



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM
ON TUESDAY 23 JUNE 2015
AT THE SCHOOL

PRESENT Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr P Nicholls, Mr R Archibald, Mr P Roth, Mr J King, Ms K Jarden, Mr M Walls, Ms L Brown
Mr B Hansen

IN ATTENDANCE Mrs A Johnston (Secretary), Mr S Fraser (Deputy Headmaster), Mr C Dunnett (Deputy Headmaster)

1. ADMINISTRATION MATTERS

1.1 Apology : Mr P Roth (lateness)

Motion: Moved Chairperson

That the above apology be accepted.

Carried

1.2 Confirmation of Minutes

Motion: Moved Chairperson

That the minutes of the Board of Trustees meeting held on 2 June 2015, having been circulated be approved as a true and correct record.

Carried

1.3 Conflicts of Interest – B Hansen (P Cody is a family friend)

1.4 Headmaster to trial putting his report to the Board on One Drive – work in progress

2. STRATEGIC TOPICS

2.1 Master Planning – report from Jasmax – previously circulated to the Board. Plan going forward – the following discussion took place:

- To circulate to the Community and ask for comment around the three priorities.
- A possible plan is that we confirm a brief to the Master Plan and await comments from Christchurch Girls' High School, Whanau Group etc. Once these have been received we can complete the Master Plan for the Board's approval and once this is completed we can start a reverse brief for the Hall and the Library. Then we would be able to start the Hall design. The Gang Chart will say the Hall will take 20 months from when we start the design.
- When we get to the Master Plan the key decision will be where do we place the Library – it is important to make this decision because the position of the Library will impact on the design of the Hall.
- The architect would like us to have a Design Control Group for the Hall.
- We need to make sure there are real connections in the Master Plan – how is it going to work?
- The Headmaster discussed the conversation with Zac – he is going to formally write this up.
- Noted from the survey undertaken that the majority did not want Open Plan Classrooms.
- The question is are we confident with this brief to start master planning

P Roth joined the meeting at 6.00pm

Motion: Moved Headmaster Seconded K Jarden

That the Board approves the development of the Master Plan based on the Aspirational Brief presented at the 23 June 2016 Board of Trustees meeting.

Carried

- Feedback is now required on how we monitor the above going forward. The aim is to complete the Master Plan by 20 July 2015.

ACTION: Board will discuss at their Board meeting 28 July 2015 – information will be circulated by the Headmaster prior to that date.

- Questioned whether we should have a Memorandum of Understanding as to how Christchurch Girls' High School and Christchurch Boys' High School can move forward and how we can share resources between schools eg. Share the space – Hall/Drama area.
- The Board were happy that the above be discussed with Christchurch Girls' High School.
- The Headmaster updated the Board on his discussions with Jerome Shepherd.
- Noted Christchurch Girls' High School invited the Headmaster and the Chairperson to a meeting with Kim Shannon – the Chairperson attended as the Headmaster was away.
- Jerome Shepherd is saying that he thinks \$35M is sufficient. We will commit to what we agree to.
- Suggested finish the Master Plan and see where the \$25M get us to and then have a further discussion.
- Jerome Shepherd is writing us a letter stating that if there is an over-run they will be writing that letter
- Hostel Ownership – the murkiness is whether the Board is a Crown Entity – this is being followed up. David Hobern is getting back to us by this Friday.
- The MOE will pay for the Project Management fees for Adams House up to \$70,000.
- Asked if Cabinet noted the data was flawed – they don't but we still have to provide additional funds for the school.
- Agreed to put in a letter to the Chairperson that they will fix the roof.
- A crane is coming in on Thursday to start looking at the roof of the main block.
- The Chairperson and the Headmaster have written to the MOE saying we will not agree to the demolition of the Hall but we have approved a motion to repair the Hall.

ACTION: The Secretary to find the motion and letter and circulate it.

PUBLIC EXCLUDED SESSION 1

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: Staffing/Student matters.

