



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM

ON TUESDAY 25 AUGUST 2015

IN THE TE REO ROOM, K BLOCK, AT THE SCHOOL

PRESENT Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr P Nicholls, Mr R Archibald, Mr P Roth, Mr M Walls, Ms L Brown, Mr J King, Mr B Hansen
IN ATTENDANCE Mrs A Johnston (Secretary), Mr S Sun (Ministry of Education)

1. ADMINISTRATION MATTERS

1.1 Apology : Ms K Jarden

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 28 July 2015, having been circulated be approved as a true and correct record.

Carried

1.3 Conflicts of Interest – R Archibald - Public Excluded item

1.4 Leave of Absence – Mr P Roth

Motion: Moved Chairperson

That Mr P Roth be granted leave of absence for four Board of Trustee meetings.

Carried

2. STRATEGIC TOPICS

2.1 Master Planning

1. Mr Sonny Sun, (MOE Delivery Manager) explained his role was the interface between the school and the MOE for the Rebuild Property Project with the school and his previous employment prior to taking up this role with the MOE.
2. His main role will be to support the school through this property project and to ensure that the project meets the MOE Guidelines
3. Asked the Board to sign the Memorandum of Understanding acknowledging the project is a partnership (a copy of the Memorandum of Understanding had been circulated with the agenda for the Board meeting).
4. He tabled the CBHS Redevelopment Project Governance Structure and said it was important that we have proper governance and a clear division of roles and responsibility
5. Tabled a sign off on the Hall (\$4.6M net excluding contingencies). Is now awaiting official confirmation letter coming from Minister Kaye
6. Any concerns the Board have should talk to Sonny or David – Sonny will be our every day contact person
7. He was asked what the Delegated Authorities were – he said David Hobern is the Project Manager and if he says “yes” it will be done.
8. Financial approval above a certain level will be with Jerome. David will be above that (\$4.6M-\$5.6M) he can approve up to \$1 million.
9. MOE Project Control group and the CBHS Project Steering Group should meet once a month
10. Sonny was asked regarding the quality of reporting from the Project Works Group to the Board who will write those reports? He said he does not know yet.
11. Greenstone will report to the MOE once a month and information can be pulled out of that report and Sonny can contribute to the information required by the Board.

12. Rules and Responsibilities will be based on best practise.
13. Was asked whether the Board can interrogate the decision making process? Sonny said he could go back and prepare a draft monthly report and bring back to the Board to see if they think it is adequate – open to suggestions.
14. Agreed need structure in place – reminding we are running a construction project so we can make decisions with the right stakeholders involved.
15. The Headmaster and Board are very keen to see very well written reports going up the chain
16. Sonny said he was keen to talk more about this and we can come up with something.
17. Sonny to draft what the written report could look like.
18. Noted the Board has to approve the brief and we work to the brief. He said he would like to think the Project Steering Group approves but it would be a recommendation from the Steering Group. The main discussion will be at the Project Steering Group level.
19. Would have to coincide the timing of that Project Steering Group meeting with the Board meeting.
20. Communication – Sonny would cc. into the Board Chair.
21. There would be a section “Key Decisions Coming Up”
22. Consultation with the Community – how much do we need to do? – we have done this – think we should put a brief out for the Hall to the Community.
23. Stakeholders template – when you fill that out if there are any stakeholders we should include – keen to help out if he can.
24. Project needs to be delivered within budget – if feel strongly about something specific would need to progress at the time.
25. Board said they are “gun shy” as MOE have told us certain things in the past but it has not eventuated. – mistrust
26. Sonny acknowledged that CBHS has huge tradition in the city.
27. Sonny said he was a MOE rep. and has to follow policies and guidelines but he is working for the BOT – hope we can get a deal done to suit all parties.
28. We are going to get confirmation that the Hall is being built – witting with the Minister – memo said we are going to rebuild the Hall all fine and dusted and signed by the MOE and a copy has been sent out to Jasmax for signing.
29. Cultural narrative is underway – Riccarton Cluster – scheduled for early October. Wont make a difference to the building layout who will influence the fitout. This was originally scheduled by the Ministry for July 2015.
30. Sonny said if we do not hear anything in October – happy to knock on their door.
31. Consents Process – Sonny said he is OK with it – happy to help with the Hostel one.
32. Donnell will be first point of contact for the Hostel and all documentation will be put together with PXA
33. At present sorting out the title dilemma for you people – MOE cannot engage external lawyers – but waiting for external advice to come back.
34. The word “Accountability” has to be in here somewhere in the Roles & Responsibilities
35. Need the MOE as part of the approval – technically have no money to pay your bills.
36. Angela Hawkins at project level is number one – should not see Jerome.
37. Kim Shannon is Jerome’s boss
38. Sonny said he wants to get the Hall demolished and rebuilt for the Board. Strategy is to do” bits and pieces” one at a time around the campus but don’t want you waiting until 2018.
39. Angela Hawkins is Wellington based and she works very closely with David – might be an opportunity for the Board to meet her – Sonny to tee up for the next Board meeting.
40. Letter from the Minister should be with the Board in the next couple of days.
41. Sonny has made a recommendation to completely start again.
42. Board said they have not receive a response from our letter of 29 January 2015 regarding review of the budget – Sonny will sort this out. Also letter to Jerome – 24 March 2015.
43. Want us to approve going ahead with the demolition – the plan is to start in Mid October and the main demolition will start when exams are finished.
44. The Board’s timeframe for the Delivery of the new Hall at the latest ready for – Anzac Day 2017.

