



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 28 FEBRUARY 2017
IN THE HEADMASTER'S STUDY

PRESENT

Mr J Osborne (Chairperson), Mr N Hill (Headmaster), Mr M Walls,
Mr H Dacre, Mr M Medicott, Ms L Brown, Mr P Nicholls, Ms L Watson,
Mr D Caldwell, Mr J Harris

IN ATTENDANCE

Mrs A Johnston (Secretary), Mr G Mehrtens (Observer)

1. ADMINISTRATION MATTERS

1.1 Apologies: Nil

1.2 Confirmation of Previous Minutes

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meeting held on 24 January 2017, 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 Conflicts of Interest – nil

1.5 Election of Deputy Chair

ACTION: Carried Forward to the March Board meeting

1.6 Board Representation on the various Sub Committees

Resources:

Motion: Moved Chairperson Seconded L Brown

That P Nicholls be Chairperson of the Resources Committee

Carried

Adams House

Motion: Moved Chairperson Seconded M Medicott

That the Adams House Committee be made up of the following:

M Walls (Chair), L Brown, D Caldwell, Hostel Parent Representative

Carried

Audit:

Motion: Moved Chairperson Seconded L Brown

That the Audit Committee be made up of the following:

M Medicott (Chair), L Brown, H Dacre, L Watson, D Caldwell

Carried

ACTION: L Brown to look out the copy of the last Audit Committee minutes

Headmaster's Performance Appraisal

Motion: Moved Chairperson Seconded D Caldwell

That the Headmaster's Performance Appraisal be undertaken by the Board Chairperson and P Nicholls.

Carried

Discipline Committee

Motion: Moved Chairperson Seconded L Watson

That L Brown Chair this committee and that all the Board be available and we co-opt. P McWilliam on to it for the year.

Carried

Steering Group for the Rebuild

M Wall (Chair), Chairperson, Headmaster, H Dacre

Motion: Moved Chairperson Seconded M Medicott

That the Delegations for the Steering Group remain in place.

Carried

2. STRATEGIC TOPICS

2.0 Terms of Reference for Committees (Sec. 19 Governance Manual)

ACTION: To be reviewed at the April Board meeting.

2.1 Board of Trustees Code of Conduct (Page 13 & 88 Governance Manual)

ACTION: To be reviewed at the March Board meeting

2.2 Strategic / Annual Plan – inc. presentation of initial NCEA results and Analysis of Variance

The Headmaster presented this information to the Board – the following noted:

The results are very pleasing but need to get Level I pass rates to 90%

Note: Motion for this in the Headmasters report.

2.3 Priority area to Review – Social Sciences

ACTION: Social Sciences to be reviewed at the March Board meeting

2.4 Yr 9 Intake Review – this was noted and the fact that the information will be useful long term for the school.

2.5 Health and Safety Procedures Report – this has been circulated to the Board and put up on Sites.

2.6 Property Rebuild

2.6.1 Classroom Design Brief

This had previously been circulated to the Board and reviewed. Key thing in the document is “what are the design elements – need to start talking with the Ministry of Education and have something to give the Design Team.

Motion: Moved Headmaster Seconded D Caldwell

That the Classroom Design Brief be approved to move forward pending additions as discussed at tonight's Board meeting.

Carried

2.6.2 Steering Group Report

The minutes of the meeting held on 21 February 2017 were tabled and noted.

Item 2.04 - was noted that the school has a yearly CPU.

2.6.3 New Caddick and Caldwell Block

Motion: Moved Headmaster Seconded Chairperson

With regard to the procurement strategy for the new Caddick and Caldwell Block the Board support the Ministry of Education conducting

- a) For Lead Contractor a closed tender with South Base and Leighs*
- b) For Lead Designer a closed tender with Jasmax, Athfields, Stephenson and Turner and Warren & Mahoney.*
- c) For Project Manager a closed tender with Greenstone and TBig*

It is agreed by the sponsors that early engagement of the lead contractor in the design process is desirable.

Carried

Motion: Moved M Walls Seconded Headmaster

That the Project Steering Group Minutes be received.

Carried

2.6.4 Big Room

- The rubber floor is going down tomorrow
- Ministry is starting the toilets
- Furniture is arriving shortly and boys will be able to use this room very soon
- There have been 3 functions in the Big Room already

ACTION: Headmaster to Progress a report to the school community on the completion Of the Hall.

