



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 3.30 PM
ON TUESDAY 28 FEBRUARY 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
T McIntyre/ P McWilliam	Set of rules re Alcohol & Drugs Policy	6.2	
Board Members	Read & comment on tour contract template	10.1	10 March
Board Members	Review enrolment scheme	10.10	March
Headmaster/ Deputy Headmaster	Report back on internal/external communication within the school	10.15	March



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 3.30 PM
ON TUESDAY 28 FEBRUARY 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Ms D Dawson (Chairperson), Mr A Gibbs, Mr T McIntyre (Headmaster),
Dr B Harding, Mr I McKenzie, Mr J McAuliffe, Mr A Dean, Ms J Brady

IN ATTENDANCE Mrs A Johnston (Secretary), Mr P McWilliam (Deputy Headmaster)

1. **APOLOGIES** A Gibbs (for lateness), B Harding (for leaving early)

Motion: Moved Chairperson
That the apologies be accepted.

Carried

2. **SUSPENDED FROM THE ORDER PAPER**

Motion: Moved Chairperson

That the Order Paper for the meeting be adopted with the suspension of the following items

- *Chairperson's Report*
- *Matters Arising*
- *Policy follow-up and Approval*
- *Overseas Tour template and approval*
- *School goals 2006*
- *Strategic goals – 'Fine Young Man'*
- *Headmaster's Report*
- *Board Calendar and Communication Plan for 2006*
- *Public Excluded Session*

Carried

3. **MINUTES**

The minutes of the Board of Trustees meeting held on 20 December 2005, having been circulated, were approved as a true and correct record of that meeting.

4. **CHAIRPERSON'S REPORT**

Appointment to the Board of Trustees

Motion: Moved Chairperson

That the Board appoint Jo Brady as a trustee for the remainder of this Board's term.

Carried

The Board were also to appoint Colin Mansbridge but he has just advised the Chairperson that he has accepted a professional rugby-coaching contract in Japan and will therefore not be in New Zealand and therefore unable to accept the appointment.

5. **MATTERS ARISING**

The following is to be dealt with during the meeting:

- Annual Plan
- Final draft of Student Achievement Policy
- Fee structure for hire of school facilities
- Develop draft tour contract

- Clarify leave requirements for support staff involved in proposed overseas tours
- Decision on Music tour 2006
- Strategic Goal – 'Fine Young Man' Report

Education Review Office Community Letter

This letter is on the school website and in the school newsletter. Headmaster advised this will be in the newsletter to go out shortly.

6. POLICY FOLLOW UP AND APPROVAL

6.1 Student Achievement Policy

- B Harding had circulated a copy of the reviewed policy.
- He said the basic principles of the original document were still included.
- The format of the reviewed policy is to be changed to match all the other Board policies.
- The Board thanked B Harding and the sub-committee for their work on this policy.

Motion: Moved Chairperson

That the Student Achievement Policy be approved by the Board including the changes discussed at the meeting.

Carried

It was noted that the procedures are to be added at a later date by School Management.

6.2 Alcohol and Drugs Policy

This policy has been reviewed and there was discussion regarding the definition of the words 'at school'. P McWilliam advised he had spoken to the Ministry of Education for a definition of these words and they had advised as follows:

"There is not a black and white answer...and there is nothing in the Education Act.

In a court situation – if there is nothing the school could do to control the situation it is unlikely to be held responsible; responsibility comes once a student is under the control and supervision of school staff.

With Year 12 & 13 students, they are considered to carry a considerable degree of responsibility themselves given their age and maturity.

Every Board of Trustees seems to take more upon themselves than is absolutely necessary – (it is just part of the careful and caring society that they want the school to be.)

For more specific policy the Board of Trustees might wish to talk to STA.

If Schools put regulations in place then that is part of the partnership that the family bought into on making application for a son to come to the school. The buy-in of families to conditions e.g driving contract, does not make it a legal condition.

If a student was driving to school and crashed – the court would look at the situation and is unlikely to say the school was responsible given that the conditions were beyond the school's ability to manage."

A Gibbs joined the meeting at 4.10pm.

Motion: Moved Chairperson

That the Board adopt the Alcohol and Drugs Policy subject to changes discussed and noted at the meeting. **Carried**

The Board agreed there should be one consistent set of rules with consistent wording, and this should be made widely available within the School community.