Sonny Sun left the meeting at 6,35pm

MASTER PLANNING – DRAFT HALL BRIEF AND FEASIBILITY STUDY

- This was circulated and discussed the following

- **Hall brief (page 4)**
- **Priorities for the Hall (page 5)**
- **Looked at the Amenities (page 7)**
- **Shape (page 8)**
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MEMORANDUM OF UNDERSTANDING

Motion: Moved Chairperson Seconded P Commons

That the Memorandum of Understanding be approved pending a legal opinion saying it is suitable to sign and list the budgetary concerns, delays in the process and procurement and the timeline.

Carried

CBHS PROJECT STEERING GROUP

Personnel to be the following

Headmaster

Board Chair

M Walls

R Archibald

M Weaver – P Sommers ??

Motion: Moved Chairperson Seconded P Roth

That the Headmaster and the Board Chair select the non Board member to the Project Steering Group from either M Weaver or P Sommers and the role of the group is to report recommendations back to the full Board. There is to be an opportunity to invite additional attendees as required to these Project Steering Group meetings.

Carried

HALL DEMOLITION APPROVAL – pending letters from MOE

Carried Forward to next meeting as letters not yet received.

ENGLISH DEPARTMENT REVIEW 2015

This had been received. The Board to send their congratulations to the English Department with the suggestion that this report to be more evidenced based in the future

ACTION: Chairperson to write to the English Department

MATHS DEPARTMENT ONGOING REVIEW

This was received and Maths to undertake a full review in September.

DRAFT BUDGET FOR 2016 – including International Students – initial information – discussed in the Resources Committee minutes

REPORT ON ADAMS HOUSE RE-DEVELOPMENT – discussed in Adams House minutes

BOARD DEVELOPMENT/TRAINING – discussion on Board needs/requirements.

This information was tabled and to be discussed at the next 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**
- **Roll**
- **Stand Downs to date 2015**

The following was discussed:

3.1 School Roll as at August 2015

Total	1357
FeePAYERS (IFP)	48
Maori (RE)	143
Pasifika (RE)	22
Asian (RE)	89

3.2 Progress towards BOT Academic Goals as at 17 August 2015

The 2015 Student Tracking Table was noted by the Board.

