

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **30 Apr 2024** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 19 March 2024
Time:	5:30 pm to 8:38 pm (NZDT)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Al Drayton, Analisa Elstob, Andrew Haig, Emily Flaszynski, Nic Hill, Tim Cookson
Attendees:	Kathryn Doig
Apologies:	Rey Kumar, Mark Zino

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed those in attendance to the meeting. T Cookson, A Elstob and K Doig were noted as apologies for lateness due to another Board meeting having run over time.

Rey Kumar's and Mark Zino's apologies were noted and accepted.

1.2 Conflicts of Interest

Interests were reviewed. The Headmaster reminded the meeting of his interest regarding his wife, Liz Hay, being a relief teacher.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 13 Feb 2024, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the meeting of the CBHS Board of Trustees on 13 February 2024 be accepted as a true and accurate record of the meeting.

Decision Date:	19 Mar 2024
Mover:	Emily Flaszynski
Seconder:	Andrew Haig
Outcome:	Approved

1.4 Action Item List

Action items were reviewed and updated.

2. Student Representative Report

2.1 Student Representative Report

Mr Kumar's report, circulated prior to the meeting, was reviewed. The heat in the hall was discussed, noting that the main block rebuild noise means doors cannot be opened.



Student Representative Report Accepted

Moved that the Student Representative's Report be accepted.

Decision Date: 19 Mar 2024
Mover: Al Drayton
Seconder: Michael Singleton
Outcome: Approved

3. Governance

3.1 Replace Matt Horn as Te Kura Trustee

The Headmaster provided information about Te Kura Trust, including meetings and responsibilities. Members suggested, in Rey Kumar's absence, that he be nominated to replace Matt Horn, who had represented the Board on the Trust previously. The Headmaster will discuss with Mr Kumar.



Rey Kumar approved to represent the Board on the Te Kura Trust

Moved that Rey Kumar be nominated as Board representative on the Te Kura Trust, subject to his approval.

Decision Date: 19 Mar 2024
Mover: Michael Singleton
Seconder: Al Drayton



Discuss Te Kura Trust Nomination with Rey Kumar

Mr Hill to discuss with Rey Kumar the Board's nomination of him to the Te Kura Trust.

Due Date: 23 Apr 2024
Owner: Nic Hill

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's report, circulated prior to the meeting, which was taken as read. He spoke to the recommendations in his report, which were discussed and approved.



Annual Plan Approved

Moved that the Board of Trustees adopt the 2024 Annual Plan.

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Michael Singleton
Outcome: Approved



2023 Analysis of Variance Approved

Moved that the Board of Trustees approved the 2023 Analysis of Variance.

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Michael Singleton
Outcome: Approved

The Headmaster explained the reason for applying for funding for FFE, which is to top up the MOE's FFE entitlement to purchase FFE for the Main Block at the same quality level as for the Caddick and Caldwell blocks.



Request to Apply for Te Kura Funding to Purchase FFE Approved

Moved that the Board of Trustees request that the Te Kura Trust support the purchase of furniture fittings and equipment (FFE) for the Main Block in 2024.

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved



Marketing Activity Approved

Moved that the Board of Trustees accept and approve the marketing activity for 2024 which targets students from Southeast Asia through the Christchurch Educated Roadshow and supports the ENZ events in Japan and Korea (as outlined in the Student Programme Report in the Headmaster's Report..

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Michael Singleton
Outcome: Approved



Delegation of Acting Headmaster Approved

Moved that the Board of Trustees delegate Mike Boomer as Acting Headmaster on 21-22 March 2024 due to Nic Hill's (Cricket) and Craig Dunnett's (Mountain Biking) absence for Summer Tournament Week.

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved



French Language Immersion and Study Tour to Japan Trips Approved

Moved that the Board of Trustees:

1. Approve the French Language Immersion Trip to New Caledonia, and
2. Complete the approval for the study tour to Japan in April (approved in principle in May 2023).

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Michael Singleton
Outcome: Approved



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Michael Singleton
Outcome: Approved

4.2 Health, Safety and Wellbeing

The Health, Safety and Wellbeing report was reviewed and discussed in the public excluded section of the meeting.

5. Sub-Committees

5.1 Adams House

Emily Flazynski reported on the March Adams House Committee meeting. Board members discussed the potential to convert common rooms not used by the boys into bedrooms. Hostel boys will be asked for their feedback.



Adams House Committee Report Accepted

Moved that the Adams House Committee Meeting Report be accepted.

Decision Date: 19 Mar 2024
Mover: Emily Flaszynski
Seconder: Tim Cookson
Outcome: Approved

5.2 Property & Resources Committee

Property

Andrew Haig spoke to the minutes of the last meeting, noting that work is progressing well and that funding is secured under the CSR (Canterbury Schools Rebuild) budget. Planning to remove the temporary classrooms is underway. The school's MOE delivery manager resigned and a replacement is being appointed. The Committee is comfortable that the programme is on schedule.

