

# CONFIRMED MINUTES

## CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting on 2 Jul 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Christchurch Boys' High School Board
<b>Date:</b>	Wednesday, 5 June 2024
<b>Time:</b>	5:30 pm to 9:22 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, Emily Flaszynski, Mark Zino, Nic Hill, Rey Kumar, Tim Cookson
<b>Attendees:</b>	Kathryn Doig
<b>Apologies:</b>	Andrew Haig

### 1. Administration Matters

#### 1.1 Attendance/Apologies

The Chair welcomed everyone and opened the meeting with a karakia whakamutunga. An apology from Andrew Haig was noted and accepted.

#### 1.2 Conflicts of Interest

The interest register was reviewed. No conflicts or changes were noted.

#### 1.3 Confirmation of Minutes

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



#### Previous Minutes Confirmed

The minutes of the meeting of the CBHS Board of Trustees on 30 April 2024 were accepted as a true and accurate record of the meeting.

<b>Decision Date:</b>	5 Jun 2024
<b>Mover:</b>	Michael Singleton
<b>Seconder:</b>	Tim Cookson
<b>Outcome:</b>	Approved

#### 1.4 Action Item List

There were no outstanding action items to review.

## 2. Student Representative Report

### 2.1 Student Representative Report

Rey Kumar reported on a positive month overall, including an increase in student involvement, e.g., in SBA, extra curricular activities, sports and the Blood Brothers Production.

Changes to the weekly note to encourage good behaviour to be maintained seem to be working well so far. Consequences and monitoring in relation to below average behaviour was discussed.

## 3. Governance

## 4. Headmaster's Report

### 4.1 Headmaster's Report

Mr Hill talked to his recommendations. In relation to trips in general, Ms Elstob noted the importance of financial reconciliations not impacting negatively on the Finance team and the Headmaster explained that minor changes can be made to itineraries once the trips have been approved by the Board, subject to risk assessments and mitigations on any changes. A discussion occurred in relation to the recent international trip reviews for languages trips to Noumea and Japan and the April rugby trip to Queensland.



#### Cricket Trip Approved

Moved that the Board approve the Cricket Tour to Sydney in October 2024. This recommendation includes:

- a) The preloading of \$2000 to Mitch Rodden's school credit card to avoid cash advance fees
- b) Mitch Rodden using a school credit card for cash advances
- c) An increase in Mitch Rodden's school credit card limit to \$10 000.

**Decision Date:** 5 Jun 2024

**Mover:** Nic Hill

**Seconder:** Al Drayton

**Outcome:** Approved



#### Travel to PC School Conference Approved

Moved that the Board of Trustees approve the international travel to Gold Coast, Australia for up to four staff (likely Ben Green, Jacqui MacGregor-Pahl, Rachel Milne and Jo Pearson) to attend the PC School Conference on 20-22 August 2024.

**Decision Date:** 5 Jun 2024

**Mover:** Nic Hill

**Seconder:** Emily Flaszynski

**Outcome:** Approved

The school's professional development budgets and processes were discussed.

The Headmaster talked to his report, which was taken as read. He highlighted the benefits of having physical assault and stand down data, noting opportunities for improvement and to inform health, safety and welfare planning.

The value of MOE attendance data was discussed, noting its usefulness in relation to messages to the school community.

Referring to the Ask Your Teams Survey, Mr Hill noted the closing date of 10 June.



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

Moved that the Headmaster's Report be accepted.

**Decision Date:** 5 Jun 2024  
**Mover:** Nic Hill  
**Seconder:** Analisa Elstob  
**Outcome:** Approved

## **5. Sub-Committees**

### **5.1 Adams House**

Mr Cookson talked to the minutes of the Adams House Committee meeting, noting the following:

- Survey results were pleasing overall.
- Year 9 acceptances for 2025 have been finalised.
- Hostel hires are going well.
- The issue with the cages around fire sprinklers at the hostel is being worked through - it was noted that the sprinklers are currently compliant.

Board member discussion included hostel policies and processes, hostel culture and leadership styles, representation on the Adams House Committee and feedback and complaints processes.



### **Adams House Report Accepted**

Moved that the Adams House Report be accepted.

