



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON TUESDAY 24 NOVEMBER 2015
IN THE CRICKET PAVILION ON THE SCHOOL
GROUNDS

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

IN ATTENDANCE Mrs A Johnston (Secretary), Ms M Kettles (Finance Manager)

1. ADMINISTRATION MATTER

1.1 Apologies : Mr P Nicholls, Mr S Fraser

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 27 October 2015, 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

K Jarden joined the meeting at 5.38pm

1.4 Conflict of Interest – R Archibald (Public Excluded item)

2. STRATEGIC TOPICS

2.1 CBHS Budget for 2016

M Kettles reported as follows:

The updated 2016 draft budget had been circulated to the Board

The Budget surplus for 2016 is \$54,450 compared to the first draft budget deficit of \$54,494.

A reconciliation of movements from the first draft budget was circulated with the amended Budget.

Also included was:

- **A capital expenditure budget totalling \$277k for 2016 but dependant on funding from donations of \$69k from the Estate of Craig Trembath, so net cost to school of \$208k.**
- A summary of the impact of the 2016 budget on the school's overall cash position – ie. A surplus of \$54k once adjusted for interest revenue to be applied to rebuild funds, non cash items such as depreciation, and net capital expenditure, will result in a favourable cash movement of \$78k for the 2016 year.
- A comparison between the 2015 forecast surplus (\$553k) and the 2016 budget surplus (\$54k) with explanations for the main variances.

Motion: Moved Headmaster Seconded J King

That the Budget for 2016 be adopted.

Carried

2.2 ADAMS HOUSE Budget for 2016

The updated draft budget for 2016 had been presented at the Adams House Committee meeting held on 16 November. Variances had been noted. This showed a surplus of \$2,638.

Motion: Moved M Walls Seconded L Brown

That the Budget for 2016 be approved.

Carried

M Kettles left the meeting at 5.55pm-

2.3 MASTER PLANNING

- Have engaged TBIG Project Management to look at the Deans building.
- Meeting to be held at 12.30pm on Thursday, 26 November 2015 at Jasmax regarding the Hall.

2.4 Steering Group Report

Minutes of the CBHS Project Steering Group held on 16 November 2015 had been circulated.

Motion: M Walls Seconded R Archibald

That the school prepares a concept consultation plan for the Hall, to commence on 8th December with presentation to the wider school community on the 9th December, and with timeframes that dovetail with the Programme. The Feasibility Report to be attached but the Concept Plan is not to be released until the evening of the presentation. The Board of Trustees to endorse the Concept Plan by the 18th December.

Carried

Motion: M Walls Seconded L Brown

That the new Library is incorporated in a new classroom block on the Southern side of the quad where the current Caddick Block is situated.

Carried

2.5 Staff By-Election

Motion: Moved Chairperson Seconded Headmaster

That a By-Election for the Staff Trustee be held in the first week of February 2016.

Carried

Motion: Moved Chairperson Seconded J King

That CES be appointed Returning Officer for the Staff By-Election.

Carried

2.6 Zone Enrolment Report

Motion: Moved Headmaster Seconded P Roth

That the Board agree with the Build Roll for the School of 1300 and the Master Planning Roll of 1350 – this is to be reviewed in 3 years.

That the Build Roll provides for the number of classrooms to be built

That the Master Planning Roll provides for the future building of classrooms and allows us to plan and build for shared spaces now.

Carried

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**

Total	1338
FeePAYERS	35
Maori	143
Pasifika	21
Asian	114

- **Stand downs / Suspensions to date 2015 noted**

Board Critical Information: (Added to Sites)

1. Quote from Pace for restoration of the Shrine (added to Sites)

2. Email from Matt Parr re cricket trip to Australia
3. Feasibility Study for CBHS Hall 9/11/15 (added to Sites)
4. Email Karyn Wilson MOE re COL
5. Headmaster's request for funds from the Te Kura Trust
6. Te Kura Street "no right turn" proposal (added to Sites) Six neighbours were written to : 4 responded, 3 were against)
7. Draft Position Description for Special Project Curriculum Position
8. Draft 2016 Annual Plan (Attached and Added to Sites)
9. Plan for Headmaster's office and Reception (circulated)

For Board Information (added to Sites)

1. Email Andrea Knight (Principal, Heaton Intermediate School) 6/11/15 re Community of Schools
2. Ministry of Education Four Year Plan
3. Report from SCT Mike Boomer on Provisionally Registered Teachers
4. SCT Induction Programme
5. Headmaster's presentation to staff 11/11/15
6. Report on Sport Participation 12/11/15
7. Report on Salary Increments 12/11/15 – noted all teachers are being paid at the correct rate.
8. Report on Professional Development

Recommendations:

Motion: Moved: Headmaster Seconded K Jarden

That the Board of Trustees approve the engagement of Pace for the Restoration of the Shrine pending a successful outcome of the application to the Lotteries Commission (that being a grant of \$200,000). The quoted amount for the work is \$304,000. NB. Only one quote has been sought given the specialised nature of this work and the variety of sub-contractors involved.

