



## CHRISTCHURCH BOYS' HIGH SCHOOL

### MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM  
ON TUESDAY 28 JULY 2015  
AT THE SCHOOL

**PRESENT** Mr J Osborne (Chairperson), Mr N Hill ( Headmaster), Mr P Nicholls, Mr R Archibald, Mr P Roth, Ms K Jarden, 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 Apologies :** Mr M Walls, Mr J King

**Motion: Moved Chairperson**

*That the above apologies be accepted.*

**Carried**

**1.2 Confirmation of Minutes**

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held on 23 June 2015, having been circulated be approved as a true and correct record.*

**Carried**

**1.3 Conflicts of Interest – R Archibald (Rugby trip to South Africa)**

#### 2. STRATEGIC TOPICS

**2.1 Governance Manual / Board Policies**

**Amendments to the above were discussed.**

**Motion: Moved K Jarden Seconded L Brown**

*That the Governance Manual 2015 and the Board Policies be approved pending changes agreed to at the Board meeting.*

**Carried**

**(The Board acknowledged the work of the Audit Committee updating the above)**

**2.2 Master Planning**

**The Headmaster updated the meeting on the status of Master Planning at the school as follows:**

- Has circulated a Bulk and Location diagram and has discussed this with the community last week
- On going discussions regarding the positioning of the library and main block and whether the hall could be lifted and then provide room spaces underneath it.
- Discussion to be held regarding additional carparks/hockey turf/tennis courts
- Meeting to be held at Jazmax 1.30pm on Thursday 30 July to start the detailed design of the hall and the plan for the demolition of the hall. (K Jarden, L Brown and the Headmaster to attend)
- Agreed Board discussion be held regarding the Design Governance of the Design Group

**ACTION: Chairperson/Headmaster to bring a recommendation to the August Board meeting**

**2.3 Invitation from Ch.Ch. Girls' High School to attend meeting with Minister Nikki Kaye and Ministry of Education representatives on Thursday 13 August 2015 at 11am regarding property issues. The Headmaster and B Hansen to attend this meeting.**

#### **2.4 Draft Letter to Jerome Sheppard, Associate Deputy Secretary – Infrastructure Delivery – Ministry of Education**

The draft was tabled

**Motion: Moved Headmaster Seconded P Roth**

*That the Headmaster write to J Sheppard as per the tabled draft letter including the noted changes discussed at the meeting.* **Carried**

#### **2.5 ERO Report on Pre-Visit Preparation**

- The Board met with ERO last week
- The Headmaster has updated staff on that meeting
- Headmaster to recirculate some documentation to the Board and a summary of some issues identified and action that is proposed to be undertaken

**Motion: Moved Headmaster Seconded L Brown**

*That the Chairperson and the Headmaster be given the Board's permission to sign the Assurance Statement of their behalf.* **Carried**

**ACTION: Headmaster to distribute additional information to the Board on Thursday 30 July including the Board Self Assurance statement**

#### **2.6 International Student Report**

**Noted at the 23 June Board meeting the Code of Compliance document was signed off**

**Motion: Moved Headmaster Seconded B Hansen**

*That the Board ratify the signing by the Board members of the International Students Code of Compliance document.* **Carried**

#### **2.7 Adams House Redevelopment**

**Written report had been circulated and noted**

**Motion: Moved Headmaster Seconded L Brown**

*That based on the rationale and financial projections presented, the Board of Trustees approve the redevelopment of Harakeke Block in principle.*

*That subject to obtaining the necessary Ministry of Education approval, the Board of Trustees approve:*

*The engagement of the Project Manager (Greenstone PACE)*

*The engagement of PXA Architects as per their offer of service* **Carried**

#### **2.8 Increased Offer from EQC for Adams House Manager's House**

**Motion: Moved Headmaster Seconded L Brown**

*That the Board accept as full and final settlement, the financial offer of \$41,185.35 as tabled by EQC for the Hostel Manager's House*

*That the Board authorise two Board members to sign off on behalf of the Board.* **Carried**

#### **2.9 Invitation to attend the Ministry of Education School Zone Meeting**

A meeting is to be held on Wednesday 29 July 2015 at 5.30pm to discuss the above with the Ministry of Education.

**ACTION: The Headmaster to attend and report back to the Board**

#### **2.10 Board Development Training – carried forward to August 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**
- **Full report on Bullying**
- **MNA Action Plan**

- **Letter to Staff**
- **Analysis of Communication Survey**
- **Analysis of classroom design survey**
- **Report on Appraisal Connector**
- **Community Responses to Aspirational Design Brief – 6 only**
- **Proposal for combined PhD Scholarship between Lincoln University and CBHS**
- **Report from teaching and learning international survey on the profile of Year7-10 teachers**
- **Report on community consultation for Health (Survey September 2014 – 2 responses)**

The following was discussed:

### 3.1 Student Stand downs since the previous BOT meeting noted

### 3.2 School Roll as at 21/7/15

Total	1353
FeePAYERS (IFP)	41
Maori (RE)	143
Pasifika (RE)	24
Asian (RE)	89

### 3.3 Progress towards BOT Academic Goals as at 29 June 2015

The 2015 Student Tracking Table was noted by the Board.

