



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**MINUTES OF MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 5.30PM ON**  
**TUESDAY 27 JUNE 2017**  
**IN THE CRICKET CLUB ROOMS AT THE SCHOOL**

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

**IN ATTENDANCE** Mrs A Johnston (Secretary), Mr S McLeod & Mr G Mehrtens (Observers)

**1. ADMINISTRATION MATTERS**

1.1 **Apology::** Mr J Harris (leaving early)

1.2 **Confirmation of Previous Minutes**

**Motion: Moved Chairperson**

*That the Minutes of the Board of Trustees meetings held on 2 May 2017 and 24 May 2017 (with one amendment), having been circulated, be approved as a true and correct record.*

**Carried**

(Noted 3 Resolutions that were approved at the Resources Meeting on 24 May 2017 and as the matters needed to be progressed, an electronic vote was taken and approved by all Board members. These 3 resolutions have been included in the Minutes of the Special meeting held 24 July 2017)

1.3 **Actions Outstanding from Previous minutes –**

The “Action Points” were reviewed and updated.

1.4 **Conflicts of Interest –** M Medicott – incorrectly stated in the Rowing Club minutes that he is on the Rowing Committee

1.5 **Election of Deputy Chair -**

**ACTION: Carried Forward to the 25 July Board meeting**

**2. STRATEGIC TOPICS**

**2.0 Extra Curricular Review – Analysis 20 June 2017**

The following “Themes” were noted:

- Accountability
- Transparency
- Values
- Resource
- Structure
- Comms
- Solutions/Good Ideas

**Next Steps:**

- **Student forums**
- **Development of values statement**
- **BOT approval / buy in of values / guiding principles**
- **Wider community input (be ready to run with the weight of opinion)**
- **Develop and then implement plan / very clear comms**

**A copy of the results of yesterday's Student Focus Group were tabled at the meeting.**

**BOARD DISCUSSION:**

- it would be good to meet up with the junior boys at the school as noted there is a group of boys that participate in sport in Yrs. 9-10 and then get out – Why?
- Suggested PTA could get involved with coaching
- Believe there should be a similarity in structure across codes
- Noted there will be resourcing implications.

**ACTION: Headmaster to bring a report to the July BOT meeting, including a Values Statement**

**2.1 Strategic Plan Consultation – beginning process as 3 years since last looked at**

The Headmaster tabled a paper setting out suggested information to be included in the Strategic Planning 2017 document covering:

- **Aim**
- **Process**
- **Themes**
- **Continuing Themes**

**ACTION: Headmaster to bring a proposal to the July BOT meeting regarding name of a possible Facilitator to assist with the plan (including CV and background information and timeline) for Board approval.**

**2.2 Enrolment Review**

The Headmaster presented a report on the Review of Network of Schools.

The Headmaster has met with Mark Doyle (MOE) to discuss KPMG's previously circulated review (KPMG directed the Headmaster to meet with Mark Doyle).

**Motion: Moved Headmaster Seconded P Nicholls**

*That the Board signal its willingness to remain part of this process and its readiness to further explore Option 5 (Partial regulation including single sex) if that is the recommended option by the MOE. The Board's acceptance is pending its own consultation with the community at an appropriate time in this process. The Board does note its disappointment that student outcomes have not driven this process.*

**Carried**

**J Harris left the meeting at 6.25pm**

**2.3 Priority Areas Review – Art**

The Art Review for 2017 was circulated and noted.

**Motion: Moved Headmaster Seconded D Caldwell**

*That the above Art Review be accepted.*

**Carried**

**ACTION: Headmaster to advise Art Department that the Board noted their very good report.**

## 2.4 Compliance EEO and Human Rights Act

### EEO

The Headmaster is not aware of any complaints raised regarding EEO. However, the title "Senior Master" as used in a recent advertisement is not gender neutral and the Headmaster has addressed this with staff.

### Human Rights Act

The Headmaster is not aware of any issues that have been raised that breach the Human Rights Act.

**(Noted: The EEO & Human Rights Act Policies were circulated at the start of this year)**

**2.5 Health & Safety Procedures Report** – Will be part of the minutes of the Resources Committee meeting and were presented at the Board meeting.

