

# CONFIRMED MINUTES

## CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting on 5 Jun 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Christchurch Boys' High School Board
<b>Date:</b>	Tuesday, 30 April 2024
<b>Time:</b>	5:30 pm to 9:05 pm (NZST)
<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, Tim Cookson
<b>Attendees:</b>	Kathryn Doig

### 1. Administration Matters

#### 1.1 Attendance/Apologies

The Chair welcomed everyone and opened the meeting with a karakia timutanga.

Tim Cookson's apology for lateness was noted.

#### 1.2 Conflicts of Interest

Interests were reviewed, no changes were noted.

#### 1.3 Confirmation of Minutes

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



#### Previous Minutes Confirmed

Moved that the minutes of the CBHS Board meeting on 19 March 2024 be accepted as a true and accurate record of the meeting.

<b>Decision Date:</b>	30 Apr 2024
<b>Mover:</b>	Emily Flaszynski
<b>Seconder:</b>	Al Drayton
<b>Outcome:</b>	Approved

## 1.4 Action Item List

Due Date	Action Title	Owner
23 Apr 2024	Discuss Te Kura Trust Nomination with Rey Kumar <b>Status:</b> Completed on 30 Apr 2024	Nic Hill

Mr Hill noted that, prior to the meeting, he had discussed with Rey Kumar the Board's suggestion that he become its representative on the Te Kura Trust. Mr Kumar accepted the nomination at the meeting.

## 2. Student Representative Report

### 2.1 Student Representative Report

Rey Kumar reported as follows.

An increase in providing help and advice to students around gaining NCEA endorsement results has been noticed, including from teachers and in assembly.

The Student Executive met yesterday. They discussed the idea of reducing kaitiaki times from 4 times a week to 15 minutes on Friday mornings. Reasons for this were discussed. The Headmaster will discuss with SLT.

The other item discussed was the survey results around short sleeve shirts for summer. The survey response rate was good, with the majority voting to have short sleeve shirts introduced for summer. Mr Hill will reflect on the results.



#### Student Representative Report Received

Moved that the Student Representative Report be received.

**Decision Date:** 30 Apr 2024  
**Mover:** Rey Kumar  
**Seconder:** Andrew Haig  
**Outcome:** Approved

## 3. Governance

### 3.1 People & Wellbeing Sub-committee Terms of Reference

Emily Flaszynski talked to the People & Wellbeing sub-committee's Terms of Reference, noting the addition of the sub-committee being able to co-opt expertise as required, and staff representation.

Following discussion, the TOR will be updated to note the full Board's responsibility for HS&W, and Mr Hill will check that the HS&W work being undertaken with Michelle Gillman covers Adams House as part of the school.



#### People & Wellbeing Committee Terms of Reference Adopted

Moved that the People & Wellbeing Committee Terms of Reference be adopted, subject to the addition of a note under 1.1 linking to the full Board's responsibilities.

**Decision Date:** 30 Apr 2024  
**Mover:** Emily Flaszynski  
**Seconder:** Andrew Haig  
**Outcome:** Approved

## 4. Headmaster's Report

### 4.1 Headmaster's Report

The Headmaster's report was taken as read. He spoke to his recommendations.



#### **Circulate the 2025 Prospectus to Board members for review and approval by email.**

Mr Hill to update the Prospectus link and and circulate to the Board for review and approval by email.

**Due Date:** 3 May 2024  
**Owner:** Nic Hill

The recommendation around planning for the Rowing Trip to Brisbane at the end of the year was discussed. The Headmaster noted the quality of the submission and of the iterative process involved in developing it. Board members discussed the purpose of the trip, and the process around planning school trips for approval generally, noting the need for equity and affordability to be taken into account and for post-trip reports to be submitted and signed off.



#### **Continued Planning for Rowing Trip to Brisbane Approved**

That the Board of Trustees approve the continued planning of a Rowing Trip to Brisbane in December of 2024 noting: final approval from the Board of Trustees will be considered at the 17 September Board Meeting. This final Board of Trustees approval will be based on a review of risk analysis, budget consideration, staff confirmation and means of spending while in Queensland.

**Decision Date:** 30 Apr 2024  
**Mover:** Nic Hill  
**Seconder:** Mark Zino  
**Outcome:** Approved

The Headmaster discussed feedback from staff regarding possible reasons for low endorsement results. Board members noted that they would like to see themes, and hear about what influence and/or control the school has in regard to the results.

The school has seen an increase in domestic enrolments and international student numbers are now in excess of post-COVID numbers.

Stand-downs and suspensions were discussed, with the Board requesting data by year group to inform future discussions.



