



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON  
TUESDAY 30 JANUARY 2018  
IN THE BOARD ROOM – DEANS BUILDINGS

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

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

### 1. ADMINISTRATION MATTERS

1.1 **Apologies:** Mr R Liu (absent), Mr H Dacre (lateness)

The Secretary took the Chair and called for nominations for the Chairperson

#### 1.2 Election of Chairperson

**Motion: Moved D Caldwell Seconded P Nicholls**  
*That Ms L Watson be nominated as Chairperson of the Board of Trustees.* **Carried**

There were no further nominations and L Watson took the Chair.

#### 1.3 Election of Deputy Chairpersons

**Motion: Moved Chairperson Seconded J Osborne**  
*That P Nicholls and M Medicott be nominated as Deputy Chairpersons* **Carried**

There were no further nominations.

H Dacre joined the meeting at 5.35pm

#### 1.4 Appointment of Board Members to various Sub Committees – this was actioned.

**Motion: Moved Chairperson**  
*That Mr Paul McWilliam be co-opted to the Discipline Committee.* **Carried**

#### 1.5 Confirmation of Previous Minutes

**Motion: Moved Chairperson**  
*That the Minutes of the Board of Trustees meeting held on 12 December 2017, having been circulated, be approved as a true and correct record.* **Carried**

#### 1.6 Actions Outstanding from Previous minutes –

The “Action Points” were reviewed and noted that and majority will be discussed at tonight's meeting.

#### 1.7 Conflicts of Interest - nil

### 2. STRATEGIC TOPICS

#### 2.0 Strategic Plan and Annual Plan

An amended copy was circulated and a number of amendments to this version were discussed and agreed to by the Board.

**ACTIONS: Headmaster:**

1. To come back with a statement position on the importance of maintaining a single sex school
2. To come up with a strategy on the external hireage and use of the school hall

**MOTION: Moved Headmaster      Seconded M Medicott**

*That the Board of Trustees approve the 2018 Strategic Plan, Critical Dimensions and Action Plan with amendments as discussed and request the Headmaster to develop an Action Plan for 2018 around NCEA achievement once results are finalised.* **Carried**

**2.1 Board Committee Terms of Reference – as set out in Section 19 in the Governance Manual**

**Motion: Moved Chairperson      Seconded J Osborne**  
*That the Board Committee Terms of Reference be approved.* **Carried**

**2.2 Delegations – Headmaster and Acting Up Delegations – as set out in Section 20 of the Governance Manual**

**Motion: Moved Chairperson      Seconded J Osborne**  
*That the Headmaster and Acting Up Delegations be approved.* **Carried**

**2.3 Delegations – Senior Management**

**Motion: Moved Chairperson      Seconded J Osborne**  
*That the Board of Trustees confirm the delegation of Steve Fraser as Acting Headmaster in Nic Hill's absence. Craig Dunnnett as Acting Head in the absence of Nic Hill and Steve Fraser and Jarred Williams as Acting Head in the absence of Nic Hill, Steve Fraser and Craig Dunnnett. This delegation to remain in place until the Board confirm other arrangements if needed.* **Carried**

**2.4 Good Employer Obligations (as outlined in Section 3.1 of the STCA (Teacher Collective Contract) – information tabled**

In line with Section 3.1 it is confirmed that –

- a) The school does have and operates a personnel policy that complies with the principles of being a good employer (see page 59 of the Governance Manual)
- b) The school does make provision for:
  - i) Good and safe working conditions
  - ii) The impartial selection of suitably qualified persons for appointment and
  - iii) Recognition of:
    - a) The aims and aspirations of Maori people
    - b) The employment requirements of Maori people
    - c) The need for greater involvement of Maori people in the education service; and
  - iv) Opportunities for the enhancement of the abilities of individual employees; and
  - v) Recognition of the aims and aspirations, and the cultural differences of ethnic minority groups; and
  - vi) Recognition of the employment requirements of women

**vii) Recognition of the employment requirements of persons with disabilities;**

The above information was received

**ACTION:**

**Headmaster to develop and publish an equal opportunities policy**

**Headmaster to include a narrative under each of the provisions listed above demonstrating how these are supported.**

**2.5 Board of Trustees Code of Conduct.**

**Motion: Moved Chairperson Seconded J Osborne**

*That the Board members confirm they have read, understood, support and to the best of their abilities abide by the Trustees Code of Conduct (Section 4 of the Governance Manual page 13)*

**Carried**

**2.6 Property – verbal report given by the Headmaster**

- The Headmaster has met with Athfields and looked at plans for single cell classrooms all of which have access to break out space. This will be presented to staff in February and then the Board will be asked to approve the design.
- The Headmaster and J Osborne have met with Coralanne Child and Angela Hawkins (Ministry of Education) regarding our concerns around the budget allocation for CBHS. MOE's response was telling us to outline and focus on our education needs and the MOE will work on the budget. They are engaging someone to do the gym and main block. We are awaiting confirmation of this in writing.
- We have been advised that the Food Tech classroom and the two classrooms upstairs are 19% of the code but are safe to occupy. The Headmaster has advised the Ministry of Education that we are not comfortable with this and changes are being made this week which will take the building to 33% of the code..

