



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 26 JANUARY 2016
IN THE CRICKET PAVILION AT CBHS

PRESENT Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr M Walls, Mr P Nicholls, Mr P Roth, Ms K Jarden, Mr R Franks
IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTER

1.1 **Apologies** : Ms L Brown (absence) Mr S Fraser (absence) Ms K Jarden (delayed)
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 16 December 2015, having been circulated, be approved as a true and correct record. **Carried**

1.3 **Matters Arising from the Minutes**
Headmaster's Visit to Japan
The Headmaster visit to Japan in December to attend a ceremony beginning a relationship with Kanto Gakuin Matsuura has been postponed until late February

1.4 **Actions Outstanding from previous minutes -**
The "Action Points" relate to the February meeting

1.5 **Conflict of Interest – nil**

2. STRATEGIC TOPICS

2.1 Master Planning

The Headmaster reported:

- On Thursday 28/1/16 at 1pm, Lance from Jazmac will present the first cut of the Master Plan (Long Term Vision) that will give us time to take to the community for feedback and provide more information for the February Board meeting.
- Stage 2 will be the staging, costing, looking at the buildings to see if they are structurally sound – S Sun wants to check out the Caddick block. Want Stage 2 of the Master Plan completed by the end of March. Jazmac has indicated it is 80% completed already.
- Relating to the Master Plan we are going to have to decant some buildings and have requested more prefabs to be put on site.

2.2 Hall

- Decision made at the December Board meeting has been posted on the website.
- The Headmaster went to the DRP to look at the plans for the Hall and expect the results of the DRP by this Thursday. The architects were very complimentary regarding the design. They raised the question as to how the back of the hall will interplay with the Caddick Block. Structurally there were no concerns.
- The panel were unanimous that natural ventilation wont work
- Can have open stairs at the front of the hall
- Discussed lack currently of fire protection in the main building
- Feedback on the design was very positive

Motion: Moved Headmaster Seconded R Franks

That the Board requests, from the Ministry of Education, eight additional classroom spaces for decanting as soon as possible.

Carried

Motion: Moved Headmaster Seconded P Roth

That the Board requests the Ministry of Education, for the demolition of the Caddick Block process to begin. **Carried**

ACTION: Headmaster: That the Board is concerned regarding an apparent MOE re-assessment of the Opus DEE's and potential concerns for the health and safety of students

Motion: Moved Headmaster Seconded P Nicholls

That the Board delegate to the Headmaster the decision on the timing of the removal of the Hall and Foundations. **Carried**

2.3 Deans Building

- A deliberate fire was lit in the two storey Deans Building (the former dairy) on the evening of 7 January 2016. The fire was attended by the Police and the Fire Brigade.
- The fire appears to have been started in the single level area immediately adjacent to the two storey building and then spread into the ground floor area of the two storey building.
- The fire has caused severe charring to the timber joists and tongue and groove flooring to the first floor to the east side of the two storey building, with less charring damage to the west side. It appears there is minimal damage above the first floor – apart from smoke damage.
- In its earthquake damaged and now fire damaged condition it is recommended that the building remain fenced off.
- Runacres have advised that the buildings were not insured as they were considered a total loss by the insurers post Earthquake.

Motion: Moved Headmaster Seconded J King

That the Board of Trustees approve the Headmaster's engagement of Dominion Construction for propping of Deans Stables, boarding up means of entrance and tidying up following the fire – expected maximum cost \$7,000. **Carried**

2.4 Annual Plan 2016

The following Strategic Priorities were noted and discussed and the Board gave the Headmaster Ideas regarding additional content that could be included.

- **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**

Noted Provisional Results / Pass Rates are up slightly, however, the Maori and Pasifika results are not satisfactory.

ACTION: Headmaster to add some possible goals regarding Maori Students and will bring these to the February Board meeting

ACTION: Headmaster to provide comparisons of course endorsements and finalised reports and recommendations to the March Board meeting

2.5 Business As Usual Calendar

(a) Personnel Good Employer Obligations

The Headmaster advised the Board that we are meeting our Good Employer obligations (circulated a copy of the Staff Appointment Process) – this was recently reviewed.

(b) Schedule of Delegations

Motion: Moved Chairperson

That the Schedule of Delegations (Item 20 in the Governance Manual) be adopted including the delegations to the Headmaster and the following Committees that are currently formally constituted as a committee of the Board:

- Audit
- Student Disciplinary
- Resources
- Adams House

Carried

Board Members representation on Committees for 2016 – this list was reviewed

Motion: Moved Chairperson

That the list of members on committees be confirmed.

Carried

Acting Headmaster's Delegations

ACTION: To be confirmed at the February Board meeting.