2.6.5 Tracking Expenditure to Date for Rebuild

- Reported there have been no updates – Headmaster to circulate when they become available.
- There have only been a minimal number of variations on the Hall

ACTION: Headmaster to circulate to the Board expenditure updates when available
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2.6.6 Shrine

- More repairs have been undertaken on the Shrine
- The name plates looked very good

3. HEADMASTER'S REPORT

The Headmaster's written report had been circulated prior to the meeting and taken as read. The following was noted:

2016 NCEA Comparative Data (spreadsheet circ.)

- Annual Plan for approval
- Classroom Design Principles
- Feasibility Study next steps report
- Caddick / Caldwell Block Procurement Recommendations
- A fire evacuation drill has been practised by the school
- Graphs of sport participation rates from Sport Canterbury
- Letter to staff 27.1.17 Report on Health and Safety Procedures
- 2016 Scholarship Results
- Yr. 9 Year by Year Enrolment report
- Yr. 9 2017 cohort information
- Hall Gantt chart
- Vodafone contract and analysis

Motion: Moved Headmaster Seconded L Watson

That the Board adopt the Annual Plan with the changes discussed at the meeting. **Carried**

School Roll as at 17/2/17:

Total	1421
FeePAYERS	54
Maori	154
Pasifika	27
Asian	92

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 22 February 2017 had been circulated.

The following Recommendations approved

Motion: Moved M Medicott Seconded L Brown

That CBHS move its current supplier of Mobile Phone Contracts from 2Degrees to Vodafone at the start of March 2017 **Carried**

Motion: Moved M Medicott Seconded H Dacre

That the Board approve the 2017 Capital Expenditure Summary report as tabled. **Carried**

School Donation Issues 2017 - M Kettles reported on this and information to be sent out in the next newsletter to parents.

Health & Safety

The report was noted and in future to include where the incidents actually took place.

CBHS Auditor – Deloitte

Motion: Moved Chairperson Seconded P Nicholls

That the Chairperson be authorised to sign the Annual Audit Terms of Engagement. **Carried**

Motion: Moved P Nicholls Seconded J Harris

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

5. ADAMS HOUSE HOSTEL COMMITTEE

The minutes of the Adams House Hostel Committee had been circulated. The following was noted:

Adams House Block C Remodel/Extensions The redevelopment is forecast to be over budget by \$35,000 (total including Contingency). This is primarily due to fire doors

It was agreed that payment for the redevelopment be only the budgeted figure.

Motion: Moved M Walls Seconded L Brown

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

6. AUDIT COMMITTEE – No Report

7. HEALTH & SAFETY – covered in the Resources Committee minutes

8. GENERAL BUSINESS

L Watson left the meeting at 8.30pm

9. 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 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

10. NEXT MEETING DATES:

Adams House - Wednesday 15 March 2017 at 4,15pm
Resources - Wednesday 15 March 2017 at 5.30pm in the Big Room
Board of Trustees - Tuesday 28 March 2017 at 5.30pm

Meeting closed at 10.00pm

APPROVED.....28 March 2017
CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 28 FEBRUARY 2017</p>
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Resources	<i>Review of Cyber Cover, Travel Insurance And Business Interruption insurance</i>	<i>November</i>	<i>February</i>
L Brown	<i>Look for copy of last Audit Cmte mins.</i>	<i>February</i>	<i>asap</i>
Headmaster	<i>Report to school community on progress of the hall</i>	<i>February</i>	<i>asap</i>
Headmaster	<i>To circ. To BOT expenditure updates on the rebuild</i>	<i>February</i>	<i>When available</i>
Headmaster	<i>Master Planning – prepare breakdown of all expenditure to date. Headmaster has requested this from the MOE – to include wastage (C Morrison has agreed to include in his Steering report.</i>	<i>May Pg 2, Cl.2.1</i>	<i>On Going</i>
Board	<i>Election of Deputy Chair Succession Planning BOT Code of Conduct BOT Terms of Reference Capital Budget</i>	<i>January</i>	<i>February</i>
Headmaster	<i>To write to MOE expressing concern in the MOE limitations of the KPMG's scope</i>	<i>January</i>	<i>C/FWD.</i>
Chairperson	<i>To ask Jim Blair for suggestions</i>	<i>January</i>	<i>???</i>