



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON  
TUESDAY 12 DECEMBER 2017  
IN THE BOARD ROOM – DEANS BUILDINGS

**PRESENT** Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Ms L Watson, Mr M Walls, Mr H Dacre, Mr M Medicott, Mr P Nicholls, Ms L Brown, Mr J Harris

**IN ATTENDANCE** Mrs A Johnston (Secretary)

### **SUDDEN AND TRAGIC DEATH OF SAM ZARIFEH -**

The Headmaster advised that Sam Zarifeh, the school's Physical Education Teacher and Adams House Boarding House Master, was drowned in a rafting accident on the West Coast on Saturday 9 December 2017. His official funeral to celebrate Sam's life will be held in the School Hall on Saturday 16 December 2017 at 2.00pm.

The Board acknowledged the work the Headmaster has been doing in overseeing this for the school at this very difficult time.

### **1. ADMINISTRATION MATTERS**

**1.1 Apologies:** Mr D Caldwell, Mr R Liu

**1.2 Confirmation of Previous Minutes**

**Motion: Moved Chairperson**

*That the Minutes of the Board of Trustees meeting held on 28 November 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 Headmaster has received no feedback from the Board re the updated version of the Strategic Plan and Annual Plan tabled at the 28/11/17 BOT meeting.
- Headmaster to report to the BOT answers re Request for Official Information received.

**1.4 Conflicts of Interest - nil**

### **2. STRATEGIC TOPICS**

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

An amended copy was tabled but still requires further amendment

Discussed the Action Plans coming up – key one is around systems and processes and becoming a more professional organisation.

Suggested there be a Public Document – Strategic Plan (shorter version) and the an internal version which includes more detail.

**ACTION: Headmaster to amend further and circulate with the papers for the January 2018 BOT meeting for approval**

## 2.1 Property

The Chairperson and Headmaster have met with Coralanne Child, Angela Hawkins and David Hobern (Ministry of Education). Coralanne Child has advised it is David Hobern's role to find the money. It is not the school's role to discuss the budget. The school should be discussing the educational outcomes we want and to be very clear regarding quality education. If we change our language to educational outcomes that will be positive.

**ACTION: Headmaster – after discussion with Coralanne Child, seek some clarification in writing**

## 2.2 Cooling for the Hall

The hall has been built for the cooling to be added later. It will cost \$200,000 to add cooling. Would need to go on the roof of the Caddick Block. Craig Morrison to do some work on this. Still need to have instructions on how to use this building. Believe Greenstone was going to issue these instructions but still have not received them.

## 2.3 Consultation with the Architects

The Headmaster has not seen the latest information. A group of teachers have had a session with the Architects and H Dacre said he thought it was a fairly good session and has started to address some of the issues that we have been talking about.

**ACTION: Headmaster said he expects feedback this Thursday and he will circulate it to the Board**

## 3. HEADMASTER'S REPORT

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

### Attachments to the Headmaster's Report

#### 3.1. Information relating to the OIA request

##### a) Request and school response

##### b) Advice from NZSTA

##### c) Advice from SPANZ (Secondary Principals' Association)

**Motion: Moved Headmaster Seconded M Medicott**

*That the Board of Trustees comply with the OIA request.*

**Carried**

*(The school's response to the OIA request were noted in the Headmaster's report)*

#### 3.2 Attachments for Board Information (In Sites)

1. DEE for Block E2
2. NBS Summary 2013 of all MOE owned buildings
3. Correspondence from Glandovey, Idris and Straven Road Residents Association
  - GISI Introduction letter
  - Council Traffic letter
  - GISA Council letter
  - CCC Presentation 2016

#### 3.3 Headmaster reported as follows:

1. The DEE for Block E2 (15 August 2014) has been located by RDT Pacific. The report indicates that pre Earthquake this building was 19% of NBS and Post Earthquake it is 19% of NBS. The report states that E2 is "fit to occupy" (Copy of the DEE and summary of NBS for all MOE Buildings in Sites). The Headmaster has requested an urgent plan for building E2 from the Ministry of Education.
2. The Operations Manager and Caretaker have carried out a school inspection to minimise public

access to roof tops during the holiday period. They have also attended a working at heights safety workshop. There is an issue with the current scaffolding around the Energy Centre and a contract instruction has been issued to Southbase to build a barrier.