3.3 For Board Information (Added to Sites)

- MOE roll audit confirmation of roll
- Report on 2015 Year 9 Ballot
- NZCER Workplace Survey 2013, 2014, 2015
- Letter from Minister Parata and attached public achievement information 2014
- Community Feedback from consultation on Aspirational Brief and bulk and location Master Plan 23 July 2015
- Secondary Schools Network 2015
- Letter to Staff re Minister Parata – 3 August 2015
- Letter to Staff re ERO – 14 August 2015
- Article *Interface Magazine* by Nathan Walsh
- Proposa to change Te Kura Street and Straven Road (attached and added to Sites)
- Jasmaz Master Plan update 12 August 2015
- Report on Air Quality Rooms 14 and 23
- Letter on Air Quality Rooms 14 and 23

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

Motion: Moved Headmaster Seconded L Brown

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 19 August 2015 had been circulated and the following noted:

Deloitte Audit Fee Proposal for the years ending 31 December 2015-2017
2015 - \$8,906.50

2016 - \$9,040.10

2017 - \$9,175.50

Motion: Moved M Walls Seconded Headmaster

That the audit fee for the 2015-2017 years be accepted. Carried

2016 Budget – plan to commence the 2016 Budget process in September this year. The aim will be to have the budget approved by the Board at its December meeting.

2016 Donation

A discussion papers has been sent to Heads of School suggesting that items under \$10 not be charged

ACTION: Headmaster to prepare a report on how we are asking HOD's to prepare their departmental budgets.

Te Kura Trust

Motion: Moved M Walls Seconded P Roth

That the Board request \$63,000 from the Te Kura Trust for IT expenditure incurred in 2015, and signal funding of approximately \$48,000 would be sought in 2016 to cover further investment in IT.

Carried

Rowing Capital Expenditure

Motion: Moved L Brown Seconded B Hansen

That the Board approve rowing capital expenditure of \$41,076 (up to a maximum of \$46,615 dependent on final quotes received) for:

New 8 boat including cox amplifier

Additional riggers

4 sets of skulls

Ergs (number dependent on pricing)

Carried

Property Maintenance

Motion: Moved Headmaster Seconded L Brown

That the Headmaster and the Board Chairperson discuss with the MOE what is an acceptable level of maintenance for the school in this interim period and what is the MOE's commitment to this process.

That they also discuss the MOE's reimbursement of repairs and maintenance spent on buildings to be demolished.

Carried

Motion: Moved M Walls Seconded P Roth

That the school contact the CEO of ACS to outline our views and ask for payment based on the insurance policy and advice of our brokers, Runacres and Associates. If nothing is forthcoming from that approach then the matter is put in the hands of our legal advisors.

Carried

Motion: Moved Headmaster Seconded L Brown

That the Board approves the expenditure of \$101,663.67 plus GST of Board funds and \$203,327.34 plus GST of Lotteries Commission funds for the repair of the Shrine.

That the Board approves an application being made to the Lotteries Commission for these purposes. **Carried**

Motion: Moved M Walls Seconded P Roth

That the Board approve and accepts the quote of Terrafirma Turf Ltd. For \$23,724 Plus GST for the new artificial cricket wickets and a second quote not to be sought on the basis that there is only one supplier in Canterbury. **Carried**

Motion: Moved M Walls Seconded B Hansen

That the Board approves and accepts the quote for Stage 2 of the renovation of the First XV field subject to an independent legal review. (The Rugby Club's agreement has been sought and given.) **Carried**

Motion: Moved P Roth Seconded J King

That the Resources Committee report be accepted. **Carried**

P Roth left the meeting at 8.10pm

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 19 August 2015 had been circulated.

The following was noted:

- An insurance settlement of \$40,000 has been received for the Hostel Manager's house. R Taylor is to submit a report to the Headmaster as to the plans for repairs required.
- R Taylor and the Headmaster to come up with an Action Plan for the September Hostel meeting re unpaid hostel fees.
- The YTD Operating Surplus after depreciation and provision for maintenance is \$111K compared with YTD Budget of \$29K.

