

# CONFIRMED MINUTES

## CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **19 Mar 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Christchurch Boys' High School Board
<b>Date:</b>	Tuesday, 13 February 2024
<b>Time:</b>	5:30 pm to 8:59 pm (NZDT)
<b>Location:</b>	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
<b>Board Members:</b>	Michael Singleton (Chair), Al Drayton, Analisa Elstob, Andrew Haig, Emily Flaszynski, Mark Zino, Nic Hill, Rey Kumar
<b>Attendees:</b>	Kathryn Doig
<b>Apologies:</b>	Tim Cookson

### 1. Administration Matters

#### 1.1 Attendance/Apologies

##### Welcome

The Chair welcomed everyone to the first Board meeting of 2024 and began the meeting with a karakia whakamutunga.

##### Apologies

An apology from Tim Cookson was noted and accepted.

##### Board Achievements for 2024

The Chair outlined his intention for the meeting to reflect on the school's strategic plan, health, safety and wellbeing, and what the Board want to achieve by the end of the year. Members discussed and agreed on the following:

1. The Sports Department operating as intended per the 2023 restructure.
2. Completion of the Main Block project on time for the start of 2025 so staff and students can build towards the start of that year knowing when they walk into the buildings, they will do so in good heart. The Operations Manager was commended for managing the quality of the work and it was noted that achieving this goal may involve matters beyond our control.
3. Make decisions that set the path for future projects and leave a good legacy.
4. Increase the focus on improving endorsement levels.
5. Embed health, safety and wellbeing, values and connections into the school and hostel culture. Members noted the significant progress and ongoing work in this area.

The Chair commented on how has enjoyed and been impressed by the events he has attended, particularly the Mihi Whakatau, which was a credit to all involved.

## 1.2 Conflicts of Interest

Interests were reviewed and no changes made.

## 1.3 Confirmation of Minutes

**CBHS Board of Trustees Meeting 12 Dec 2023**, the minutes were confirmed as presented.



### Previous Minutes Confirmed

The minutes of the CBHS Board Meeting held on 12 December 2023 were accepted as a true and accurate record of the meeting.

**Decision Date:** 13 Feb 2024  
**Mover:** Michael Singleton  
**Seconder:** Andrew Haig  
**Outcome:** Approved

## 1.4 Action Item List

Action items were reviewed and updated. No outstanding action items remain.

## 2. Student Representative Report

### 2.1 Student Representative Report

Rey Kumar reported that due to it being the start of the year, there is little to report. He, supported by Mr Drayton, highlighted that the first few weeks of the total phone ban during school hours (for students and staff) has gone better than expected, with very few complaints or negative feedback being received. The environment feels more social and positive, with more conversations being had, and fewer distractions in class.

Mr Kumar has been asked to raise students having to wear long sleeve shirts in summer, with some students saying the shirts make them feel uncomfortable and distract them from focusing in class. Following discussion, Board members were open to exploring what would be involved in introducing optional short sleeve shirts for seniors for summer. The Headmaster will check with the Uniform Shop and report back to the Board.



### Student Representative's Report Accepted

Moved that the Student Representative's Report be accepted.

**Decision Date:** 13 Feb 2024  
**Mover:** Mark Zino  
**Seconder:** Al Drayton  
**Outcome:** Approved



### Check with the Uniform Shop whether short sleeve shirts can be supplied.

The Headmaster to check with the Uniform Shop whether the uniform supplier is able to provide short sleeve shirts and report back to the Board.

**Due Date:** 19 Mar 2024  
**Owner:** Nic Hill

## 3. Governance

## 4. Headmaster's Report

### 4.1 Health, Safety and Wellbeing

The Headmaster advised that he is meeting with Michelle Gillman this coming Friday to continue their work on health, safety and wellbeing at the school. He outlined progress to date and noted that, now the summer break is over, he has a strong desire to accelerate progress and demonstrate tangible outcomes, and increase the SLT's capacity to continue this work themselves over time in their strategic planning, problem-solving and decision-making. Tracking and reporting on deliverables to highlight progress, and the future need for an ongoing HS&W resource were discussed. The Headmaster will continue to keep the Board updated.

### 4.2 Headmaster Public Report

The Headmaster spoke to his recommendations.

#### Strategic and Annual Plans 2024-25

Board members reviewed and discussed the Headmaster's strategic and annual plans, circulated prior to the meeting. The Headmaster noted that the strategic plan had been slightly delayed by the late introduction of a new MOE process, which has been valuable. He confirmed that the strategic plan conforms to the new MOE template. Priorities in the plan reflect a continuation of ongoing work that aligns with Board priorities. Next steps include that the plan will become part of the school charter with the analysis of variance and March's financial report and be reviewed by the MOE, and then be published publicly. Board members requested that Mr Hill include monthly reporting against the Annual Plan in his monthly Board reports.

Mr Hill talked to the introduction of school values in this year's strategic plan, which have been initiated and developed in consultation with staff, students, parents, old boys and members of the Maori community. They were noted as being a new capture of existing values. Board members reviewed and discussed them, particularly their current relevance, and suggested minor wording changes to descriptors and the importance of having stories around the values.