Action – T McIntyre/P McWilliam

6.3 Health & Safety Policy

The Chairperson explained the changes made to comply with the requirements for SportFit funding.

Motion: Moved Chairperson

That the Health & Safety Policy be adopted with amendments discussed at the meeting. **Carried**

6.4 Student Behaviour Policy

This had been reviewed.

Motion: Moved Chairperson

That the Student Behaviour Policy be adopted. **Carried**

The Headmaster reported that one of the main tasks for his new management committees in the School this year will be to consider the Board policies and ensure that the procedures are up to date and accurate.

7. OVERSEAS TOURS

7.1 1st XV Japan Tour

The following information was tabled:

- Tour party will consist of 26 players and 4 staff
- The budget for the tour including expenses, additional costs and possible income was set out. The expected cost per player is \$1,572.61

7.2 Music Tour

The Headmaster advised he has met with D Whelan and discussed the concerns the Board had regarding this tour. He has advised the following:

- There will be no cost to the school for relief teachers
- There will be 3 trained teachers
- There is a part time teacher that could cover the music classes while D Whelan is away, at no cost to the school
- There will be no support staff going on the tour

The Board reiterated the need for staff considering any overseas tours for students to fully complete the Board's template in a consistent manner as soon as any planning commences. Detailed planning (e.g. travel bookings, fundraising, etc) should not proceed without the tour's approval by the Board. The planning information for students, parents and caregivers must include a refund policy. The Headmaster is to ensure that all staff are aware of the template and the Board's requirements.

Action – T McIntyre

The Headmaster tabled a sample contract for students planning to go on overseas School tours [See item 10 in these minutes].

8. CORRESPONDENCE INWARDS

- Two reports dated 13/12/05 from the MOE from the Learning for Living project ('Lighting the Way' and 'Acts of Teaching' and the Learning for Living newsletter, issue 4, December 2005
- Letter from MOE 13/1/06 regarding re-entry to the Five Year Property Programme – forwarded to the Chairperson of the Resources Committee
- Letter from MOE 25/1/06 acknowledging the receipt of the School's Charter for 2005
- Letter 1/2/06 on behalf of Meat and Wool NZ relating to careers information
- Letter 6/2/06 from the McAuliffes thanking the Board for the flowers
- Letter 13/2/06 from CES postponing the next Chairpersons/Deputy Chairpersons Group to later in Term 1
- PPTA News February 2006

9. RESOURCES COMMITTEE

The minutes of the meeting held on 21 February 2006 had been circulated. The following recommendations were noted:

9.1 Secondment

Recommendation: Brian Keen to the Resource Committee to assist with the preparation of the 10YPP.

That this be approved by the Board.

9.2 Boiler Refurbishment

Recommendation:

That the Resource Committee approve the boiler refurbishment work being actioned subject to confirmation of the verbal quote of \$14,000.

9.3 Monthly Management Report

Recommendation:

That the monthly report dated 31 December 2005 be approved.

9.4 Funding Applications

Recommendation:

That the Board endorse the following funding applications:

Pub Charities – Abraham's Restaurant \$2,500 for an air-conditioning unit for classroom by pool upstairs.

Eureka Trust – Robbie's Bar, Church Corner \$3,000 for hockey affiliation fees CHA.

The Trusts Charitable Trust – TAB, Shirley \$5,000 for airfares for a Y12 NCEA history trip to Hamilton

Caversham Foundation – Merrins Bar & Café \$2,000 for a rowing trailer

NZ Community Trust – Trevinos \$3,000 for soccer equipment

10. HEADMASTER'S REPORT

A written report had been circulated. The following matters were discussed:

10.1 Overseas Tour Contract

The proposed contract for parents and caregivers was tabled. Board members were asked to read this through and come back with any comments to the Headmaster by 10 March.

ACTION: Board Members

10.2 School Goals 2006

This information was attached to the Headmaster's Report. This has been reviewed by school management and more detailed objectives under each goal will be developed by the Headmaster's management committees in the next month.

10.3 Curriculum Coverage

Departments are undertaking NCEA analysis for their Departmental Reports. Cambridge results are also being analysed and first indications are that they are very pleasing. No national results will be available until April.