**MOTION: Moved Headmaster Seconded J Osborne**

*That the Headmaster seek confirmation of design of gym and main block and request that J Block is converted to a decanting space.*

**Carried**

**ACTION:**

**Headmaster :**

**To seek confirmation that the Ministry of Education will work on the budget for the Main Block and the Gym.**

**That J Block be used as a decanting space.**

**Ascertain from the Ministry of Education how many prefabs they have available**

**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 Attachments to the Headmaster's Report**

1. **Draft Strategic Plan, Critical Dimensions and Action Plans**
2. **Letter to Headmaster, C Child and A Hawkins**
3. **Report and QA re trade of Empacher (Rowing)**

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Board of Trustees approve the swap of the Empacher for a new Laszlo eight and a pair/double.*

**Carried**

4. **Greater Christchurch Secondary School Enrolment Review : Summarised Phase Two Feedback**
5. **Draft Media Statement from Canterbury, West Coast Secondary Principals Assn.**

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

1. Caddick Caldwell Block PCG Report No. 1

### 3.3 Headmaster reported as follows:

1. Since the start of 2018 the school has received \$8,000 relating to 2017 School Donations.
2. The South African Rugby organisers have confirmed they will have their won water supply and that the 1<sup>st</sup> XV only had one day planned in Cape Town.
3. As per the Credit Card policy, the limit set for a credit card should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variation requires Board approval. Increases in the credit card limit can only be actioned by M Kettles who does not have a credit card, an increase in limit above a delegation needs two approvers.

**Motion: Moved Headmaster Seconded L Brown**

*That Amanda Multahuap and Richard Webster be provided with a credit card with a \$1,000 limit.*

**Carried**

#### 4. PTA Uniform Shop

Opening Hours for January were noted and some concern on the limited opening hours outside business hours was also noted given they are now the exclusive supplier.

They are at present looking at their Constitution.

#### 5. Ramps for Alex Riley

**Motion: Moved Headmaster Seconded D Caldwell**

*That the Board give approval for the school to sign the access plan around contractors being on site to put in ramps for Alex Riley.*

**Carried**

#### 6. Mike Drury

**ACTION: Headmaster – to draft a letter from the Board re Mike Drury**

**7. KPMG – Greater Christchurch Secondary School Enrolment Review - Summary of Phase Two Feedback (dated 15/12/17) – circulated.** Noted the school retains their position on not aligning with this.

**Motion: Moved: Headmaster Seconded M Medicott**

*That the Headmaster's Report be accepted.*

**Carried**

4. **RESOURCES COMMITTEE – have not met**
5. **ADAMS HOUSE HOSTEL COMMITTEE – have not met**
6. **AUDIT COMMITTEE – have not met**
7. **HEALTH & SAFETY – nil**
8. **GOVERNMENT NEW POLICY CHANGES influencing CBHS**

**ACTION: Headmaster: In future to include any changes in his Headmaster's report**

#### 9. GENERAL BUSINESS

##### 9.1 Correspondence

**Inwards:**

**(a) M Lay – re CGHS Build Roll negotiations with the Ministry of Education**

**ACTION: Headmaster to respond to M Lay advising that CBHS Board sympathise and**

**support CGHS re their build roll negotiations and supports them re single sex schools but advise that the Board does not want to attend a meeting with the four single sex schools.**

**(b) Christchurch City Council – 11/1/18 – notification of Earthquake Prone Building**

**Outwards - nil**

**9.2 Associations**

- a. **PTA** – nil.
- b. **HSOB** – nil
- c. **Te Kura** – nil
- d. **Whanau Group** – nil
- e. **Pasifika** – nil

**9.3 Master Planning**

H Dacre noted concern that there was no longer a continuous classroom building and that the school had too many entrances.

**10. 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 21 February 2018 at 4.15pm  
Resources - Wednesday 21 February 2018 at 5.30pm in Deans Board Room  
Board of Trustees - Tuesday 27 February 2018 at 5.30pm

**Meeting closed at 9.35pm**

**APPROVED.....27 February 2018**

**CHAIRPERSON**

<p><b>Christchurch Boys' High School</b> <b>ACTION POINTS</b> <b>From the meeting of the BOT held 30 JANUARY 2018</b></p>
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<b>Headmaster</b>	<i>Consultation with Architects – to circ. feedback after meeting on Thursday</i>	12/12/17	26/2/18 BOT meeting
	<i>Headmaster &amp; J Lowe to organise a BOT function to recognise J Osborne's time as Chairperson of the Board</i>	30/1/18	26/2/18 BOT meeting
	<i>To provide a statement position on the importance of maintaining a single sex school</i>	30/1/18	26/2/18
	<i>To provide a strategy on the external hireage and use of the school hall</i>	30/1/18	26/2/18
	<i>Develop and publish an Equal Opportunities Policy.</i>	30/1/18	26/2/18
	<i>To provide a narrative under each of the Good Employer provisions listed under 2.4 in the minutes</i>	30/1/18	26/2/18
	<i>To seek confirmation that the MOE will work on the budget for the Main Block And the Gym</i>	30/1/18	26/2/18
	<i>Request decanting space for J Block</i>	30/1/18	26/2/18
	<i>Draft a letter to Mike Drury</i>	30/1/18	26/2/18
	<i>In future include any Government policy changes influencing CBHS in his report.</i>	30/1/18	26/2/18
	<i>Reply to M Lay in response to his letter Re CGHS build roll</i>	30/1/18	26/2/18
<b>Board</b>	<i>Succession Planning</i>	25/7/17	Feb. 2018
<b>Chairperson</b>			