



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON
TUESDAY 25 JULY 2017
IN THE BIG ROOM AT THE SCHOOL

PRESENT Mr J Osborne (Chairperson), Mr S Fraser (Acting Headmaster), Mr M Walls, Mr P Nicholls, Mr H Dacre, Mr M Medicott, Ms L Brown, Ms L Watson, Mr D Caldwell, Mr J Harris

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 **Apology::** Mr N Hill (Headmaster)

Motion: Moved Chairperson

That the above apology be received.

Carried

1.2 **Confirmation of Previous Minutes**

Motion: Moved Chairperson

That the Minutes of the Board of Trustees meetings held on 27 June 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 the following noted:

1.3.1 **M Medicott / L Brown to develop a schedule for the Audit Committee to report back to the Board of Trustees.**

Reported they have met and in the process of putting together a schedule identifying policies to be reviewed – to be available for the August BOT meeting.

1.4 **Conflicts of Interest – nil**

1.5 **Election of Deputy Board Chair –**

Motion: Moved P Nicholls Seconded D Caldwell

That Ms L Watson be appointed Deputy Board Chair.

Carried

2. STRATEGIC TOPICS

2.0 Strategic Planning Facilitator

The Headmaster had circulated information regarding Margot McKeegan, Professional Learning Services Facilitator, Core Education taking on the role as the Facilitator for the Strategic Plan with the recommendation that the Board endorse this.. The Board discussed this and agreed that more names and the cost involved be investigated by the Headmaster

ACTION: Headmaster to make further enquiries regarding possible facilitators (L Watson / A Johnston to provide some possible names

2.1 Extra Curricular Review

An interim report had been circulated by the Headmaster

Motion: Moved S Fraser Seconded M Medicott

That the Board of Trustees endorses the further development of the Draft Extracurricular Policy and request the Headmaster gains further community feedback. **Carried**

(It was noted that the Review focussed heavily on sport and the Board asked that there be more information on other curricular activities at the school)

ACTION: Headmaster – further report to be available for the August Board meeting

2.2 Health & Safety Procedures Report – nil

2.3 Property Rebuild

M Walls gave a verbal report from the Project Steering Group's meeting last night as follows:

- Hall is on track and should be available middle of August - it is looking magnificent.
- Adams House will be using the hall on 26 October for their Centenary celebrations
- Procurement for the Caldwell block has been done. Project Managers – RDT Pacific
- Commissioning of the Energy Centre due 20 October

Deans Building

The motion seeking Board approval that the Headmaster be permitted to spend a total budget of \$2,160,044 (an increase of \$53,310.56) be put on hold due to the Board requiring more clarification as to what the money is being used for :

Noted if approval is required urgently, the Board were happy to consider an electronic vote.

ACTION: Headmaster to approach the Ministry of Education for financial support regarding the Deans building due to extra costs

The motion that the Board approve the Headmaster requesting a further \$97,000 from the Te Kura Trust Museum Fund to complete the Deans Building Project including the fit out of Building A :

(The motion was put on hold - the Board require more information on what the money is to be used for to make a decision)

2.4 ICT Report – carried over until August Board meeting

ACTION: ICT Report August Board meeting

3. HEADMASTER'S REPORT

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

3.1 Report on Donation of Tracksuits and Jackets to PTA

(The motion was withdrawn)

ACTION: Headmaster to come up with an arrangement to assign the stock to the PTA to sell on behalf of the school (noted that we have been advised in audits previously regarding write-offs)

3.2 PTA Constitution be amended so that PTA funds are only spent on the approval of the Headmaster

(The motion was withdrawn)

ACTION: The Board would like to hear from the PTA before actioning the proposed motion

3.3 Hall Opening Celebration Plan

The following format/programme :

- Assembly for Students & Staff and Invited Guests – Tuesday 5 September 2017 at 8.50am
- Assembly for Alumni & Community – Friday 8 September at 2.15pm

(The Board noted the Hall Opening Celebration Plan and invited guest list and gave feedback.)