Motion: Moved M Walls Seconded P Commons

That the Adams House Hostel minutes be received. **Carried**

Hostel Assurance Statement and Self Audit Checklists

Motion: Moved M Walls Seconded L Brown

That the Board approve the Hostel Assurance Statement and Self Audit Checklists as presented to ERO. **Carried**

6. AUDIT COMMITTEE – nil

ACTION: J King to check status of final copy of the Board Governance Manual
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GENERAL BUSINESS

7.1 Correspondence

Inwards:

- **Ministry of Education (31/7/15) Resourcing Audit and Review of Attendance Management – noted one student had been added and one discounted.**
- **STA News – July (circulated)**

- **T Harris & Associates re Adams House (CBHS Hostel Board of Governors) advising that Inland Revenue require that they hold on their file a specifically worded "Authority to Act" for each entity we act for – the Headmaster and Chairperson to sign.**

Motion: Moved Chairperson

That the Headmaster and Chairperson sign the above document. Carried

- **NZSTA Memo 2015-7 from Colin Davies (Manager Service Delivery) re "What's Happening at the Moment"**
 - **Ministry of Education Bulletin from Peter Hughes for School Leaders**
 - **Deloitte (4/8/15) Audit Fee Proposal for the years ending 31 December 2015-2017 Ministry of Education – NZ Education Gazettes 13/7/15 & 22/7/15**
 - **Education Gazettes – 10/8/15 & 24/8/15**
 - **School Caretakers Collective Agreement**
- **7.2 Board Actions Outstanding – these were reviewed and updated**

7.3 Associations:

PTA –

Discussed assisting with the purchase of 2 school vans

Uniform shop is going well

Have received confirmation will be delivering telephone books again as a fundraiser

Looking at bringing the Canteen Account into the school accounts

Next meeting J Osborne and L Brown to attend.

HSOB –

Discussed Library replacement

Approaching "Young Old Boys" re becoming more involved

The Headmaster reported on attending the Old Boys' Dinner in Sydney in August.

B Hansen to attend their next meeting.

WHANAU GROUP –

Met with ERO

L Brown to attend their next meeting.

TE KURA TRUST

Next meeting 3 September – P Woods has been invited to attend.

7.4 Appointment of Returning Office for Student Trustee Elections

Motion: Moved Chairperson Seconded L Brown

That C Dunnett be appointed Returning Officer for the above election. Carried

7.5 Board End of Year Meeting and End of Year Function following the meeting

This to be held on Wednesday 16 December. The meeting to be held either in the CBHS Staff Room or the BNZ Partners' Centre.

ACTION: P Nicholls to check availability of the BNZ Partners' Centre

7.6 Board Development / Training – Board needs/requirements – c/f.

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

8. NEXT MEETING DATES

Adams House: Wednesday 16 September 2015 at 4.15pm

Resources: Wednesday 16 September 2015 at 5.30pm

Board of Trustees Tuesday 22 September 2015 at 5.30pm in the Cricket Pavilion

Meeting closed at 9.25pm

APPROVED..... 22 September 2015
CHAIRPERSON

CHRISTCHURCH BOYS' HIGH SCHOOL

**ACTION POINTS
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 25 AUGUST 2015**

Board	<i>Election of Deputy Chairperson of the BOT</i>	<i>January</i>	<i>C/f.</i>
	<i>Runacres next steps re minor claims 2011-2013 if they say "no"</i>	<i>June</i>	<i>September</i>
Headmaster	<i>To prepare a report on how we are asking HOD's to prepare their departmental budgets</i>	<i>August</i>	<i>September</i>
Chairperson	<i>To write to the English Department</i>	<i>August</i>	<i>asap</i>
Headmaster/Board Chair	<i>Discuss with the MOE what is an acceptable level of maintenance for the school in this interim period and what is the MOE's commitment to this process</i>	<i>August</i>	<i>September</i>
	<i>Provide a report for the Resources meeting regarding Board Owned Property</i>	<i>March</i>	<i>September</i>
	<i>Check status of final copy of the Board Governance Manual</i>	<i>August</i>	<i>asap</i>

J King P Nicholls	Availability of BNZ Partners' Centre for December meeting/function	August	September
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Unconfirmed