Carried

Motion: Moved: Headmaster Seconded B Hansen

That the Board of Trustees approve Matt Parr undertaking planning for a Cricket Trip to Australia for 2016. Final permission will be dependent on RAMS, a budget and meeting of overseas trip protocols.

Carried

Motion: Moved: Headmaster Seconded L Brown

That the Board of Trustees approve an addition to their earlier expression of interest in forming a Community of Schools so that it includes Paparoa Street School, St Albans School, St Albans Catholic School, Elmwood School, Adventist School and Heaton Intermediate School.

Carried

Motion: Moved Headmaster Seconded M Walls

That the Board of Trustees endorse the Headmaster's request for \$120,000 from the Te Kura Trust be available to the school.

Carried

Motion: Moved Headmaster Seconded R Archibald

That the Board of Trustees approve the submission of a "no right turn" at the Te Kura Street / Straven Road intersection.

Carried

Motion: Moved Headmaster Seconded L Brown

That the Board of Trustees approve the position of Special Project Curriculum Teacher and permit the Headmaster to make an appointment from BOT funds (MoE to be invoiced \$50,000).

Carried

Motion: Moved Headmaster Seconded R Franks

That the Board of Trustees approve the expenditure of furniture and fittings for the Headmaster's Office and Reception from the 2016 Cap Ex budget.

Carried

Motion: Moved Headmaster Seconded B Hansen

That the Board of Trustees give permission for the Headmaster to travel to Japan in December

(likely dates December 5 – December 9, 2015) at the expense of Kanto Gakuin Matsuura to attend a ceremony beginning a relationship with Christchurch Boys' High School and Kanto Gakuin Matsuura.

Carried

Motion: Moved: Headmaster Seconded B Hansen
That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE

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

Motion: Moved B Hansen Seconded Headmaster

That the Board approves the Ian Coombes quote for \$61,882 and the use of funds as per the report.

Carried

Motion: Moved Headmaster Seconded L Brown

That the Board approves the purchase of the new irrigation pump for the school grounds for \$12,636 plus GST.

Carried

Motion: Moved B Hansen Seconded R Franks

That the Board agrees to the purchase of a third van up to \$35,000.

Carried

Motion: Moved B Hansen Seconded L Brown

That the Resources Committee report be accepted.

Carried

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 16 November 2015 had been circulated and were discussed.

Motion: Moved M Walls Seconded L Brown

That the Adams House Hostel minutes be received.

Carried

6. AUDIT COMMITTEE

Motion: Moved J King Seconded K Jarden

That the Board approve that the Chairperson sign the new Governance Manual and that the Audit Committee Triennial Review Cycle for CBHS Operational Policies be noted.

Carried

ACTION: Headmaster to provide hard copies of the Governance Manual and also put on Line.

(Noted the Board's appreciation to the Audit Committee for the work completing the above)

7. GENERAL BUSINESS

7.1 Correspondence

Inwards:

NZSTA – Subscription for 2016 - \$1,393.92 incl. GST

Ministry of Education – Education Gazettes 9/11/15, 23/11/15

Education Review Office – Educationally Powerful Connections with Parents and Whanau.

Outwards:

Wayne Thomson – assistance with the purchase of the 3 Toyota Hi Ace Vans

Jo van Wigger, Parent Teachers' Association - Support for the school during the year and assistance with the purchase of the two Hi Ace vans and the generous contribution towards the third.

David Hobern, Programme Manager, Christchurch Schools Rebuild Programme – advice that the Board had approved the following at their meeting of 27 October 2015: the Hall Brief, the demolition of the Christchurch Boys' High School Hall and Library

Jake Bailey - sincere thanks for attending Prizegiving and concerns from the Board for his health and quick recovery.

7.2 Associations:

PTA – size of venue and date of prizegiving

HSOB – B Hansen was thanked for attending meetings on behalf of the Board during the year

WHANAU GROUP – meeting next week

TE KURA TRUST – new Member of Finance Committee is Hamish Blackman – meeting next week

7.3 Board End of Year Function to be held on Wednesday 16 December in the Big Room at the School at 6.45pm

7.4. Board Development / Training – Modern Curriculum – carried forward

7.5 Setting of Triennial Election date for 2016

Motion: Moved Chairperson

That the election date for the Board Triennial Elections be 3 June 2016 as per the NZSTA recommendation.

Carried

Motion: Moved Chairperson Seconded J King

That CES be the Returning Officer for the Board and Staff Triennial Elections – election day 3 June 2015.

Carried

7.6 Proposed Meeting Timetable for Board of Trustees for 2016 year - noted

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 / Headmaster's Report / 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 17 February 2016 at 4.15pm

Resources: Wednesday 17 February 2016 at 5.30pm

Board of Trustees

Wednesday 16 December 2015 at 5.30pm in the Cricket Pavilion

Meeting closed at 8.35pm

APPROVED.....16 December 2015
CHAIRPERSON

Unconfirmed