## 2.6 Property - Rebuild

**Minutes of Project Steering Group Meeting held on 20 June 2017** – M Walls spoke to these as follows:

- Hall Completion Date : Southbase confirm the completion date of 18 August and the CCC have confirmed that the school will have "managed" use until the Energy Centre has been completed (26/10/17). The use of the hall will need to be within conditions advised by CCC. The fire protection will be in place on completion but not the air handling units. It was suggested that actual use of the hall be a week after the 18 August handover.
- Security – the Hall is now lockable.
- The school to send to MOE and Greenstone A list of events bookings in the hall to the end of October which will be run under conditions" imposed by CCC.
- Asbestos has been located in the footprint of the Energy Centre. Any potential programme delay has been mitigated.
- Music Block – demolition completed. Foundation removal require archaeologist input.
- Decision will be required from CBHS on the paint colour for the hall as soon as possible. Jasmax have proposed 2 options.
- Landscaping – decisions will need to be made soon about the extent of landscaping around the hall.
- A temporary solution is required immediately and a long term solution for the future use of the area once the classroom build is completed.
- Cladding – a query was raised following the apartment fire overseas. D Hobern confirmed that all cladding in use has been checked and has fire retardant in the centre. Soffit linings have also been checked.
- The Headmaster met with Craig Morrison and took him through the Big Room Kitchen/Canteen area and asked for him to provide a concept design for that area.

## 2.7 Hall Opening Events

**The following events were noted:**

18 August – Hand over from Southbase (FF & E fitout to be completed from 1 August)

6-13 September – Senior exams (may need to be in classrooms due to noise from Energy Centre)

15 September is 1957 Reunion

School Assembly – Tuesday 5 September at 8.50am – Attendees/Format/Programme - Noted  
Community/Alumni Assembly and Opening

Friday 8 September at 4.30pm – Open invitation to parents, alumni, community

Hall Open Day – open to the public to come and visit the space – Friday 8 September

Big Night In – Wednesday 20 September

## 3. HEADMASTER'S REPORT

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

following noted:

### **Le Faitago (formal lavalava)**

**Motion: Moved Headmaster Seconded L Brown**

*That the Board of Trustees approve the wearing of le Faitago as part of the school uniform.*

**Carried**

**(M Walls voted against the motion)**

### **Appointment of Additional Rowing Coach**

**Motion: Moved Headmaster Seconded M Walls**

*That the Board of Trustees approve the appointment of an additional rowing coach on a fixed term basis for the 2017-2018 season – cost \$30,000*

**Carried**

### **CBHS Japan Tour 2018**

**Motion: Moved Headmaster Seconded H Dacre**

*That the Board of Trustees approve the planning of a departmental tour to Japan. Final approval pending RAMS and budget being approved 3 months prior to departure.*

**Carried**

### **Revised Credit Card Policy**

**Motion: Moved Headmaster Seconded L Watson**

*That the Board of Trustees approve the revised Credit Card Policy as per changes made.*

**Carried**

*It was noted that all CBHS Credit Card holders will need to sign and be given a copy of the new Credit Card Policy.*

### **Critical Attachments**

- Headmaster's response to KPMG enrolment review
- Art Review
- Letter to BOT re: Proposal to wear le Faitago (formal lavalava as part of the school uniform)
- Rowing Request
- Request for support for Languages Department tour to Japan
- Current Credit Card Policy with suggested variations for the Headmaster's EA
- Analysis of Extracurricular Review to date
- SingularityU Executive Programme – The Headmaster has applied for the programme and if accepted will seek BOT permission to attend.

### **FYI Attachments (Sites)**

- Report to BOT on progress against Wellbeing Goal in Annual Plan
- KPMG enrolment zone review
- Provisional School Leaver Data
- Headmaster letter to staff – 8 May 2017
- Headmaster Open Day Presentation
- Sue Suckling Presentation – 17 May 2017
- Presentation to staff on culturally located practice and Maori achievement Daniel Hapuku and Jarred Williams – 10 May 2017
- Protocols for overseas tours
- Rowing Marine Schedule
- June Roll Return (Key data: Total Head Count – 1407, International Fee-paying Students 57, Secondary Tertiary Programme Students 34, Full time equivalent funding for 1330 students)
- eLearning Report
- eLearning Survey (My summary: technical issues, behaviour, moving beyond substitution)

and teacher time)

- Hall Hire agreement – currently being reviewed by Hans van Schreven
- Black and White Hall interior paint options

**School Roll as at 19/6/17:**

Total	1407
Fee payers	59
Maori	155
Pasifika	27
Asian	98

**Student Stand Downs – since last report**

- 11 May – Suspension – Drugs
- 17 May – Stand Down – Drugs
- 17 May – Stand Down -u
- 26 February – 2 students for smoking
- 22 March – 2 students for smoking

**Lock Down**

The school held a lock down drill on 11 May. Issues discovered included inadequate curtains on the doors in the TK block and the sound of the tone in the Wormald sirens within each had been decreased. The curtains have been replaced and the alarm tone has been increased.

