



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 28 NOVEMBER 2017
IN THE BOARD ROOM – DEANS BUILDINGS

PRESENT

Ms L Watson (Acting Chairperson), Mr N Hill (Headmaster), Mr J Osborne, Mr M Walls, Mr H Dacre, Mr M Medicott, Mr P Nicholls, Mr D Caldwell, Ms L Brown, Mr R Liu

IN ATTENDANCE

Mrs A Johnston (Secretary)

ACTING CHAIRPERSON

Motion: Moved Chairperson

That Ms L Watson be Chairperson for tonight's Board meeting.

Carried

1. ADMINISTRATION MATTERS

1.1 **Apologies:** Mr P Nicholls (lateness)

1.2 **Confirmation of Previous Minutes**

Motion: Moved Acting Chairperson Seconded M Medicott

That the Minutes of the Board of Trustees meeting held on 24 October 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:

- The Leave Policy has been located and will be fed in to the Policy Review cycle.

1.4 **Conflicts of Interest - nil**

2. STRATEGIC TOPICS

2.0 **Strategic Plan and Annual Plan – report on progress and staff input.**

The over-arching Strategic Plan and the Annual Plan underneath this was tabled

This has been presented to staff in the form tabled, but not this updated copy, as staff feedback has been added to this copy

ACTION:

Headmaster to send out this updated version to staff

Board members to discuss any feedback at December BOT meeting and then final draft for approval will be presented at the January 2018 BOT meeting

2.1 **Headline Data from report on achievement of Boys in Boys' Schools (to be released in May 2018) - Tabled**

This report was noted and the fact that boys in Boys' Schools qualifications received are considerably higher than boys in Co-ed Schools.

2.2 Property – CBHS Caddick Caldwell Block – Preliminary Design Phase

This report was tabled.

Motion: Moved Acting Chairperson Seconded L Brown

That the Board approve the consultation plan for the Caddick and Caldwell Block. **Carried**

P Nicholls joined the meeting at 5.50pm

2.3 Network Review

A report to the Board on the Greater Christchurch Secondary School Enrolment Review – Phase Two was circulated.

Motion: Moved Headmaster Seconded P Nicholls

That the CBHS Board reserves its support or otherwise for the recommendations in the KPMG review until its CSR budget has been confirmed including its scope to complete the Athfield Architects Master Plan. The Board of Trustees raised the following concern about the recommendations:

- a) *Student outcomes have been replaced by network sustainability as the key goal*
- b) *Parental choice and desires have been side-lined*
- c) *The behaviour and funding of independent schools has not been considered*
- d) *The key contributor to competition (i.e. too many schools in the network) remains*
- e) *The recommendations include secondary schools of less than 700 students compromising the ability of students at those schools to access a broad curriculum*
- f) *The report fails to recognise the growing collaboration between schools and tertiary providers and the impact that this may have on FTE enrolment numbers*

The Board indicates that despite these concerns that when the issues with the CSR budget are resolved it will support a dual layered enrolment scheme and agree to maintaining the roll of approximately 1350 for the next 3 years. **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 Request for Funds from the Te Kura Trust

The school's request for funds from the Te Kura Trust for 2017 is as follows:

- a) Trembath Fund - \$10,849.95 for attendance of two staff at ISTE conference in Texas
- b) Ivy Taylor Fund - \$4,690.44 for computers for students facing hardship
- c) Museum Fund - \$47,000 completion of Deans Buildings
- d) Cumming Award - \$60
- e) Struthers Award - \$200
- f) Tench Award - \$50
- g) Hostel Fund - \$950 towards a Music Room at the Hostel
- h) Andreasen Fund - \$700 for Acoustic Treatment of Science Lab
- i) General Fund - \$16,800 reinvestment in extra-curricular fund within Te Kura

Motion: Moved Headmaster Seconded M Medlicott

That the Board of Trustees ratify the request for funds from the Te Kura Trust. **Carried**

3.2 Critical Attachments to the Headmaster's Report

1. Pacifika Student tracking – was noted
2. NZQA MNA Action Plan 2017 – was noted
3. Network Review and Survey for Board of Trustees (separate PDF documents)
4. Report on Network Review
5. Request for funds from the Te Kura Trust
6. Summary of MNA review
7. Caddick / Caldwell Consultation Plan
8. Review of ERO Review – completed by Nigel Vernon
9. Strategic Planning Documents
10. Letter from David Hobern, CSR Programme Manager, Ministry of Education regarding the approach to the rebuild of Christchurch Boys' High School

3.3 Attachments for Board Information (In Sites)

1. MNA Review
2. International Report

3.4 Headmaster reported as follows:

1. All teachers have updated attestation and salary information lodged with Novopay, however, Novopay are yet to process salary increments for four staff.
2. All provisionally registered teachers follow a programme of advice and guidance that allows them to move towards full registration (copy of programme on Sites)
3. The processes for managing risk are:
 - a) RAMS procedure for EOTC
 - b) Weekly walk around by Ops. Manager and Caretaker
 - c) Hazard notifications system (email that goes to Ops. Manager)
 - d) Termly Health and Safety Meeting
 - e) Notification of hazards to visitors via electronic sign in at reception
4. The Association of Boys Schools of NZ will soon be releasing a report on achievement of boys in boys' schools in May (Headline data was shared at the BOT meeting)
5. The MNA review has been received from NZQA and is on Sites
6. The staff appointment process meets legislative and "best practice" requirements. The basis of the process is the NZSTA "Job Ward" website. Applications are made online through this tool.
7. A review of insurances has been undertaken and the school has adequate insurance in place for 2018. This includes the Deans Buildings and recent boat purchases. A request has been made of our broker to consider the necessity of the Old Boys' Associations current liability cover.

