



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 23 FEBRUARY 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, Mr R Franks, Ms L Brown, Mr H Dacre
- IN ATTENDANCE** Mrs A Johnston (Secretary), Mr S Fraser (Deputy Headmaster), Mr M McGrath
- WELCOME** **Welcome extended to:**
Mr Hugh Dacre, the newly elected staff member
Mr Matthew McGrath (who is interested in standing for the Board at the May BOT elections)

1. ADMINISTRATION MATTER

1.1 **Apologies : Kiri Jarden (absence), Mr J King (absence), Ms L Brown (lateness), Mr M Walls (lateness)**

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 26 January 2016, 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

1.4 **Conflict of Interest – nil**

M Walls & L Brown joined the meeting at 5.35pm

2. STRATEGIC TOPICS

2.1 **Annual Plan variance against Annual Plan 2015 and Strategic Plan and Targets 2016**

The Headmaster discussed the Updated Annual Plan with the Board.

ACTIONS: Headmaster:
1. To come back to the March BOT meeting with a date for the Board to discuss with staff around the Strategic Plan
2. To contact St Pauls re Agribusiness

Motion: Moved Headmaster Seconded P Roth

That the Annual Plan and Analysis of Variance be approved pending an update in April once the NCEA results are confirmed.

Carried

2.2 **Science Review (on Sites)**

ACTION: Held over for discussion at the March BOT meeting
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2.3 **Shrine Repair**

An update on progress was noted from Miles Romanes (Project Manager), Pace Project Management Limited.

- Timeline for completion is on schedule
- On target budget wise – will probably go into the contingency
- The Heritage report has said the light should be removed and discussed what should be put in its place.
- Expect will use approx.. \$18,000 of the \$30,000 contingency
- Resources consent is not complete – have met with Heritage and have agreed to do a resource consent while construction is progressing.

Motion: Moved Headmaster Seconded P Nicholls

That the Headmaster be permitted to spend up to \$30,000 of the Contingency on the Shrine
Carried

- Draft Letter to Rt. Rev Victoria Matthews – seeking Board permission to allow Bishop Brian Carrell to Consecrate the ground inside the fence of the World War I Memorial Shrine which is held as sacred to the Boys and Staff of Christchurch Boys' High School as it honours our war dead.

Motion: Moved Chairperson

That the Chairperson be permitted to write to Rt Rev. Victoria Matthews. **Carried**

- The Board discussed as to whether they should contact Ngai Tuahuriri and ask if they want to advise us culturally on what the process should be.

ACTION: Headmaster to contact Ngai Tuahuriri re culture process regarding the Shrine

2.4 Master Planning – Open Quad Hall Concept

- This different concept was circulated and discussed.
- The plan would be to circulate to the community the two different concepts and seek feedback and then the Board make a decision at the March Board meeting.
- At this stage it is unknown the advantages of the hall being built in the courtyard or where it is at present.
- Agreed if the location was changed for the hall would not want to slow the build down.
- Important consideration is the budget and if it requires taking \$7M out of the budget we may have to think about this change.

Motion: Moved Headmaster Seconded M Walls

That the Board approves the Project Team to continue investigating the first option and now also pursue the second option for the hall. **Carried**

2.5 Deans Building – Headmaster reported as follows:

- Have met with the Project Manager and plans to be completed by 11 March.
- Will have concept plan and fees to build the Deans building
- Will probably cost \$2M. We have \$1.4M from insurance - will have to fundraise for the remainder or use surplus funds from the Radio Shack.
- Agreed that the best place for the relocatables / bikes would be the tennis court area.
- **Planned construction will start first week in October and expected to take 8 months to build.**

ACTION: Headmaster will come to the March Board meeting with a plan for approval to go ahead with the Deans building.
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2.6 Decant Classroom location delegation to the Headmaster and Master Planning team. – samples were tabled.

Motion: Moved Headmaster Seconded L Brown

That the Board delegate to the Headmaster to put up to nine relocatable teaching spaces on the school campus – the location to be determined by the Headmaster in conjunction with the Senior Masters and the Project Manager.

Carried

2.7 Year 9 Intake – academic and cohort report discussed by the Headmaster

The following data shows intake of Yr. 9 Students from the 5 biggest contributing schools:

Heaton	62
Cobham	42
Medbury	22
Kirkwood	14
Christchurch South	13

Yr. 9 students undertake the Midyis Test during the first term and the Yellis test mid year.