3. Following an email to the BOT the Headmaster signed a letter of support for the GISI (Re heavy Traffic on Glandovey /Idris Roads) in April of this year.

**4. Replacement of Leased Workstations for Technology Room 23 – January 2018**

**Motion: Moved Headmaster      Seconded M Medlicott**

*That the Board approve Capital Expenditure to purchase the Kaiyo i5 Workstation and computer equipment at a cost of \$32,340.00 excl. GST and noted there is budget provision available.*

**Carried**

**5. ASB Visa Business Account**

**Motion: Moved Headmaster      Seconded L Watson**

*That the Board approve the establishment of an ASB Visa Business Account with a total business limit of \$80,000 being the sum of cardholder limits as per the credit card policy (\$65,000) and an additional \$15,000 buffer to cover increased limits that may be required for domestic and international travel for student groups.*

**Carried**

**ACTION: Headmaster – to confirm the process of who has the authority to authorise and action an increase in the credit card limit**

**6. Main Block Design**

**ACTION: Headmaster to bring a motion to the January BOT meeting regarding the Main Block Design**

**7. Board of Trustees Year End Function (which was cancelled)**

**ACTION: Headmaster and J Lowe to organise another function – possibly at the end of January**

**Motion: Moved: Headmaster      Seconded P Nicholls**  
*That the Headmaster's Report be accepted.*

**Carried**

**4. RESOURCES COMMITTEE - nil**

**5. ADAMS HOUSE HOSTEL COMMITTEE - nil**

**6. AUDIT COMMITTEE - nil**

**7. GENERAL BUSINESS**

**7.1 Correspondence**

**Inwards: nil**

**Outwards: nil**

**7.2 Events Requiring Board Attention –**

- Suggested Board meet with staff for a social function
- Board send a card to Sam Zarifeh family
- Clothing Shop

**ACTION: Headmaster to ascertain the dates and times the clothing shop is to be open over the holidays**

**7.3 Associations**

a. **PTA – nil.**

b. **HSOB – nil**

c. **Te Kura** –

- Good return from their investments this year
- Have approved our funding requests
- David Rankin has stood down as Chair. Peter Woods is the new Chair

d. **Whanau Group** – nil

e. **Pasifika** - nil

**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 of Trustees - Tuesday 30 January 2018 at 5.30pm**

Adams House - Wednesday 21 February 2018 at 4.15pm

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

**Meeting closed at 7.55pm**

**APPROVED.....30 January 2018**  
**CHAIRPERSON**

<p><b>Christchurch Boys' High School</b> <b>ACTION POINTS</b> <b>From the meeting of the BOT held 12 DECEMBER 2017</b></p>
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<b>Headmaster</b>	<i>Strategic plan /Annual Plan – to amend further and circ. with the papers for the January 2018 BOT meeting</i>	12/12/17	30/1/18 BOT meeting
	<i>To see clarification in writing from Coralanne Child re the Board discussing educational outcomes not the budget</i>	12/12/17	30/1/18 BOT meeting
	<i>Consultation with Architects – to circ. feedback after meeting on Thursday</i>	12/12/17	After 14/12/17 meeting
	<i>ASB Visa Business Account confirm authority to action</i>	12/12/17	30/1/18 BOT meeting
	<i>To Bring a Motion to the January BOT meeting regarding the Main Block Design</i>	12/12/17	30/1/18 BOT meeting
	<i>Headmaster &amp; J Lowe to organise another BOT End of Year Function</i>	12/12/17	30/1/18
	<i>To ascertain what times and dates the clothing shop is open during the holidays</i>	12/12/17	asap
<b>Board</b>	<i>Succession Planning</i>	25/7/17	Feb. 2018
<b>Chairperson</b>			