



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.30PM ON  
TUESDAY 24 OCTOBER 2017  
IN THE BOARD ROOM – DEANS BUILDINGS

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

**IN ATTENDANCE** Mrs A Johnston (Secretary)

**WELCOME:** Extended to Richard Liu the newly elected Student Trustee for the 2017-2018 year.

### 1. ADMINISTRATION MATTERS

1.1 **Apologies:** Mr D Caldwell, Mr J Harris

**Motion: Moved Chairperson**

*That the above apologies be received.*

**Carried**

1.2 **Confirmation of Previous Minutes**

**Motion: Moved Chairperson**

*That the Minutes of the Board of Trustees meeting held on 26 September 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 items addressed

Chairperson to acknowledge Jenny Lowe’s work re organising First Assembly and Alumni Assembly

Deans Building – Washup is \$19K under budget and everything will be completed by the end of the week.

ICT Report – included in the Headmaster’s report

Annual Plan – circulated in draft

Audit Committee feedback on where funds could be invested to meet Government funding requirements - to discuss tonight

1.4 **Conflicts of Interest**

**P Nicholls –** (Resources minutes – possible change of bank)

1.5 **Co-option to the Board of Trustees**

**Motion: Moved Chairperson Seconded L Watson**

*That Jack Harris be co-opted to the Board of Trustees until December 2017.*

**Carried**

1.6 **Board Leave of Absence**

**Motion: Moved Chairperson Seconded M Medicott**

*That Richard Liu have approved leave of absence for the next 3 Board meetings (November & December 2017 and January 2018).*

**Carried**

### 1.7 Dates of Board and Committee Meetings for 2018

**ACTION: Chairperson to set dates for Board, Adams House and Resources meetings in 2018 and circulate to Board members.**

## 2. STRATEGIC TOPICS

### 2.0 Curriculum – Monitoring Academic Progress – October tracking information circulated

Noted Yr. 11 results have dropped considerably – the reason for that is the way J Williams has received the data. The response to the drop is to make sure individual boys are identified.

### 2.1 Annual Plan – first draft circulated

The Headmaster and the Board discussed the Specific Objectives listed.

Teacher Only Day to be held in November and this draft will be on the agenda.

Headmaster will bring a revised draft to the November Board meeting.

### 2.2 Property – CBHS Caddick Caldwell Block – Master Plan Revalidation

- Board to hold a Special Meeting request to discuss documentation from Athfields. The Board discussed other people to be invited to this meeting.
- Suggested this be held in the afternoon of Saturday 4 November – Headmaster to confirm details.

**ACTION: Headmaster to circulate to the Board details re proposed Special Meeting**

### 2.3 Uniform Shop – Sole Supplier decision re PTA

Letter received from Jo van Wigen (CBHS PTA Chairperson dated 27 September.

The above letter was discussed.

**Motion: Moved L Watson Seconded M Medicott**

*That the Board approve their plan subject to the Board receiving an update on progress against their recommendations dated 27 September 2017. And they provide a plan outlining how they intend to resource the uniform shop in the future.*

**Carried**

### 2.4 Zone Report

This information was sighted and the Board have no comments at this stage.

## 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 Leave

Noted the school does not currently have a Leave Policy. The current convention (based on past policy) is that leave for more than five days must be approved by the Board of Trustees and the leave form currently states "that all leave in excess of five consecutive days requires Board of Trustees approval".

**ACTION: Headmaster / Secretary – locate the previous Leave Policy**

### 3.2 International Student Code of Compliance Report (previously circulated)

**Motion: Moved Headmaster      Seconded P Nicholls**

*That the Board of Trustees approve the Headmaster and Board Chair signing the Self Review of the International Student Code of Compliance* **Carried**

### 3.3 The Headmaster reported as follows:

#### 3.3.1 Ministry of Education Investment Advice

It was noted in the Headmaster's report the places that Board of Trustees of schools can acquire securities in (Under S161 (1) (a) of the Crown Entities Act and S73 of the Education Act)

In summary, the school is limited to investments in debt securities issued by a registered bank or public securities.

#### 3.3.2 The school is meeting its responsibilities under the code of ethical conduct the use of animals in research and teaching in schools.