S Fraser left the meeting at 7.30pm

2.8 Enrolment Report for 2016 – Managing towards agreed numbers.

The following was noted:

- The school roll as at 12 February 2016 is 1392
- This is made up of 1353 Government funded students and 39 fee-paying students. (Of the 1353 students, 7 senior students have yet to confirm timetables which suggests that may in fact not be returning to school)
- The current in zone / out of zone status of students is 693 In Zone and 660 Out of Zone
- The growth in the school roll has been impacted by higher than expected retention in the Senior School.
- Advertised for 10 ballot places for each of Y12 and Y13 for the year and gained 6 Y12 students and 4 Y13 students.

2.9 Health and Safety – postponed to March pending MoE support documentation.

2.11 Acting Headmaster's Delegations

Motion: Moved Headmaster Seconded R Franks

That the Board of Trustees confirm the delegation of Steve Fraser as Acting Headmaster in Nic Hill's absence. Craig Dunnnett as Acting Head in the absence of Nic and Steve. Jarred Williams as Acting Head in the absence of Nic, Steve and Craig and Richard Taylor as Acting Head in the absence of Nic, Steve, Craig and Jarred. This delegation to remain in place until the Board confirm other arrangements if needed.

Carried

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 Student non achievement in NCEA L1 and L2
2. International student report and proposal for international student marketing trip to Argentina
3. Shrine Update
4. Master Plan emailed feedback
5. Report on DEE's – 27 January 2016

Attachments for Board Information

1. Report on Roll Management
2. Draft Science department review
3. Minutes of Deans Building Design Meeting No. 2
4. Concept plan Deans Buildings
5. Minutes of Deans Buildings Design Meeting

6. Report on prizegiving alternatives
7. Draft Science Review
8. Email Thread February 2016 re Novapay
9. Report on Year 9 29016
10. Cohort Summary of all Year levels
11. Email to staff 15 February 2016
12. Update on whanau spending of PTA donation
13. Post Earthquake inspection report
14. Report on compliance with the Copyright Act.

Motion: Moved: Headmaster Seconded P Roth

That the Board of Trustees approve the international student marketing trip to Argentina 4 March – 14 March 2016. **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 16 February 2016 had been circulated. The following was noted:

School Donations 2015

Final collection 75% \$623,624 includes \$3,368 of prior year's donation. Written off \$169,750 – 20%.

School Bank Accounts

Motion: Moved P Roth Seconded R Franks

That Board approve closing all bank accounts (operating, business saver and term investment accounts) for Adams House and the Canteen. **Carried**

Recommendation re Signatories to School Accounts

The Headmaster to ask M Kettles to provide a recommendation to the March Resources meeting.

Health & Safety Procedures – report circulated

Insurance Brokers Proposal – noted

Motion: Moved P Nicholls Seconded P Roth

The Headmaster has delegated authority to extend current insurance cover for maximum of 60 days and confirm pricing and process for cover and liability. **Carried**

Christchurch City Council Request for Co-operation and Assistance for the Project of Improving Public Pathway next to the School's Southern Boundary

ACTION:

Headmaster to seek clarification from N Georgieff and report back to the next Board meeting regarding

1. Clarification of access
2. Clarification of vehicle access
3. Confirmation of any costs

Motion: Moved P Nicholls Seconded R Franks

That the Resources minutes be received. **Carried**

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee meeting held on 16 February 2016 had been circulated. The following was noted:

Building Project Report Stage I was noted:

- R Taylor to write to the owner of HRS and to the CBHS Board saying how impressed he has been with the work the foreman and sub contractors have done.
- Stage I handover to the Hostel is due Thursday 25 February
- Stage II building will start early November
- Disappointment in the CCC Consent Process

ACTION: Headmaster to discuss with Richard Taylor and offer to him the option to write to the Council on behalf of the Board regarding the length of time for the consent process to be given

- Issue with supplier of the Fire Doors –
- The 12 boys who required accommodation until Stage I is completed have been able to remain on site.
- Variations to Date - \$27,692.00 will be within budget (\$10,800 was removing the mains cable and \$14,000 was the store room which was part of Stage II.

Ownership of Adams House:

- An email from Chris Leech of the Property Group MoE dated 22/2/16 was circulated
- Noted the Board owns the Adams House buildings but the land is owned by no one.
- The land needs to be transferred to the Crown and then transferred to CBHS – the cost would be between \$10,000-\$15,000 plus GST and disbursements.
- Recommendation from the Headmaster
- That the Board instruct Chris Leech to undertake items 1-5 in his email. This instruction is not to take place until the Headmaster receives an email from S Sun to the effect that the MoE will reimburse CBHS for steps 1 – 3. (which involves transferring the ownership from the Crown to CBHS)
- An anticipated completion date for this work would be the end of March.