10.4 Secondary Schools Arts Coordinators Project for 2006

The application form and school plan were attached to the Headmaster's Report for Board information.

10.5 Report Evenings

The Headmaster advised that parent meetings for all levels have recently been held with very positive feedback.

10.6 Strategic Targets

The following reports were circulated by the Headmaster:

- Analysis of Variance of 2005 Goals, which will be attached to the Annual Report.
- Goals/Targets/Action plan for 2006
- Staff Management Structure and Senior Management Responsibilities for 2006
- Ministry of Education reporting requirements

10.7 Maori Consultation

Motion: Moved Chairperson

That the establishment of a fixed-term Maori Consultation Committee comprising the Headmaster, S Fraser, B Harding, and the fixed-term co-option of parent representative, H Matthews [including the power to co-opt an additional person representing Ngai Tahu] be approved.

Carried

10.8 Personnel & Staffing

10.8.1 Staff Induction

Three new staff went through an induction programme.

Twenty new teacher trainees have been in the school for an orientation day.

10.8.2 Staffing Levels

The school year started with 92 full and part time staff. This equates to 84.8 FTTE (79.8 from the Ministry of Education funding and 5 from the Board's own resources).

10.8.3 Staff Leaving

- Gavin Hamel has resigned from the end of term 1.

- James Hantz who is at the school in a relieving capacity is leaving end of term 2.

10.9 Property

Property Hire Fees – were circulated for Board information. These fees to be attached to the *Use of School Facilities* policy (page 26, *Governance Manual*).

10.10 Enrolment Scheme

A letter from the Ministry of Education dated 14/2/06 regarding the review of the school's enrolment scheme was circulated for Board information. The Board to respond to the Ministry as follows:

'The Board will review the operation of its enrolment scheme and provide its assessment to the Ministry during the month of April 2006.'

The Board agreed that at the March meeting they would review the scheme.

Action – Board

10.11 **International Students** – At present 58 at the school

10.12 2006 Marketing Proposal

This plan was attached to the Headmaster's Report for Board information.

10.13 Approval for Funding Applications

Motion: Moved T McIntyre Seconded A Dean

That the following funding applications be approved by the Board:

Canterbury Foundation \$300 for tennis jackets

Century Foundation for \$3,000 for Rugby uniforms and the 1st XV team trip to Japan.

Community First Foundation for \$1,400 for Silicon Coach software

NZ Community Trust for \$10,000 for the 1st XV Rugby trip to Japan

Pub Charities for \$2,800 for a Music Department Euphonium **Carried**

10.14 School Management Committees

The Headmaster tabled for the Board's information the Terms of Reference for the Management Committees, including the membership of the various committees and the purpose and operational policies relating to each Committee.

10.15 Internal/External Communication within the School

This area has been highlighted for attention in this year's School objectives under the strategic goal 'Build a smart School'. The Headmaster and Deputy Headmaster to report back in detail on this subject for the March Board meeting.

Action – Headmaster/Deputy Headmaster

11. BOARD CALENDAR

Resources Tuesday 21 March at 4.00pm in the Headmaster's office
Board of Trustees Tuesday 28 March at 3.30pm in the Library Classroom

Invitation to Board to attend a drinks/nibbles function Monday 6 March 4-6 pm at the Christ's College Cricket Ground, Hagley Oval

Calendar of Events

I McKenzie undertook to include the Board's calendar on the website and update this regularly as required.

Discussion on 'Fine Young Man' [Strategic goal 'Develop fine young men'] postponed until March Board meeting.

12. PUBLIC EXCLUDED SESSION

Motion:Moved Chairperson

That the public be excluded from the following proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:-

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Sections 48 (1) for the passing of this resolution</i>
<i>PE Minutes Employment Matter Matters Arising</i>	<i>Good reason to Withhold exists under Section 7,</i>	<i>7 (2) (a) 48 (1) (a)</i>

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

For reasons of legal and professional privilege and to protect the privacy of natural persons.

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session and that the business discussed remain confidential to the Board.

Carried

The meeting closed at 8.05 pm, having had a short break at 6.05pm.

APPROVED28 MARCH 2006
CHAIRPERSON