**3.3.3 The school is meeting its requirements for the Code of Practice for School Exempt Laboratories approved by the Environmental Risk Management Authority, about the use of hazardous substances for the teaching of science and technology.** (The Code of Practice will be replaced on December 1 by new regulations relating to the new health and safety legislation). Attachments – to the Headmaster's report

**3.3.4** The Headmaster has investigated the concerns about the report raised at the August BOT meeting. The report is accurate, however, it would be incorrect to assume that though directives have not been followed that there has been any malicious intent. One of the causes of not following direction has been a desire to keep everyone happy. Prioritisation of tasks and management of staff is the key theme of the report and its recommendations. The report has buy in from staff and there has been very good progress as of late with the completion of key projects

#### **School Roll as at 18/10/17:**

Total	1386
Fee payers	48
Maori	155
Pasifika	26
Asian	97

**Student Stand Downs/Suspensions – 2 Stand Downs and 2 Suspensions since last report (for Verbal Assault Staff, Harassment of Staff, Smoking and Continual disobedience)**

**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 18 October 2017 had been circulated and were discussed and the following noted:

### **Banking Services Update**

**Motion: Moved M Medicott      Seconded Headmaster**

*That pending more information received on the Merchant Fee costs and more information from Westpac re the mix of cards to ensure we go down the right path and the difference is not going to be more than*

*\$4,000 we change to ASB.*

**Carried**  
**(P Nicholls abstained)**

### **Draft Budget for 2018**

First draft was presented and a further draft for 2018 to be available for the November Resources meeting.

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

*That the Resources Committee report be received.*

**Carried**

## **5. ADAMS HOUSE HOSTEL COMMITTEE**

The minutes of the Adams House Committee meeting held on 18 October 2017 had been circulated and discussed.;

### **Boarding Fee for 2018 year**

**Motion: Moved M Walls Seconded Headmaster**

*That the Adams House Boarding Fee for 2018 be \$15,500 (an increase of \$200).*

**Carried**

**Thanks to be extended to Nigel Barnett** on the very successful Adams House Centenary Celebrations at Labour Weekend

<b>ACTION: Chairperson to write the above letter</b>
--

**Motion: Moved M Walls Seconded L Brown**

*That the Adams House minutes be received.*

**Carried**

## **6. AUDIT COMMITTEE – have not met – will report November BOT meeting**

The minutes of the Audit Committee meeting held on 12 September 2017 had been circulated.

## **7. GENERAL BUSINESS**

### **a. Correspondence**

#### **Inwards:**

**NZSTA** - Networking Event for Trustees to be held Wed. 22 November at 5.39pm at Lyttelton School.

#### **Outwards:**

**Jenny Lowe** – thanks for organising the First Assembly and Alumni Assembly

b. **Events Requiring Board Attention** – Prizegiving 2<sup>nd</sup> November at 7.00pm

c. **PTA** – recently toured Adams House and were very impressed.

d. **H SOB** – next meeting Monday 13 November

e. **Te Kura** – have not met

f. **Whanau Group** – Representatives from Ngai Tahu attended the last Whanau meeting with the architects re the naming of the buildings within the school. At the next Whanau meeting they are going to seek feedback on whether we use the Hall for funerals.

g. **Pasifika Group** – will provide a report for the November BOT meeting – they have recently met with some Pasifika parents for feedback. They are meeting next Monday regarding any support they may require re NCEA and plan to meet later in the year to discuss what their sons are good at. They value their sons attending CBHS.

**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**

**9. NEXT MEETING DATES:**

CBHS BOT Strategic Planning Meeting – Saturday 4 November 2017

Adams House - Wednesday 22 November 2017 at 4.15pm

Resources - Wednesday 22 November 2017 at 5.30pm in Deans Board Room

Board of Trustees - Tuesday 28 November 2017 at 5.30pm in the Deans Board Room

Board December Meeting – Tuesday 12 December 2017 at 5.00pm in the Staff Room

(following BOT meeting invited guests attend for a Christmas function)

**Meeting closed at 9.20pm**

APPROVED.....28 November 2017  
**CHAIRPERSON**

<p><b>Christchurch Boys' High School</b> <b>ACTION POINTS</b> <b>From the meeting of the BOT held 24 OCTOBER 2017</b></p>
---

<b>Chairperson/ H Dacre</b>	<i>Investigate with NZSTA Staff Timetabling issues</i>	26/9/17	28/11/17
<b>Board</b>	<i>Succession Planning</i>	25/7/17	Feb. 2018
<b>Chairperson</b>	<i>Write and congratulate Nigel Barnett On very successful Centenary Celebrations</i>	24/10/17	asap
<b>Headmaster</b>	<i>To circulate details regarding Board's Special Meeting</i>	24/10/17	asap
	<i>Locate previous Leave Policy</i>	24/10/17	28/11/17
	<i>Curriculum Review – Art Department manual</i>	26/9/17	28/11/17