**Decision Date:** 5 Jun 2024  
**Mover:** Tim Cookson  
**Seconder:** Emily Flaszynski  
**Outcome:** Approved

### **5.2 Property & Resources Committee**

The minutes of the Property & Resources Committee meeting were taken as read. It was noted that the Main Block project is progressing to schedule.

In the absence of Mr Haig, Ms Elstob talked to the Property & Resources Committee's recommendation that the Board approve additional costs of \$1.1m for consents and fees relating to the Turf project. The additional costs take the total project cost to \$5.1m, less approx. \$850K from the Ministry. Members acknowledged that additional costs had been signalled at the start of the Turf Project planning process, however, the amount is significantly more than expected. Mr Hill detailed what the \$4.1m project costs cover. Board members discussed their concerns around signing off on the additional \$1.1m without more detailed information, costs already spent on the project and the reliability of the costings. Following discussion and given the time that has elapsed since the start of the project, Board members requested that a document outlining work on the project to date and including timelines, contingencies, risks, benefits, milestones etc, be circulated after this meeting. The Board will consider the recommendation once this document has been circulated, either via email or via a special Teams meeting, if required.

Issues with asphaltting during the winter months, in order to complete work on the he area south of the Arts annex, are being worked through with RDT.

Board members discussed another visit to the Main Block, possibly in August. Photos of the Main Block that were included with RDT's report to the Property & Resources Committee are attached to these minutes.

### 5.3 Audit & Finance Committee

#### Finance

The following 'Flying Minute' circulated since the last meeting was ratified by all Board members, due to some having approved but not being able to vote online via BoardPro.

*The Audit & Finance Committee has reviewed the CBHS Annual Financial Statements for 31 December 2023. We have acknowledged one material change to the accounts, of \$260k relating to the MOE paying for implementation of MOE IT work throughout the school.*

*Deloitte as the auditor have confirmed three unadjusted differences which will go in the management letter:*

- 1, Incorrect treatment of rowing balance \$30K - this relates to timing only*
- 2. \$62K for capital maintenance understated*
- 3. \$37K of capex understated, relating to a heat pump expense.*

*Provided there are no further material changes, the Audit & Finance Committee are happy to recommend to the CBHS Board of Trustees to adopt the 31 December 2023 annual accounts and are seeking Board approval of the accounts.*

In response to a question from Mr Zino, Board members discussed recording the contribution by Adams House to the school accounts. It was agreed to discuss this at the next Board meeting.

Rey Kumar left the meeting at this point.

#### Audit - Policies for Review

The Headmaster's suggested policy changes were reviewed, discussed and adopted. Ms Elstob noted Ms Milne's comments that delegation levels appear to be right from a control and efficiency point of view.



#### Reviewed Policies Adopted

Moved that the Board of Trustees adopt the attached changes to the Legal Responsibilities Policy and Schedule of Delegations.

**Decision Date:** 5 Jun 2024  
**Mover:** Analisa Elstob  
**Secunder:** Al Drayton  
**Outcome:** Approved



#### Audit & Finance Committee Report Accepted

Moved that the Audit & Finance Committee Report be accepted.

**Decision Date:** 5 Jun 2024  
**Mover:** Analisa Elstob  
**Secunder:** Al Drayton  
**Outcome:** Approved

### 5.4 High School Old Boys

The Headmaster noted that the Awards dinner is this Friday night.

## 5.5 Te Kura

Nothing to report.

## 5.6 PTA

Nothing to report.

## 6. General Business

### 6.1 Correspondence Inwards

13 items of inwards correspondence were noted for information.

#### Disciplinary Committee Co-options

Board members discussed the Headmaster's suggestions for co-option to the Discipline Committee.

### 6.2 Correspondence Outwards

Two items of outward correspondence were noted.

## 7. Public Excluded Session

### 7.1 Motion to Exclude



#### Moved into 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.

**Decision Date:** 5 Jun 2024  
**Mover:** Michael Singleton  
**Outcome:** Approved

## 8. Meeting Close

### 8.1 Close the meeting

**Next meeting:** CBHS Board of Trustees Meeting - 2 Jul 2024, 5:30 pm

The Chair closed the meeting with a karakia timutanga.

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

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