ACTION: Headmaster to provide more information on the above at the March Board meeting

Motion: Moved M Walls Seconded L Brown

That the Adams House report be received.

Carried

6. **AUDIT COMMITTEE- nil**

7. **GENERAL BUSINESS**

7.1 Correspondence

Inwards:

Notice of NZSTA Annual General Meeting – Saturday 16 July 2016 TSB Arena, Queens Wharf Wellington

NZSTA 2016 Resource Annual

NZ Education Gazettes 7/12/15, 25/1/16, 9/2/16, 22/2/16

STA News – November/December 2016

27/1/16 advice from N Georgieff that Room 26 (J Block) is insured

NZSTA – Pathways to a Community of Learning

Outwards:

Letter dated 29/1/16 to D Hobern and , S Sun, MOE Christchurch re the Board requesting from the Ministry of Education 8 additional classroom spaces for decanting as soon as possible and demolition of the Caddick Block process to begin

Media Statement from Jake Bailey

ACTION: Chairperson to send a letter to Jake Bailey advising that the Board have watched and read with interest his interviews in the media and have been very impressed by the way he has handled his situation and wishing him well.

.7.2 Associations:

PTA

- H\have donated \$15,000 to the whanau group the proceeds from the recent raffle is to be used to purchase musical/sporting equipment
- AGM – 1 March (J Osborne and L Brown to attend)
- PTA are keen to hold a similar evening for Yr 13 that was held for Yr 9

HSOB

- R Franks attended their meeting and Headmaster to undertake research as to whether the hall is called the “Memorial Hall”
- **College Match** - 2 June
- **Next meeting** – 2 March
- **AGM 2 May**

WHANAU GROUP – have not met

TE KURA TRUST – have not met

7.3 Succession Planning for Board Election Year

Information on the website. Board members to review and make suggestions as to what we should put in the pack for new members Instructions for going on to “Sites”

7.4 Building Steering Group

M Walls provided a verbal report –

- Discussed a health and safety concern
- Headmaster’s Office – there has been a Heritage assessment and this assessment has not impacted on the Headmaster’s office.
- MoE want to know where the school stood re access to the building site once the project starts.
- Siting of the prefabs and access
- Engineering review by Lewis Bradford re Caddick Block
- Budget Review
- Formal minutes to be made available.

M McGrath left the meeting at 8.40pm

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: Employment / Commercially sensitive matters, 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 16 March 2016 at 4.15pm

Resources - Wednesday 16 March 2016 at 5.30p

Board of Trustees – Tuesday 22 March 016 at 5.30pm at Adams House (to commence with dinner at 5.30pm, a tour of the new build at 6.00pm followed by monthly Board meeting.

Meeting closed at 10.25pm

APPROVED.....22 March 2016
CHAIRPERSON

CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 23 FEBRUARY 2016

Board	<i>Anthony Harper next steps re minor claims 2011-2013 if they say "no"</i>		
	<i>P Woods has asked N Georgieff to compile another list in conjunction with ACS</i>	<i>June</i>	<i>March</i>
	<i>Board seek training on Modern Curriculum</i>	<i>Sept</i>	<i>June</i>
	<i>Science Review discussion</i>	<i>Feb</i>	<i>March</i>
Chairperson	<i>Write letter of congratulations to Jake Bailey</i>	<i>Feb.</i>	<i>March</i>

HEADMASTER	<i>To draft a Memorandum of Understanding with CGHS regarding sharing the Performing Arts Centre and Hall</i>	<i>Dec.</i>	<i>March</i>
	<i>To provide comparisons of course endorsements and finalised reports and recommendations</i>	<i>Jan.</i>	<i>March</i>
	<i>Adams House reconciliation of cost of building work</i>	<i>Jan.</i>	<i>March</i>
	<i>To come back to BOT with date for BOT and Staff to discuss Strategic Plan</i>	<i>Feb,</i>	<i>March</i>
	<i>Contact Ngai Tuahuriri re culture process – Shrine</i>	<i>Feb.</i>	<i>March</i>
	<i>Plan for approval to go ahead with Deans Building</i>	<i>Feb</i>	<i>March</i>
	<i>CCC clarification from N Georgieff re Public Pathway next to the School's Southern Boundary</i>	<i>Feb</i>	<i>March</i>
	<i>Write to CCC re length of time consent process Adams House</i>	<i>Feb</i>	<i>March</i>
<i>CBHS Ownership of Adams House Land – more info. From S Sun</i>	<i>Feb..</i>	<i>March</i>	