



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 3.30 PM
ON TUESDAY 2 MAY 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
A Dean	Investigate noticeboard/comments area on website	4 (28 March 2006 meeting)	May Board meeting
Chairperson	Delegated Authorities: - Leave period of 2 weeks, financial and employer delegations to Headmaster	4	May Board meeting
Chairperson	Delegated Authorities: - Discussion on Staff Rep & Student Trustees as members of Discipline Committee	4	TBA
Chairperson	Update notes under Disciplinary Committee on Delegations List	4	May Board meeting
Headmaster	IT Development Plan – budget breakdown for 2006	9	May Board meeting
Audit Committee	Recommendations re curriculum reporting	10.1	May Board meeting
Headmaster	Acknowledge staff contribution to Levels 1 & 2 NCEA results	10.1	May Board meeting
Headmaster	Summarise and make sense of NCEA results for School community in School newsletter	10.1	Next School newsletter
Headmaster	Specific targets re International Students	10.5	May Board meeting
Headmaster & Dr Harding	Update Charter for Tertiary Education Commission	10.7	May Board meeting
Headmaster	Professional Development Programme (Strategic Goal #2 – Teachers and teaching)	10.6	May Board meeting
Chairperson	Draft letter to Te Kura Trust Foundation acknowledging contribution to School	10.8	May Board meeting
Chairperson	Headmaster's appraisal – liaise with Mark McGinn	11.1	May Board meeting
Board members	Resources Committee workshop 16 May for presentation by Malcolm McClurg on Ten Year Property Plan	12	16 May 2006, 4pm to 6pm
Chairperson	125 th Jubilee. Attend opening Assembly and Thanksgiving Service	13.1	19 & 21 May 2006
Chairperson & Headmaster	Set date for meeting with Board and staff	13.5	May Board meeting
Chairperson & J Brady	Meet to develop draft Communication/Marketing Plan for the Board	13.6	May Board meeting



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 3.30 PM

ON TUESDAY 2 MAY 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, Dr B Harding (until 4.40pm).

IN ATTENDANCE Mrs B Ford (Secretary), Mr P McWilliam (Deputy Headmaster) (until 4.55pm).

1. **APOLOGIES** Nil

2. **ELECTION OF CHAIRPERSON**

Mr A Gibbs chaired the meeting for this item and called for nominations for the position of Chairperson.

D Dawson was nominated by J McAuliffe, seconded I McKenzie.

There be no further nominations **D Dawson was declared elected unopposed.**

3. **ELECTION OF DEPUTY CHAIRPERSON**

The Chairperson called for nominations for the position of Deputy Chairperson.

A Gibbs was nominated by J McAuliffe, seconded I McKenzie.

There being no further nominations **A Gibbs was declared elected unopposed.**

4. **DELEGATED AUTHORITIES**

A schedule of Delegated Authorities had been circulated. It was suggested that the financial delegations also be included in the schedule and become part of the Governance Manual.

It was noted that the delegation to the Second Master in the absence of the Headmaster was for periods not exceeding two weeks. The Chairperson to check with the School Trustees Association about this length of time.

Action: Chairperson

B Harding [Staff Trustee] indicated he wished to be included on the Disciplinary Committee. A Dean [Student Trustee] also indicated that he would like to be part of the Committee, even if it was only as an observer.

Following discussion it was agreed that a decision on whether the Staff and Student Trustees should be members of the Disciplinary Committee be held over for discussion at a separate meeting.

Action: Chairperson

The financial delegations and employment responsibilities as set out in the Governance Manual need to be referred to in the Board's master Delegations List.

Action: Chairperson

The wording under the Disciplinary Committee be amended to read: "...the Board's Disciplinary Committee according to Ministry Guidelines."

Action: Chairperson

Motion: Moved Chairperson

That the list of Delegations as amended be approved.

Carried

5. 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*
- *Public Excluded Session*
- *Strategic Goals – 'Build a Smart School'*
- *Headmaster's Report*
- *Chairperson's Report*
- *Board Calendar & Communication Plan*

Carried

6. MINUTES

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

7. 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

Open meeting resumed at 4.40pm.

8. MATTERS ARISING

Log in Information and Password Instructions

Information has been provided to Board members.

Report back on Internal/External Communication within School

Information provided in Headmaster's Report under Strategic Goals.

9. STRATEGIC GOALS – 'BUILD A SMART SCHOOL'

T McIntyre reported back on internal/external communication within the school. A schedule setting out the IT Development Plan 2006-7 had been circulated with the agenda this contained information on Hardware, SMS, Document Management, Web/Intranet and Other Software was provided. Higher level planning for internal communication and communication with parent community was being developed. Acknowledgement was made of the work being undertaken in this area by Hugh Dacre and the School's two technicians.

It was noted that all work proposed for 2006 was included in the budget. The Chairperson asked that a breakdown of that budget be brought to a future meeting.

Action: Headmaster

10. HEADMASTER'S REPORT

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

10.1 Curriculum Coverage

Data was provided showing students gaining a NCEA Qualification at each year level with comparisons with all boys attending D10 schools across all New Zealand. Similar data was provided on Numeracy and Literacy requirements; NCEA Level 1 numeracy and Students gaining University Entrance. Comparative data on National Qualifications Framework statistics 205 for CBHS was also provided.

The Audit Committee is to consider the Education Review Office's requirements and recommendations in relation to the curriculum and make a proposal to the Board for a process to monitor progress.

Action: Audit Committee

The Board acknowledged the staffs' efforts in improving Levels 1 and 2, and asked that this recognition be passed on to staff.