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

Moved that the Headmaster's Report be accepted.

**Decision Date:** 30 Apr 2024  
**Mover:** Nic Hill  
**Seconder:** Al Drayton  
**Outcome:** Approved

### 4.2 Health, Safety and Wellbeing

Health, safety and wellbeing is covered in the Headmaster's and People & Wellbeing Committee reports.

## 5. Sub-Committees

### 5.1 Adams House

Tim Cookson spoke to his report, which was taken as read, noting the following.

At this stage, the hostel is over-subscribed for next year, but numbers are expected to fall into line between now and then. The deposit has been increased to assist in the selection process.

Small changes are being made following the Head of Boarding's visit to Australian hostels last year, particularly for Year 9s and 10s, around phone use, a 'sleep' presentation, and the implementation of a library, with support from school librarians. Improvements in sleep patterns are being noticed.

Other items discussed included an increase in requests for mid-year senior student enrolments, and the financial strain many families are under in relation to payment of fees, hardship grants and school trips. The Board noted the need to keep on top of any financial challenges or hardship early in the piece, both at Adams House and across the school generally.

### 5.2 Property & Resources Committee

Mark Zino spoke to his report, which was taken as read. Highlights included the following.

The MOE reassured the Property and Resources Committee that funding for the completion of the Main Block is locked in, and noted there is no further money available. They also outlined the assessment and costing process they are working to under the new government, and advised the appointment of the school's new MOE delivery manager.

The Committee was happy with reported progress on the Main Block and assurances from the Project Manager that the project is expected to complete on time. Much of the construction work has been done and the focus is now on 'finishing' work. Scaffolding will start coming down in July. Board members discussed the re-opening.

MOE repairs and making good to the drains and asphaltting at the site, and the timeframe for the removal of temporary classrooms, were also discussed.

A project manager for the Turf project has been appointed. The school is impressed with first interactions with them. Changes made to the fields were noted, and have provided more training/warm up areas.

Future upgrades to the school's drainage system were flagged at the Property & Resources Committee meeting by Mr Dunnett.

Recognising those from the School and previous Boards who have been involved in the redevelopment of CBHS following the Canterbury Earthquakes at an appropriate time was also discussed.

### 5.3 Audit & Finance Committee

Policies recommended for approval at the Audit & Finance Committee's March and April 2024 meetings were reviewed, with the Headmaster noting updates and minor changes, and referencing the earlier discussion around the overseas trip planning process.



#### **Moved that the Board of Trustees approve the suggested changes to...**

Moved that the Board of Trustees approve the suggested changes to the policies made by the Senior Leadership Team in March 2024, namely:

1. International Fee -Paying Students Policy
2. Use of School Facilities Policy
3. Child Protection Policy
4. Digital Citizenship Policy

5. Staff Leave Guidelines

6. Staff Recognition

Moved that the Board of Trustees approve the following updated policies from the April 2024 Audit Report:

1. Curriculum Teaching and Assessment Policy
2. Firearms Policy
3. Overseas Tour Policy
4. Personnel Policy, and
  - o Update the relevant Headmaster's delegations - to grant discretionary leave, and
5. Reducing Student Distress and Physical Restraint Policy.

**Decision Date:** 30 Apr 2024  
**Mover:** Analisa Elstob  
**Seconder:** Nic Hill  
**Outcome:** Approved

The Director of Strategic Finance's report, circulated prior to the meeting, was taken as read, noting that the finances are tracking well and as expected.

## 5.4 High School Old Boys

Mr Hill noted the HSOB's upcoming AGM; he will be an apology but has submitted a report.

Mr Drayton offered to attend the AGM.

## 5.5 Te Kura

There have been no Te Kura Trust meetings since last Board meeting. Mr Hill updated members on changes to the Forsyth Barr Team.

## 5.6 PTA

Dave Bone is currently attending the PTA meeting. The association is planning an art exhibition next year.

## 6. General Business

### 6.1 Correspondence Inwards

15 items of inwards correspondence were reviewed and noted. The Headmaster will review and prepare a response to an item from the Burnett Foundation.

### 6.2 Correspondence Outwards

## 7. Public Excluded Session

### 7.1 Motion to Exclude



#### Moved into 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:** 30 Apr 2024  
**Mover:** Michael Singleton  
**Outcome:** Approved

## 8. Meeting Close

### 8.1 Close the meeting

**Next meeting:** CBHS Board of Trustees Meeting - 5 Jun 2024, 5:30 pm

The meeting closed with a karakia whakamutunga from the Chair.

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

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