**MNA Review**

This has now been scheduled by NZQA for 21 September

**Donation Analysis** - An analysis on the number of students participating in overseas trips and how many of them have so far paid their school donation was noted.

**Singularity U Executive Programme**

The Headmaster has applied for the programme and if accepted will seek BOT permission to attend by email vote.

**Motion: Moved: Headmaster                      Seconded M Medicott**  
*That the Headmaster's Report be accepted.*

**Carried**

**4. RESOURCES COMMITTEE**

The minutes of the Resources Committee meeting held on 21 June 2017 were circulated to the Board. The following noted.

**Examination Desk Trolleys**

**Motion: Moved P Nicholls      Seconded M Medicott**

*That the BOT approve the purchase of Examination Desk Trolleys (\$9,500) instead of tables for the Hall that were previously approved in the 2017 CAPEX budget (\$20,000).*

**Carried**

**Deans Building**

The Headmaster spoke to this. There is a risk that we could go \$25,000 over budget because of additional work done without proper instruction and this is being investigated. Instructions were issued to the electrical engineer and did not go through the school or PM.

**ACTION: Headmaster to provide a report for the next BOT meeting**

**Proposed Changes to Cash Advances, Debit and Credit Card Arrangements**

**Motion: Moved Headmaster      Seconded M Medicott**

*That the Headmaster put Westpac on notice that we are going to tender our above business – suggested that three tenders be sought.*

**Carried**

**Motion: Moved P Nicholls Seconded M Medicott**

*That the minutes of the Resources Committee meeting be received.*

**Carried**

**5. ADAMS HOUSE HOSTEL COMMITTEE**

The minutes of the Adams House Committee meeting held on 21 June 2017 had been circulated to the Board. D Caldwell spoke to the minutes.

**REACH Programme** – this programme vastly improves the security, health & safety and logistics of daily boarding operations. New parent, student and staff phone apps are going to be released soon – this information was shown at the meeting.

**Adams House Centenary Celebrations – weekend 21-23 October 2017**

- The following Board members said they would like to attend the Dinner on the Saturday night with their partners: N Hill, M Walls and M Medicott.
- J Osborne said he planned to attend one of the other functions during the weekend.

**Motion: Moved D Caldwell Seconded L Brown**

*That the minutes of the Adams House Committee meeting be received.*

**Carried**

**6. AUDIT COMMITTEE – have not met**

**7. CORRESPONDENCE – nil**

**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 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 16 August 2017 at 4,15pm**  
**Resources - Wednesday 16 August 2017 at 5.30pm in the Big Room**  
**Board of Trustees - Tuesday 25 July 2017 at 5.30pm in the Big Room**

Meeting closed at 9.50pm

**APPROVED.....25 July 2017**

**CHAIRPERSON**

<p><b>Christchurch Boys' High School</b> <b>ACTION POINTS</b> <b>From the meeting of the BOT held 27 JUNE 2017</b></p>
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<b>M Medicott/ L Brown</b>	<i>Develop a schedule for the Audit Committee to report back to the BOT.</i>	2 May	25 July
<b>Headmaster</b>	<i>Extra Curricular Review – to bring a report to the next BOT meeting</i>	27 June	25 July
<b>Headmaster</b>	<i>Facilitator – Strategic Plan – Headmaster to bring a proposal to next BOT meeting</i>	27 June	25 July
<b>Board</b>	<i>Election of Deputy Chair Succession Planning</i>	January	25 July
<b>Headmaster</b>	<i>Deans Building - risk of going over budget – to bring a report to July BOT meeting</i>	27 June	25 July
<b>Chairperson</b>	<i>To write to Kevin Peterson &amp; Paul Wilkins (HRS) thanks for their worker the Hostel redevelopment</i>		