Action: Headmaster

An explanation is to be included in the next Newsletter clarifying the comparative information printed in the Press.

Action: Headmaster

10.2 Maori Consultation

A written report was circulated setting out the consultation planned for Terms 2, 3 and 4. The purpose of the two Hui is to meet with parents and brainstorm ideas. Information gathered will be presented at a meeting in Term 3, with a report to the Board in Term 4 to inform the School's goals for 2007.

10.3 Personnel and Staffing

Recruitments, Leave, Staffing Levels and Resignation were reported.

Motion: Moved I McKenzie Seconded A Gibbs

That the Board supports the Headmaster's decision to decline a further extension of leave for Chris Clements.

10.4 Stand-downs and Suspensions

There has been 1 stand-down.

10.5 International Students

There are 58 students at the start of term 2, plus two at language School to begin in term 3. A copy of the International Students Programme was attached which included information from the SWOT Analysis, and the Marketing Objectives and Programme. Information regarding the Hostel would be reported to a future meeting. It was suggested that some specific targets be included in the reporting.

Action: Headmaster

10.6 Summary of Staff Development Spending 2005

The above summary was tabled. The Board requested a fuller report on the planned professional development activities for 2006 that are focused on the Strategic Goal #2 "**Attract, Grow and Retain Fantastic Teachers**" [Achieve and recognise teaching excellence – professional development] for the next Board meeting.

Action: Headmaster

10.7 Tertiary Education

The Headmaster had received a request from the Tertiary Education Commission to update the Charter previously developed by Dr Harding.

Motion: Moved T McIntyre Seconded A Gibbs

That T McIntyre and B Harding update the Charter for 2006 to reflect Tertiary Education Commission's criteria for quality assurance review. Carried

Action: Headmaster & Dr Harding

10.8 Te Kura Trust Foundation (Inc) – Annual Report

Copies of the Trust Foundation's Annual Report for the year ended December 2005 were tabled.

The Board asked that a letter be sent to the Foundation acknowledging its financial contribution to the School.

Action: Chairperson

10.9 Applications for Funding

The following applications were to be made to Pub Charities:

Mainland Sport Trust	Transport & Accommodation for Crusader Press Cup Competition	\$2,643
Lion Foundation	Tennis Coaching	\$2,100

Motion: Moved T McIntyre Seconded J McAuliffe

That the applications be approved.

Carried

10.10 School Events

Open Day – 4-7pm 1 June 2006.

Parent Interview Evenings:

Year 9 – Thursday 4 May, 4-6 pm

Year 10 – Tuesday 9 May, 4-6 pm

Year 11 – 13 (A-M) Wednesday 24 May

Year 11 – 13 (M-Z) Monday 29 May

11. CHAIRPERSON'S REPORT

The Chairperson's report had been circulated.

11.1 Headmaster's Appraisal

The Chairperson reported that she had met with Mark McGinn, Consultant involved in the Headmaster's appointment to seek further assistance with this year's Headmaster's Appraisal process. It was agreed that Mr McGinn will be provided with appropriate documents to assist in framing up measures, targets and performance indicators and will meet with the Headmaster to discuss these. His report will go to the Headmaster's Appraisal Committee of the Board (Chairperson, Dr Harding and J McAuliffe).

Action: Chairperson

12. RESOURCES COMMITTEE

Minutes of the Resources Committee Meeting held on 27 April 2006 were circulated.

The Resources Committee is to meet on 16 May 2006 between 4 - 6pm as a workshop on the Ten Year Property Plan. All Board members are invited to attend to hear the presentation from Malcolm McClurg from Opus.

Action: Board members

13. BOARD CALENDAR AND COMMUNICATION PLAN

13.1 School's 125th Jubilee

Chairperson to attend the Assembly on Friday 19 May; and the Thanksgiving Service on Sunday.

Tickets for the concert are still available.

Action: Chairperson

13.2 Next Meetings

Resources – 16 May 2006, 4 – 6 pm, workshop on the Ten Year Property Plan. All Board members to attend.

Board meeting – 30 May 2006, 3.30pm

13.3 School Trustees Association Conference 6 – 8 July 2006

D Dawson to attend some sessions. Registration available on website. Board members who register are to inform

13.4 Canterbury School Trustees Association AGM 4 May

Discussion document attached to the Board agenda.

13.5 Board Meeting with CBHS Staff

D Dawson and T McIntyre to set an appropriate date for an informal get together with Board members and staff. This will be an opportunity to clarify communication channels, and provide opportunities for staff to give input to the Board.

Action: Chairperson & Headmaster

13.6 Calendar and Communication Plan

A copy of the Plan was tabled. Disappointment was expressed that the Calendar is not being used by the Board as a marketing tool for the Board.

The Chairperson and J Brady agreed to meet to pull together the existing template and other planning previously done by the Board into a more comprehensive Communication/Marketing Plan.

Action: Chairperson, J Brady

14. CORRESPONDENCE INWARDS

- Learning for living issue 5 March 2006
- Notification dated 4 April 2006 from NZ Law Society advertising their seminar on Education Law scheduled for 1 June 2006
- Registration brochure for the Adult and Community Education Aotearoa Conference in Dunedin 26-28 May 2006
- Letter dated 5 April 2006 accompanying the Tertiary Education Commission's ACE Professional Development Strategy and Action Plan 2006-2010
- PPTA News April 2006
- Education Gazette 10 April 2006.

The meeting closed at 6.35 pm.

APPROVED30 MAY 2006
CHAIRPERSON