School Roll as at 14/11/17:

Total	1373
FeePAYERS	43
Maori	154
Pasifika	26
Asian	96

Student Stand Downs/Suspensions – nil since last report

Motion: Moved: Headmaster Seconded J Osborne
That the Headmaster's Report be accepted. **Carried**

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 22 November 2017 had been circulated and were discussed and the following noted:

Athletics Track Proposal

Motion: Moved M Medicott Seconded M Walls
That this not proceed now as we do not know the staging for our rebuild. **Carried**

Deans Access Lane Signage

C Dunnett to seek advice from Steve at the CCC and Police re entry and exit from the Deans access lane.

Grounds Contract

Motion: Moved Headmaster Seconded H Dacre
That a 3 year contract be entered into with Terrafirma at the price as tendered, subject to legal advice and successful negotiations. **Carried**

School Donations

Headmaster to contact families who have not paid their donation and ask them whether they intend to pay it and discuss with them the reasons why these funds are very important to the school.

Draft Budget for 2018 – was circulated

Motion: Moved Headmaster Seconded R Medicott
That the Board approve the 2018 Operational and Capex Budgets for 2018. **Carried**

Amendment to the 2017 Budget

Motion: Moved Headmaster Seconded L Brown
That the PE approve the purchase of a Watt Bike in the 2017 Budget **Carried**

Merchant Fees

M Kettles to investigate with Westpac whether we can take our banking away except for Merchant Fees

Thanks

The Board asked the Headmaster to express their thanks to M Kettles and her team around the work of putting together the 2018 budget.

Motion: Moved P Nicholls Seconded D Caldwell
That the Resources Committee report be received. **Carried**

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Committee meeting held on 22 November 2017 had been circulated and discussed.

Draft Budget for the 2018 year

Motion: Moved M Walls Seconded D Caldwell
That the budget (as presented) for the 2018 year be approved. **Carried**

Motion: Moved M Walls Seconded L Brown

That the Adams House minutes be received.

Carried

6. AUDIT COMMITTEE

The minutes of the Audit Committee meeting held on 13 November 2017 had been circulated. The following was noted:

Credit Card Policy

Motion: Moved M Medicott Seconded L Brown

That the Credit Card Policy under Clause 4.2 be approved subject to the proposed changes, for a further three year period to November 2020 – “.Acknowledgement is received from the Cardholder and they receive a copy of the policy”.

Carried

Delegated Authorities Financial

Motion: Moved M Medicott Seconded L Brown

That the Delegated Authorities Financial under Clause 20.3 is amended to increase the capital expenditure delegated authority for the Headmaster from \$10,000 up to \$20,000 or up to 10% of the pre-approved capital budget, and that the Senior Masters and Teacher in charge of IT delegated authorities be reduced to nil.

Carried

Finance and Assets Policy

Motion: Moved M Medicott Seconded Acting Chairperson

That the Finance and Assets Policy Clause 4.4 be amended to allow for the clause around Board owned buildings and also reflect on increase under Clause 11 to increase capital purchase from \$2,500 up to \$3,000 to allow comparative prices to be obtained, and that this policy be rolled over for a further three year period to November 2020.

Carried

Capital Expenditure

Motion: Moved M Medicott Seconded P Nicholls

That the Board approves the adoption of a new policy on Capital Expenditure as tabled under Clause 4.12 as detailed with a roll over for three years to November 2020.

Carried

Motion: Moved M Medicott Seconded Headmaster

That the Audit Committee report be received.

Carried

7. GENERAL BUSINESS

7.1 Correspondence

Inwards:

1. NZQA – PISA Survey
2. Request for Official Information pursuant to OIA S.12

Action: Headmaster to report back answers to the December BOT meeting.

3. Wellington College

Outwards: nil

7.2 Events Requiring Board Attention –

- Junior Prizegiving – 9 December at 9.30am

- **Board of Trustees Year End Celebration – Tuesday 12 December at 7.00pm**

7.3 Associations

- a. **PTA** – Report to the Board of Trustees dated 16 November from the PTA Chairperson.
- b. **HSOB** –
J Osborne was congratulated for being elected as Vice President of the HSOB.
They have voted that school leavers will become members of the Association and will not have to pay a subscription.
Early next year looking at approaching all Old Boys” of the school
- c. **Te Kura** – meeting this Thursday
- d. **Whanau Group** – The Whanau have advised that it is totally appropriate to have funerals in the Hall.
- e. **Pasifika**

7.4 2018 Calendar for Meetings – this was attached

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

9. NEXT MEETING DATES:

Board December Meeting – Tuesday 12 December 2017 at 5.00pm in the Staff Room
(following BOT meeting invited guests attend for a Christmas function)

Adams House - Wednesday 21 February 2018 at 4.15pm

Resources - Wednesday 21 February 2018 at 5.30pm in Deans Board Room

Meeting closed at 9.10pm

APPROVED.....12 December 2017
CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 28 NOVEMBER 2017</p>
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Headmaster	<i>Investigate with NZSTA Staff Timetabling issues – have had a meeting and started negotiations with PPTA Executive re significant changes to the contract.</i>	26/9/17	C/fwd
Board	<i>Succession Planning</i>	25/7/17	Feb. 2018
Chairperson	<i>Write and congratulate Nigel Barnett On very successful Centenary Celebrations – obtaining his address</i>	24/10/17	asap
Board Members	<i>To discuss any feedback re updated version of Strategic Plan and Annual Plan tabled at 28/11/17 BOT meeting</i>	28/11/17	12/12/17
Headmaster	<i>To send updated version of Strategic Plan and Annual Plan to staff</i>	28/11/17	asap
	<i>To report to BOT answers re Request for Official Information received</i>	28/11/17	12/12/17