Other discussion included students participating in extra-curricular activities feeling valued regardless of the level at which they participate or compete; the desire for the strategic plan to define and drive what it is to be a good male role model, to celebrate being a boys' school and to ensure a healthy and safe environment where the wellbeing of boys and staff enables them to thrive.

The Board approved the strategic plan in principle. The Headmaster will seek further input in regard to some of the terminology.



#### **Add Reviewing the Annual Plan to monthly Board meeting agendas.**

N Hill to add a one page annual plan report to his monthly Board reports going forward.

**Due Date:** 19 Mar 2024

**Owner:** Nic Hill



#### **Strategic and Annual Plans Approved**

Moved that the BOT approve the 2024 – 2025 Strategic Plan and Annual Plan, noting the Annual Plan's inclusion in the Headmaster's future monthly Board reports.

**Decision Date:** 13 Feb 2024

**Mover:** Nic Hill

**Seconder:** Emily Flaszynski

**Outcome:** Approved

#### **Request to Te Kura Trust for Funding**

Board members approved the recommended funding requests.



### **Te Kura Funding Requests Approved**

Moved that the CBHS Board of Trustees approve the following requests to Te Kura Trust:

1. Sims Fund as per Sir Arthur Sims Committee decision (potential amount \$40,000)
2. Wilson Fund as per Wilson Committee decision (potential amount \$10,000)
3. Moffat (potential amount \$500)
4. Todd (potential amount \$6,000).

**Decision Date:** 13 Feb 2024  
**Mover:** Nic Hill  
**Seconder:** Al Drayton  
**Outcome:** Approved

### **1st XI Cricket Development Tour 2024**

The Headmaster talked to Overseas Tour Checklist and the Board approved planning of the 1st XI's trip to Sydney in principle.

Analisa Elstob suggested that the school request trip planners to provide reports on the costs and benefits of tours against business cases. The Headmaster noted that a policy is being developed for reviewing overseas trips.

### **Endorsement Results**

The Headmaster updated the Board on endorsement results, described as being "stubborn". Following discussion on possible contributing factors and ways of addressing these, the Headmaster was asked to come back to the Board with his thoughts on what a 'deep dive' data-driven analysis of the endorsement results might look like. Being able to measure students' progression through their schooling years, and collecting data on school leavers' progression were also discussed. The Headmaster noted the pleasing improvement in Maori achievement and talked about the increased focus on this group to help them achieve Year 10 numeracy and literacy results when they became co-requisites for NCEA. The next step will be for staff to review the results in more detail. The outcome will be brought back to the Board.



### **1st XI Cricket Development Tour 2024 Planning Approved**

Moved that planning for the 1st XI Cricket Development Tour to Sydney in 2024 be approved in principle.

**Decision Date:** 13 Feb 2024  
**Mover:** Nic Hill  
**Seconder:** Al Drayton  
**Outcome:** Approved



### **Headmaster's Report Accepted**

Moved that the Headmaster's Report be accepted.

**Decision Date:** 13 Feb 2024  
**Mover:** Nic Hill  
**Seconder:** Al Drayton  
**Outcome:** Approved

## 5. Sub-Committees

### 5.1 Adams House

There have been no Adams House meetings in 2024.

### 5.2 People & Wellbeing Committee

People & Wellbeing Committee reports are discussed in Public Excluded session.

### 5.3 Audit & Finance Committee

No meetings in 2024 to date.

### 5.4 Property & Resources Committee

No Property & Resources Committee meetings in 2024 to date. Andrew Haig noted that Ms Doig has upload RDT's progress report to the meeting pack, for Board members' information.

### 5.5 High School Old Boys

Mr Hill updated Board members on goals agreed at the Association's February meeting.

### 5.6 Te Kura

There have been no Te Kura Meetings in 2024 to date.

### 5.7 PTA

## 6. General Business

### 6.1 Correspondence Inwards

Five items of inwards correspondence were noted and accepted. The Chair spoke to an item regarding a change proposed by the MOE to the enrolment zoning scheme and agreed that this will framed as an MOE led change, rather than suggesting it was instigated by CBHS.

### 6.2 Correspondence Outwards

There were no items of outwards correspondence.

### 6.3 Meeting Venue

Members discussed public access to Board meetings for 2024 whilst the usual meeting room is being used as offices during the Main Block project work this year. The Headmaster will investigate more accessible venue options.

## 7. Public Excluded Session

### 7.1 Motion to Exclude



#### Moved to Public Excluded Session

Moved that the meeting move into Public Excluded session for reasons of legal and professional privilege and to protect the privacy of natural persons, to discuss employment and legal matters.

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded session remains confidential to Board of Trustees.

**Decision Date:** 13 Feb 2024  
**Mover:** Michael Singleton  
**Outcome:** Approved

## 8. Meeting Close

### 8.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

The Chair closed the meeting with a karakia timutanga.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_