



CHRISTCHURCH BOYS' HIGH SCHOOL

**ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 3.30 PM
ON TUESDAY 28 MARCH 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL**

By Who	Action	Reference	Due
I McKenzie	Log in information & password instructions	4	
A Deans	Investigate noticeboard/comments area on website	4	
Headmaster	Report back on internal/external communication within the school	5	April BOT meeting



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

PRESENT Ms D Dawson (Chairperson), Mr A Gibbs, Mr T McIntyre (Headmaster),
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** Mr P McWilliam (lateness), Dr B Harding (absent)

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

- *Matters Arising*
- *Strategic goals – 'Fine Young Man' Programme*
- *Headmaster's Report*
- *Chairperson's Report*
- *Resource Committee Minutes*
- *Board Calendar and Communication Plan for 2006*
- *Funding Applications*
- *Public Excluded Session minutes*

Carried

3. **MINUTES**

The minutes of the Board of Trustees meeting held on 28 February 2006, having been circulated, were approved as a true and correct record of that meeting.

4. **BOARD CALENDAR AND COMMUNICATION PLAN**

A visual demonstration of the Christchurch Boys' High School website and where all the Board documents are stored so they are easily accessible was displayed. Board members will be sent their own log in information and password instructions etc.

ACTION: I McKenzie

A Dean offered to investigate if there is an area on the website for a noticeboard or comments.

ACTION: A Dean

Annual Meeting 2006

Motion: **Moved Chairperson**

That the Annual Meeting be held at 3.30pm on 2 May 2006 in the Library Classroom.

Carried

The Chairperson is to circulate her Annual Report and the Notice regarding the Annual meeting will be included in the school newsletter to be sent out to parents/caregivers prior to Easter.

Opening of the Food Technology Room

This is to be held on Thursday afternoon 30 March 2006 with the formalities commencing at 3.30pm.

5. MATTERS ARISING

Rules re Alcohol and Drugs Policy

The Headmaster reported that P McWilliam is working on the final wording in the school documentation.

Tour Contract Template

The Headmaster tabled a copy of the overseas tour contract which is sent to parents and caregivers for permission for their sons to be part of the tour. The Board made some changes to the contract and the Headmaster is to amend the template.

Review of Enrolment Scheme – to be covered in the Headmaster's Report.

Report back on Internal/External Communication within the School

H Dacre is meeting with the ICT Committee tomorrow. The Headmaster will report back at the next Board meeting.

Action – Headmaster

6. STRATEGIC GOALS – 'FINE YOUNG MAN' PROGRAMME

A written report from I McKenzie on this programme had been circulated. I McKenzie spoke to this report as follows:

- He said he was concerned that the measures of the qualities for this programme appear similar to the other forms of recognition at the school – the academic and sporting achievement and the number of activities in which boys' participate.
- The challenge for the school is to reward the 'fine' but 'invisible young man' who exhibits the everyday behaviours (qualities & values) but who only participates in one or two activities and is therefore not noticed.
- The Headmaster referred to the current criteria for the 'Fine Young Man' project.
- It was agreed that care would need to be taken to ensure that the programme is attractive enough to motivate all boys at all levels in the school, particularly the senior levels.
- The Board requested that the students are informed of the criteria for obtaining points, and want to see the criteria for leadership positions in the School clearly articulated and made visible to the students.
- The Headmaster said that Senior Master, C Philpott will be undertaking a review of this concept during 2006 and the points raised by the Board will be taken into account.

P McWilliam joined the meeting at 4.20pm.

7. HEADMASTER'S REPORT

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

7.1 Overseas Marketing for International Students

A report from T Hames setting out the 2006 marketing proposal had previously been circulated. The following matters were noted:

- Student numbers will be down to between 55 and 60 in 2006.
- Almost all new students starting in 2006 are Korean so there will not be the desired balance of nationalities.
- The high NZ dollar has made NZ less attractive but now it has dropped this should be beneficial to obtaining more students.

- There is a need to diversify the markets.
- The Headmaster has asked T Hames to provide a more detailed marketing plan for the next 5 years indicating the proposed new markets to be investigated each year.
- The Headmaster discussed the benefits of international students being enrolled at Christchurch Boys' High School and said he considers the ESOL facilities at the school are satisfactory.
- Despite the ERO recommendations to provide separate attractive facilities for the international students, the Headmaster expressed his view that the current situation is satisfactory as it ensures that the international students mix with others at School instead of retreating to their own dedicated spaces.
- The Headmaster said the grandeur of the main school building frontage attracts students to the school as it is seen to represent tradition.

7.2 Report on Flu Pandemic Planning

- The Headmaster provided a report that the senior management team have met and determined that the plan will be a sub-section of the school's Emergency Plan.
- Senior management have accessed the Ministry of Education website and downloaded the Draft Action Plan for Schools.
- The action taken to date:
 - Flu pandemic was discussed at full school assembly
 - 3 areas have been identified for the action plan
 - preventing infection entering the school
 - preventing spread at school
 - managing those affected
- The Ministry of Health has 5 phases and the school is working on phase 1 – 'Plan for it'

7.3 Review of the School's Enrolment Scheme

The Board reviewed the scheme and the following was agreed:

Motion: Moved T McIntyre Seconded I McKenzie

That the Board notify the Ministry of Education as follows:

- *The school has an ongoing need for an Enrolment Scheme to prevent overcrowding or the likelihood of overcrowding*
 - *The Board believes that the home zone in the present scheme should be retained without amendment.*
- Carried**

Likely places for out of zone students 2007

Year 9	25
Year 12	10
Year 13	10

Motion: Moved T McIntyre Seconded A Gibbs

That the Board keep the Year 9 intake to 260 students which would retain a roll of approximately 1300 students and that this be reviewed after 29 July 2006 when the planning targets for next year are known.

