested to meet Govt. funding requirements and how such a policy may be implemented. To also look at Capital Expenditure, Delegation Procedures and Policy</i>	26/9/17	24/10/17
	<i>PTA re sole supplier of Mainland Uniforms</i>	26/9/17	24/10/17
	<i>Curriculum Review – Art Department manual</i>		24/10/17