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

2.2 Education Review Office

- Headmaster had circulated a ERO Summary of the School Review Process and a Response Sheet for Trustees.
- The Board are to meet with ERO on 22 July. The Headmaster will check with ERO what will be the Board's requirements for the meeting on 22 July.

ACTION: Headmaster - The Board expect a brief 2 weeks prior to the 22 July (8 July) on comments they are expected to report back to ERO.

2.3 Student Welfare

Report on Bullying - the following was noted

As a school we are doing a very good job at educating, investigating and dealing with bullying issues at CBHS. The introduction of Al Neale, (Pastoral Mentor) to specifically target bullying has had a massive impact on the tone of the school. We currently have no funding available for this in 2016 and without Al's expertise he is gravely concerned that the positive gains we have made in 2015 will be lost. He would like the BOT to consider funding this if funding is not able to be sourced via charitable trusts. The current cost is \$16,000 for the year (1 day a week). More work needs to be done around the education of Cyber Bullying at CBHS including reviewing the policies around this. While we are managing the situation at the moment, it is estimated the complexities of dealing with Cyber Bullying will increase in the future.

Now that all Behaviour Data is stored in the schools SMS – (PC School) there is much better access for all staff to information on students in their class. This increased communication enables staff to get a clearer picture of what is happening with all students.

ACTION: Headmaster to ensure the school has a policy on Cyber Bullying

2.4 Quarterly Student Roll Return to the MOE

The return as at 1 June 2015 was included with the papers for the Board meeting.

3. HEADMASTER'S REPORT

The Headmaster's written report had been circulated prior to the meeting with the following attachments (for Board information):

- **Update on the following Strategic Priorities:**
- **Strategic Priority 1. Developing the CBHS Curriculum**
- **Strategic Priority 2 Tracking and responding to student progress and achievement**
- **Strategic Priority 3 Enhancing CBHS' excellent teaching practice**
- **Strategic Priority 4 Planning for our future (Excellence in infrastructure)**
- **Strategic Priority 5 Strengthening community**
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- **Letter from Chris Todd seeking the Board's approval to postponement of the Athletics and Cross Country until June 2016 and to use the Athletics carry forward of \$9,839 to subsidize the trip to Australia**
- **Motion: Moved Headmaster Seconded P Roth**
That the Board approve the above trip being postponed. Final Board approval will be dependent on receipt of the RAMS and Budget and the money being carried forward.

Carried
(P Nicholls abstained)
- **Student Stand downs since the previous BOT meeting noted**

School Roll as at 19/6/15

Total	1353
FeePAYERS (IFP)	37
Maori (RE)	143
Pasifika (RE)	25
Asian (RE)	90

Mathematics Department Review – Action Plan was noted. Next Review - August

ACTION: Headmaster :The Board asked if for more information could be provided regarding Progress on the Plan

Analysis of Communication Survey

ACTION: Headmaster – this to be included in the shared area for the Board.

Analysis of Community Survey on classroom design principles

ACTION: Headmaster – this to be included in the shared area for the Board

That the Board of Trustees approve the ICT component of the 2015 Cap Ex Budget (The entire Cap Ex Budget was distributed by email to the BOT for their approval)_

Motion: Moved Headmaster Seconded P Roth

That the Board approve the ICT component of the 2015 Budget.

Carried Unanimously

S Fraser left the meeting at 7.15pm

Motion: Moved Headmaster Seconded J King

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 17 June 2015 had been circulated.

The following Recommendations were approved:

Runacres have advised a letter from a legal rep. should be the next steps for 2011-2013 minor claims.

ACTION: If they come back and say "No" this to be an Agenda item for the July BOT meeting

Grandstand Insurance

Motion: Moved Headmaster Seconded L Brown

That the Grandstand current replacement value be reviewed to ensure it includes Project Management, demolition and rebuild.