3.4 Design Process Approval for the Caddick and Caldwell Classroom Blocks

Motion: Moved S Fraser Seconded D Caldwell

That the Board endorse the design process proposal but request the rationale why N Hill not C Dunnett is handling communications with the architects. **Carried**

3.5 Attachments – to the Headmaster's report

- Report on donation of Tracksuits and jackets to PTA
- Report on Deans Building Cost Overrun
- Report on Deans Buildings : Building B Fit out
- Hall Celebration Plan
- Design Process proposal
- Proposal for strategic planning
- Hall occupancy details
- Report on IT at CBHS
- Draft Extracurricular Review

FYI Attachments (Sites)

- Letter MOE to Southbase
- Hall Alumni Assembly Guest List
- Hall Opening History
- Notification of NZEI - PUM 14 August 2017 (this impacts on 7 staff)

School Roll as at 7/7/17:

Total	1408
Fee payers	62
Maori	155
Pasifika	27
Asian	97

Student Stand Downs – nil - since last report

Motion: Moved: S Fraser Seconded M Medlicott

That the Headmaster's Report be accepted.

Carried

4. **RESOURCES COMMITTEE – have not met this month**

5. **ADAMS HOUSE HOSTEL COMMITTEE - have not met this month**

6. **AUDIT COMMITTEE – covered in the minutes under “Matters Arising”**

7. **GENERAL BUSINESS**

7.1 CORRESPONDENCE

Inwards:

STA News – July 2017

Nigel Barnett (Chairman, Adams House Centenary Committee) dated 13/7/17

Advising that the Committee intend to follow BOT recommendations of moderate consumption for this event and the amount of alcohol will be reasonable and appropriate for this significant event and consumed in moderation. Noted they will be applying for a temporary sale of liquor licence which provides responsible drink expectations and the letter noted the requirements of this licence.

ACTION: That the Board note their request and ask that they raise any alcohol matters with the Headmaster

Public Trust Specialised Services – letter dated 6/7/17 re the Gilbert & Ines Stringer Charitable Trust set up to support an annual scholarship or to assist financially disadvantage pupils - one off distribution covering either the 2017 or 2018 year for an amount of \$2,242.

Outwards: nil

Motion: Moved Chairperson

That the Inwards Correspondence be received.

Carried

7.2 Events Requiring Board Attention :

Adams House Centenary/Hall Opening

ACTION: M Walls to discuss with R Taylor website to check out

7.3 Board Policy on Hospitality Expenditure Approval – this was noted by the Board

7.4 Board Performance - evaluation/development needs

P Nicholls spoke to this as follows:

Important that people standing for the Board have already been on a school Board

Suggested the Board include some in the school newsletter

Set up a timetable for the Board to discuss dates for succession planning

ACTION: Chairperson to circulate a review on our the Board is performing for discussion at the August Board meeting

7.5 Associations

PTA – J Osborne to attend their August meeting

HSOB – next meeting 7 August – M Medicott to attend

Te Kura – next meeting 1 August to discuss Shopping Centre

Whanau Group – next meeting 31 July at 5.30pm in the staff room – J Osborne and M Medicott to attend. (note meeting moved to the 7th August)

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

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 22 August 2017 at 5.30pm in the Big Room

Meeting closed at 7.56pm

APPROVED.....22 August 2017
CHAIRPERSON

<p>Christchurch Boys' High School ACTION POINTS From the meeting of the BOT held 25 JULY 2017</p>
--

Audi Committee	<i>Provide a Review Programme to the BOT.</i>	25 July	22 August
Board	<i>Succession Planning</i>	25 July	22 August
Headmaster	<i>To approach the MOE for financial support for Deans Building due to extra costs</i>	25 July	22 August
Headmaster	<i>Facilitator – Strategic Plan – Headmaster to bring a proposal to next BOT meeting – C/f. August</i>	25 July	22 August
L Watson/ A Johnston	<i>Provide suggested names re possible facilitators for Strategic Planning</i>	25 July	22 August
Headmaster	<i>Deans Building -</i>	27 June	
Chairperson	<i>To write to Kevin Peterson & Paul Wilkins (HRS) thanks for their worker the Hostel redevelopment</i>		Asap
Chairperson	<i>To circulate review on Board's performance for discussion at August BOT meeting</i>	25 July	22 August
Headmaster			
Headmaster	<i>ICT Report c/fwd</i>	25 July	22 August
Headmaster	<i>To come up with an arrangement to assign stock to the PTA to sell on behalf of the school</i>	25 July	22 August
M Walls	<i>PTA Constitution – Board to hear from the PTA regarding amending</i>	25 July	22 August
	<i>To discuss with R Taylor Centenary website</i>	25 July	22 August