3. HEADMASTER'S REPORT

The Headmaster's written report had been circulated prior to the meeting and the following noted:

Board Critical Information:

1. Report on eLearning
2. Draft 2016 Annual Plan
3. Summary of unconfirmed NCEA results
4. Notes to accompany Annual Plan
5. Proposed list of key indicators to be reported (as a dashboard) annually to the BOT in March and included in the Annual Charter
6. Report on Deans Buildings
7. Report on Hostel Redevelopment

For Board Information

8. Partnership with CCL (added to Sites)
9. Minutes of Hostel Redevelopment meeting 19.1.16 (added to Sites)
10. Minutes of Consultant Meeting re Deans Building (added to Sites)

Motion: Moved: Headmaster Seconded K Jarden

That the Board of Trustees endorse the eLearning recommendation that for 2016 there are:

Four eLearning classes at Year Nine and three eLearning classes at Year 10 for 2016

Any student at any year level is welcome to bring their own device to school to be used at any time in class.

All Year 9, 10 and 11 classes will be eLearning classes in 2017.

Carried

Motion: Moved: Headmaster Seconded P Roth

That the Headmaster's Report be accepted.

Carried

4. RESOURCES COMMITTEE – have not met during the month

5. ADAMS HOUSE HOSTEL COMMITTEE

Report on Adams House Redevelopment:

In a phone call and subsequent email exchange, Brett Owen (Project Manager, Greenstone Group) reported to the Headmaster that:

1. That variations so far have the project at \$10,000 over budget (have an allowance of \$13,000)

2. The project is meeting its milestones re timing and Rooms 5 and 6 should be able to be occupied when the boys return to school – risks are around sign off of fire certificates.

Report from M Walls as follows:

- New development is looking good
- Problem is the fire doors – manufacturer did not make these – and will not get consent until they are in place. They have been purchased from Auckland and arriving this week. The consent people are coming in on Tuesday so they should be in place.
- The project has gone very well.
- Suggested our March Board meeting be held at Adams House so that Board members can see the alterations.

ACTION: Headmaster to arrange for M Kettles to:

Prepare for the Adams House Committee a reconciliation of the cost of the contract build to date and to confirm that it is on budget.

Confirm that the percentage of planned budget matches percentage of completion and clarification on final payments.

6. **AUDIT COMMITTEE- nil**

The Board extended their thanks to J King for all his work as Chair of the Audit Committee over the past year.

7. **GENERAL BUSINESS**

7.1 Correspondence

Inwards:

Coralanne Child, Director of Education, Canterbury, Ministry of Education (21/12/15) thanking the Board for their letter of 1/12/15 advising of the resolution passed from the November Board meeting that the Board agree with the Build Roll for the School of 1300 and the Master Planning Roll of 1350 - to be reviewed in 3 years.

Rhys Archibald (resigning from his position as Staff Trustee on the Board effective 16/12/15)

Report on the fire in the Deans Building – 8/1/16

Outwards:

T Donaldson, Dominion President, Christchurch Boys' High School Old Boys' Assn. expressing condolences on the death of his wife.

D Hobern / S Sun, Ministry of Education 19/12/15 advising of the resolutions that were passed at the 16 December 2015 Board meeting.

Coralanne Childs, Director of Education for Canterbury, Ministry of Education, Christchurch advising 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 (1/12/15)

7.2 **Staff Trustee By Election**

Nominations were posted to all staff at their home address on 15/1/17 and they close on 2/2/16. To date there have been no nominations received.

.7.3 Associations:

PTA – the proceeds from the recent raffle is to be used to purchase musical/sporting equipment

P Roth to attend the next meeting – 9/2/16

HSOB – R Franks to attend their next meeting 1/2/16

WHANAU GROUP – have not met

TE KURA TRUST – have not met

7.4 Succession Planning for Board Election Year

Noted as follows:

CES will be the Returning Officer for the 2016 Board Elections

Documentation to be handed to new Board members (in a Trustee Folder) to include::

- Governance Manual
- Strategic Plan
- Latest ERO Report
- Instructions for going on to "Sites"
- Audited Annual Accounts for the 2015 year
- Key Contacts
- List of Board Committees

Also noted:

The skills and experienced required on the Board to be sent out in a school newsletter prior to the election process

There be a Pre Meeting Briefing from the old Board to the new Board.

The Cluster are organising a meeting on Succession Planning

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 / 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

9. NEXT MEETING DATES:

Adams House - Wednesday 17 February 2016 at 4.15pm

Resources - Wednesday 17 February 2016 at 5.30pm

Board of Trustees – Tuesday 23 February 2016 at 5.30pm

Meeting closed at 9.00pm

APPROVED.....23 February 2016

CHAIRPERSON