Carried

Donation from NZ Community Trust

Motion: Moved Headmaster Seconded L Brown

That the Board approve the \$125,000 donation from NZ Community Trust being used for the upgrade of the main rugby ground at Christchurch Boys' High School

Carried

Motion: Moved P Nicholls Seconded L Brown

That the Minutes of the Resources Committee meeting be accepted.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 17 June 2015 had been circulated.

The following Actions noted regarding the Hostel Development::

- Headmaster to hold discussions with Project Management (PACE)
- N Georgieff to seek MOE Permission
- R Taylor to prepare Financial Business Plan in conjunction with ZM Kettles and P Roth
- The aim is that at the 28 July BOT meeting the Board to approve the insurance proceeds to be made available to Adams House.

Motion: Moved Headmaster Seconded R Archibald

That the Adams House report be accepted.

Carried

6. AUDIT COMMITTEE

The draft Terms of Reference for the respective Board Committees were tabled for review.

GENERAL BUSINESS

7.1 Correspondence

Inwards:

- **ERO 2/6/15 – ERO School Evaluation Indicators 2015 (Trial) – survey and Trial Document**

- **Ministry of Education – NZ Education Gazettes No. 9 & 10**
- **NZQA 22/6/15 – Code of Practice for the Pastoral Care of International Students (note signed on behalf of Board Chair by R Archibald to enable submission by due date)**

Motion: Moved Chairperson

That the above be ratified by the Board.

Carried

- **Ministry of Education – Agreement for EDI Funding of extra Senior Manager for Terms (1) & (2)**

Motion: Moved Chairperson

That the above be signed.

Carried

7.2 Board Actions Outstanding – these were reviewed and updated

7.3 Associations:

PTA –

PTA funded “Coffee with the Headmaster”

Looking at handing the canteen over to the school at their next PTA meeting

Planning a social event each month – first Thursday next term (drinks and nibbles) will be an opportunity to discuss the master plan.

Next meeting – Tuesday 30 June (L Brown to attend)

HSOB – B Hansen reported:

Have discussed the Master Plan – looking forward to more details in the future.

Next meeting P Archibald/B Hansen to attend)

TE KURA TRUST

Number of new members

Do not have a Chair at present

Have reviewed their financials – a number of specifically targeted funds have not been utilised – will be doing some promotion around these funds and what they are for and who can access moving forward

Vacancy for a co-option to the Trust

Vacancies on the Finance Committee

WHANAU GROUP – have not met

7.4 Board Selection of Vacancy for an elected Parent Representative on the Board at end of the notice period.

A notice was included in the school newsletter that went out to the community on 6 June 2015 advising that the Board intends to fill this vacancy by Selection until 10% or more of the eligible voters on the school Roll ask the Board within 28 days of the notice being published to hold a by-election to fill the vacancy.

Motion: Moved Chairperson

Unless 10% of the school community ask that a By Election be held to fill the Casual Vacancy, Mr P Roth take up this vacancy on the Board of Trustees on the 6 July 2015.

Carried

7.5 Co-option to the Board of Trustees – **this is being progressed.**

7.6 Chair of the Discipline Committee of the Board of Trustees:

Motion: Moved Chairperson

That Ms L Brown be appointed Chair.

Carried

7.7 Delegation of Anne Johnston to NZSTA Annual Conference – 3-5 July 2015

Motion: Moved Chairperson

That Anne Johnston be the delegate to represent CBHS.

Carried

Motion: Moved Chairperson

That the Board pay 50% of A Johnston's registration fee for the conference

Carried

C Dunnett left the meeting at 8.00pm

8.PUBLIC EXCLUDED SESSION II

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: Staffing/Student matters.

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

Adams House:

Monday 20 July 2015 at 4,.15pm

Resources:

Wednesday 19 August 2015 at 5.30pm

Board of Trustees Meeting with ERO

Tuesday 22 July 2015 at 5.30pm

Board of Trustees

Tuesday 28 July 2015 at 5.30pm

Meeting closed at 8.10pm

APPROVED..... 28 July 2015

CHAIRPERSON