Carried

7.4 School Academic Data

The Headmaster said this is on the website but did not yet include the national data as a comparison. It has been noted to date that there have been pleasing gains in the results achieved.

7.5 Cellphone Usage

The Headmaster provided a report in response to recent media attention, setting out the School rules in relation to students having cell phones. He said there have been no reported incidents of text bullying.

7.6 March 1st Return

The following numbers of students were noted:

Year 9	263
Year 10	283
Year 11	281
Year 12	289
International students	<u>55</u>
Total	<u>1363</u>

7.7 Student Stand Downs

There have been 5 stand-downs this year – (2 assaults on other students, 3 harmful behaviours).

7.8 Community Consultation – Maori

The consultation group is to meet before the end of Term 1.

7.9 Departmental Reviews

A copy of the 'guiding document' for these reviews was attached to the Headmaster's Report.

7.10 School Leavers with no Formal Qualifications

A graph was attached to the Headmaster's Report and this showed the percentage of students in this category as 1.9%.

A graph was also circulated showing leavers destinations. This showed that a large number of students go on to obtain a degree or on a polytechnic course.

7.11 Education Review Office Visit

The ERO team visited the school this morning to review the school's finances. The Headmaster said they had asked what the school's three top concerns were regarding operational grant funding and he advised them:

- Support staff salaries
- Cost of information technology
- Cost of compliance

The ERO team:

- Praised the style of financial reporting to the Board
- Noted that the system for financial reporting, processes and monitoring of finances are very good

The ERO team also looked at the school's Strategic Plan and commented favourably on the consultation that was undertaken, data, costing out of school goals, and said that the goals and targets set were commendable.

The report from this team will not be available until the end of the year

8. CHAIRPERSON'S REPORT

A written report was tabled setting out inwards correspondence received during the month and functions the Chairperson had attended on behalf of the Board.

8.1 Board Audit Committee – Proposal

A report had been circulated following a meeting of a sub-committee to discuss whether there was a need for an Audit Committee of the Board.

Recommendation

That the Board establish an Audit Committee to manage the Board's auditing process and calendar using the Education Review Office's Audit Guidelines as a framework.

Proposed Terms of Reference

The Committee's suggested Duties & Responsibilities and Guidelines for the Headmaster's Reporting to the Board, which will be included in the Board Governance Manual, were set out.

The Board discussed the report and agreed with the content and that an Audit Committee should be included in the Board's Roles and Responsibilities for 2006.

8.2 Roles and Responsibilities for 2006

The current list was tabled and discussed, and the following changes made:

Audit Committee – J Brady (Chairperson) and I McKenzie

Resource Committee Chairperson – A Gibbs

Discipline Committee Chairperson – I McKenzie (Noted that if Board members are interested in being on this committee to advise the Chairperson)

PTA Liaison – D Dawson

8.3 CSTA Annual General Meeting

This is to be held on 4 May 2006 and a nomination form for membership of the local association was attached to the notice of meeting.

9. RESOURCES COMMITTEE

The minutes of the meeting held on 21 March 2006 had been circulated including a copy of the Annual Management Accounts for the year ended 31 December 2005. The following matters were discussed:

9.1 Year-end Accounts 31 December 2005

- These showed a net deficit of (\$45,294) compared to a budgeted deficit of (\$26,033). The reasons for this were explained.
- Net working capital surplus of \$597,998
- Decrease in uncommitted funds of \$137,771 (now \$113,831). It was noted that from uncommitted funds during 2005, the term loan was repaid.
- \$33,000 was spent on human resources – learning wages and \$100,000 had been made available to 5YP building projects.

9.2 Budget 2006

An updated budget summary had been circulated and T Harris had spoken to the changes made or required as a result of the actual 2005 costs.

9.3 Terms of Reference for the Resource Committee

These had been tabled and are to be discussed at the next Resources meeting.

9.4 10 Year Property Plan

The sub-committee have met and two proposals from architects had been received.

Motion: Moved I McKenzie Seconded T McIntyre

That the proposal from OPUS at a cost of \$6,500 to scope the work for the 10YP be approved. **Carried**

9.5 Financial Risk Management

The Finance Committee recommended that the Board review the financial risk management table on a regular basis. It was suggested this be discussed at every third Board meeting.

9.6 Drinking Fountains

Motion: Moved I McKenzie Seconded J McAuliffe

That the Headmaster proceed with installing additional drinking fountains and be authorised to spend up to \$5,000 out of uncommitted funds for this purpose.

Carried

9.7 Funding Applications

Motion: Moved T McIntyre Seconded J McAuliffe

That the Board approve the following funding applications:

Pub Charities – \$3,000 for rugby uniforms for the 1st XV team to compete in the Sanix Tournament in Japan.

Bendigo Valley Foundation - \$1,000 for camping tents

Canterbury Foundation - \$1,000 for soccer levies/Mainland Soccer

First Sovereign Trust - \$1,400 for registration and competition fees for Aimtru Archery

Caversham Foundation - \$1,000 for the China Tour, shorts and tops from Canterbury International for identification

Southern Trust - \$20,000 being the balance for Astro Turf for tennis courts and lighting

NZ Community Trust - \$1,000 for Silicon Coach Computer programme – Rugby

Century Foundation - \$3,000 for Hockey Affiliation fees

Carried

10. MEETING DATES

Resources Committee
Board Annual Meeting

Thursday 27 April 2006 at 4.00 pm
2 May 2006 at 3.30 pm followed by the monthly Board meeting and then Board dinner

11. 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>Employment Matter</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 6.35 pm.

APPROVED2 MAY 2006
CHAIRPERSON