Operations

Mr Haig noted an increase in the 2022 quote for FFE for the Main Block. He and Mr Dunnett met with suppliers to make sure the increase is reasonable. The increase is manageable within budget. Furniture needs to be ordered now, as it is custom made; payment will be made on delivery.



Price Increase for Main Block FFE Approved

Moved that the Board approve the revised quote for FFE for the Main Block of \$223K, increased from \$203K, quoted in 2022.

Decision Date: 19 Mar 2024
Mover: Andrew Haig
Seconder: Emily Flaszynski
Outcome: Approved

Mr Haig outlined the process around selection of the project manager for the Turf project; the successful firm's prices and services were considered the most appropriate for the project. .



Turf Project Manager Expenditure Approved

Moved that the Board of Trustees approve spending up to the value of \$73,780 ex GST for Innovo Projects to Project Manage the Turf Project at CBHS as per their proposal included in the Resources Report.

Decision Date: 19 Mar 2024
Mover: Andrew Haig
Secunder: Analisa Elstob
Outcome: Approved

Mr Haig talked to the recommendation approve funds to upgrade the Phys Ed HOD's office, noting that the reason was for it to reflect the upgrades to the gym, and that it is unbudgeted expenditure.



Upgrade to Phys Ed HOD Office Approved

Moved that the Board approve spending up to the value of \$15,000 ex GST for the refurbishment of the HOD's office in the Physical Education Department.

Decision Date: 19 Mar 2024
Mover: Andrew Haig
Secunder: Emily Flaszynski
Outcome: Approved



Property & Resources Committee Report Accepted

Moved that the Property & Resources Committee Report be accepted.

Decision Date: 19 Mar 2024
Mover: Andrew Haig
Secunder: Nic Hill
Outcome: Approved

5.3 Audit & Finance Committee

Mr Cookson reported on the Finance section of the meeting, noting a current surplus of \$330K. He advised that during a recent audit, historical carry-over funds were discovered, which the Committee is recommending be moved into the Turf project and the Headmaster's Hardship Fund. It was noted that the activities these funds were allocated to have benefited from extra-curricular capital funding in recent years and will benefit from the Turf project.

The school's budgeting process was discussed in regard to forecast budget surpluses, with the Headmaster noting that items that have resulted in the surplus are unforeseeable, and explainable and assuring Board members that expenditure on in its core areas is at or above budget.



Funds to be Carried Forward Approved

Moved that the Board carries forward funds for rowing of \$116K, funds for hockey of \$18,758, funds for rugby of \$28,870 and COVID donations of \$11,869, the intention being that rugby and hockey money goes towards the Turf project and COVID money goes towards the Headmaster's Hardship Fund.

Decision Date: 19 Mar 2024
Mover: Tim Cookson
Secunder: Al Drayton
Outcome: Approved



Financial Reports Accepted and Approved for Submission to Auditors

Moved that the 2023 Annual Report is accepted by the Board of Trustees and submitted to Deloitte for audit and that the Finance Report is accepted including acceptance of the amendment to the audit letter of engagement.

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Tim Cookson
Outcome: Approved

The Headmaster noted that policies in his policy review were recommended by the Audit & Finance Committee for Board approval, with no substantive changes. Ms Doig to circulate the policy document for Board approval via email.

School and parent frustrations around funds raised via community fundraising activities were discussed, in relation to tax rules and regulations that the school is bound by law to follow, e.g., GST is applicable to some fundraising activities, but not others. Comms to the community and a pamphlet were suggested. The Headmaster will look at developing guidelines for fundraising.



Policy Changes Approved

Moved that the Board of Trustees approve the suggested changes to the policies made by the Senior Leadership Team, included in the Headmaster's Policy Review, included in the meeting agenda.

Decision Date: 19 Mar 2024
Mover: Nic Hill
Seconder: Tim Cookson
Outcome: Approved



Audit & Finance Report Accepted

Moved that the Audit & Finance Report be accepted.

Decision Date: 19 Mar 2024
Mover: Tim Cookson
Seconder: Analisa Elstob
Outcome: Approved

5.4 People & Wellbeing Committee

The People & Wellbeing Committee Report was discussed in Public Excluded session.

5.5 High School Old Boys

Nothing to report.

5.6 Te Kura

Nothing to report.

5.7 PTA

Nothing to report.

6. General Business

6.1 Correspondence Inwards

Six items of inwards correspondence were noted and accepted.

6.2 Correspondence Outwards

There were no items of outwards correspondence.

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: 19 Mar 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.

Signature: _____

Date: _____