### 3.4 Year 9 Ballot – 2015

- Enrolments close 31 July 2015
- The ballot will be held on Thursday 6 August – parents to be advised by letter on 7 August
- Enrolments to date (entered) – 274 made up as:

In Zone (including 26 Adams House)	77
Current brother	26
Old boy brother	5
Son of old boy	15
Son of Staff Member	1
Out of Zone – Ballot	150

**Motion: Moved Headmaster Seconded P Roth**

*That the Headmaster accepts students from the ballot to bring the Year 9 roll for 2016 to 270.*

**Carried**

### 3.5 Opus Report – Principal Fire Engineer Regarding K Block

The report advises that Opus does not consider that this building is dangerous and can be occupied.

### 3.6 Senior Development Rugby Tour to South Africa

The following was noted:

- Destination – South Africa (Cape Town)
- Date – April 2017 (22/3/17-5/4/17)
- Teachers in Charge – Phil Watson, Rhys Archibald and two others, Manager Keith Laidlaw (not staff)
- Purpose of the trip, budget, income, itinerary, cost and travel details also noted.

**Motion: Moved Headmaster Seconded K Jarden**

*That the Board of Trustees approve the Senior Development Rugby Tour to South Africa in April 2017. Approval is granted pending the final submission of RAMS and a complete budget by December 2016. The trip must also adhere to the Board's protocols on overseas tours. Carried (R Archibald abstained from voting.)*

### 3.7 Proposal for Headmaster to attend Old Boys' Function in Sydney 20 August 2015

**Motion: Moved Chairperson Seconded P Nicholls**

*That the Board of Trustees approve the Headmaster attending the Sydney Old Boys' dinner on 20 August 2015. Carried (the Headmaster abstained from voting)*

### 3.8 Commerce Review 2015

This review had been circulated to the Board and noted.

**Motion: Moved Headmaster Seconded L Brown**

*That the Headmaster's Report be accepted.*

**Carried**

## 4. RESOURCES COMMITTEE - have not met

C Dunnett left the meeting at 6.50pm

## 5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 20 July 2015 had been circulated.

The following was noted:

- Adams House Total Insurance Estimate v's. Planned Spend
- "Fitbits" programme to monitor sleep and allow self monitoring of activity – Parents Association have offered to subsidise half the cost \$65 and Parents pay \$65 if they want to purchase this – have a choice
- Hostel Hire – Three very good hire groups in the hostel over the July holidays.
- **Motion: Moved Headmaster Seconded K Jarden**

*That the Adams House Hostel minutes be received.*

**Carried**

## 6. AUDIT COMMITTEE – covered under "Strategic Topics"

## GENERAL BUSINESS

### 7.1 Correspondence

Inwards:

- **PPTA Guidelines to assist Boards of Trustees to meet their Good Employer obligations to Maori – referred to S Fraser**
- **Office of the Auditor General (24/7/15) School Audit Arrangements 2015-2017 Financial years – held over until August BOT meeting.**

**ACTION:** Board discuss above letter at August BOT meeting

- **Ministry of Education – NZ Education Gazettes 13/7/15 & 22/7/15**
- **J Sheppard (Associate Deputy Security – Infrastructure Delivery, Ministry of Education – (6/7/15) re CNHS Property Concerns and Clarifications**

#### **7.2 Board Actions Outstanding – these were reviewed and updated**

#### **7.3 Associations:**

##### **PTA –**

**PTA catered meeting last week – master planning**

**Have funds available and have suggested purchasing three vans for the school – N Georgieff is drafting a report setting out best options eg. Leasing.**

**Next meeting 4 August (Headmaster, L Brown & P Nicholls to attend)**

##### **HSOB –**

**To write to Old Boys' and the community seeking funding for the Shrine.**

##### **WHANAU GROUP –**

**Have carpeted and repainted their room in K Block**

**A thank you letter from the Board to be sent to the Group**

**ACTION:** S Fraser to draft a letter for the Chairperson to sign

##### **TE KURA TRUST - have not met**

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

**P Roth has been selected as a Parent Representative on the Board of Trustees effective 6 July 2015.**

#### **7.5 Canterbury West Coast Secondary Principals meeting – Friday 31 July**

The Headmaster reported that the Minister of Education will be attending the above meeting and he has submitted some questions to the Chairperson of the Association for the Minister to answer.

### **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: 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:**

**Wednesday 19 August 2015 at 4.15pm Monday 20**

**July 2015 at 4,00pm**

**Resources:**

**Board of Trustees**

**Wednesday 19 August 2015 at 5.30pm (P Roth to  
Chair this meeting)**

**Tuesday 25 August 2015 at 5.30pm in the Maori  
Room – K Block at the school**

Meeting closed at 8.10pm

**APPROVED..... 25 August 2015**

**CHAIRPERSON**

UNCONFIRMED