



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**ACTION POINTS FROM THE MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 3.30 PM**  
**ON TUESDAY 30 MAY 2006**  
**IN THE LIBRARY CLASSROOM AT THE SCHOOL**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
Chairperson	Send information to Secretary	4, page 1	ASAP
Headmaster	Budget Breakdown IT Plan	4, page 1	June
Headmaster	Specific Targets re International Students	4, page 2	June
Headmaster	Professional Development Committee Plan	5, page 3	June
Chairperson Resources Committee	Property Funding Seven Year Cycle	6, page 3	20 June 2006
Chairperson Audit Committee	Curriculum presentations to the Board	8, page 4	June
Chairperson	Voting paper for representation on the National Council NZSTA.	9, page 4	6 June 2006



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**MINUTES OF THE MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 3.30 PM**  
**ON TUESDAY 30 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

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

1. **APOLOGIES** Dr B Harding (for absence), Mr A Dean (for lateness)

**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 – Goal #3*
- *Board Communication Plan*
- *Board Audit Committee*
- *Headmaster's Report*
- *Correspondence Inwards*
- *Public Excluded Session*

**Carried**

3. **MINUTES**

*That the minutes of the Board of Trustees meeting held on 2 May 2006, having been circulated, were approved as a true and correct record of that meeting.*

4. **MATTERS ARISING**

**Delegated Authorities – Leave period of 2 weeks (Ref. 4)**

The Chairperson has checked with STA and the 2-week period is correct.

**Staff Representative and Student Trustee as members of Discipline Committee (Ref. 4)**

This has not yet been progressed.

**Chairperson to update notes under Discipline Committee on Delegations List (Ref. 4)**

Has been actioned and the Chairperson to forward to the Secretary to distribute.

**ACTION: Chairperson**

**IT Development Plan – Budget breakdown for 2006 (Ref. 9)**

The Headmaster advised this will be available for the June Board meeting.

**ACTION: Headmaster**

**Recommendations re Curriculum Reporting (Ref. 10.1)**

Information circulated with Board papers

**Acknowledge Staff Contribution to Level 1 & 2 NCEA results (Ref. 10.1)**

The Headmaster has actioned.

**Summarise NCEA results for school community in newsletter (Ref. 10.1)**

The Headmaster advised this information is in the newsletter about to be sent out.

**Specific Targets re International Students (Ref. 10.5)**

This information is being prepared and the Headmaster will have it available for the June meeting.

**ACTION: Headmaster**

**Update Charter for Tertiary Education Commission (Ref. 10.7)**

The Headmaster and B Harding have met with TEC, have the Riccarton model and are about to update this charter.

**Professional Development Programme (Strategic Goal 2 – Teachers & Teaching) (Ref. 10.6)**

On today's agenda

**Draft letter to Te Kura Trust Foundation acknowledging contribution to school (Ref. 10.8) – Chairperson has sent letter**

**Headmaster's Appraisal – liaise with M McGinn (Ref. 11.1)**

This meeting will take place on Friday morning.

**Resource Committee workshop 16 May for presentation by M McClurg – 10YPP (Ref.12) – Has taken place**

**125<sup>th</sup> Jubilee (Ref. 13.1) – Has taken place**

**Date for Board and Staff meeting (Ref. 13.5)**

Date to be set under the heading 'Board Communication Plan' today.

**Meeting to develop draft Communication/Marketing Plan for the Board (Ref. 14.6)**

Chairperson and J Brady have met to progress this.

**5. STRATEGIC GOALS – Goal #3 'Attract, Grow and Retain Fantastic Teachers: Achieve and recognise teaching excellence – professional development' Professional Development programme for 2006**

The Headmaster explained the process which is already in place regarding professional development:

- Staff make application for their own activities on an individual basis
- Intention this year is to have a number of school wide activities during the 'after school' professional programme on Monday afternoons based around teaching and learning in the classroom. S Fraser has names of three facilitators that he is to contact and progress this plan.

A Dean joined the meeting at 3.50pm.

- The Headmaster said departmental heads are working with their staff to identify their department's needs.
- He said there is room for more whole staff sharing of ideas.
- Believes the system in place at present is meeting staff's needs on an individual basis.
- It was agreed more structure and planning would be beneficial and the Professional Development Committee chaired by S Fraser is to be asked to come back with a plan for the school. This would include identifying school-wide professional

development targets, identifying initiatives to strengthen and spread good teaching practice, and programmes to support teaching improvement where this is required.

- The Chairperson and J Brady said they would be happy to offer any assistance if required.
- A policy to be drafted with regard to a professional development in the school.

**ACTION: Headmaster**

**6. BOARD COMMUNICATION PLAN AND CALENDAR**

At the previous meeting the Chairperson and J Brady were to discuss a Communication and Marketing Plan for the Board. They have reviewed the existing plan and agree that the plan needs more focus at each Board meeting.

An updated calendar from May through to December 2006 was tabled and is available on the School's website and the Board's Plone. Various items on the plan were discussed as follows:

- 20.6.06 Resources Committee meeting. The draft 10YPP from M McClurg will be considered and the Financial Statements for month ended May 2006. M McClurg is to discuss the draft 10YPP with staff tomorrow and A Dean with the Student Council
- 26.6.06 Board/Staff function in the Big Room at the school. During this meeting Board members discussed with staff the role of the various Board committees and then invite questions and then the Board will extend hospitality to staff.

P McWilliam joined the meeting at 4.45pm

**Property Funding Seven Year Cycle**

The Headmaster said he has received a letter from the Ministry asking if the school would like to change from a 5Y cycle to a 7Y cycle. The matter to be discussed at the Resources Committee meeting and a response to the Ministry to be after that date.

**ACTION: Chairperson, Resources**

**NZSTA Annual Conference – 6-8 July 2006**

D Dawson, I McKenzie and J Brady plan to attend part of this conference.

**7. MATTERS ARISING (continued)**

**A Dean had been asked to investigate Notice Board/Comments area on Website (Ref. 4, 28/3/06)**

A Dean tabled an email he had sent to I McKenzie regarding 'Plone'. A Dean spoke to the features of this system and said it could reduce meeting time. Board members agreed that when there was a document that required Board comment prior to meetings this process could be used.

**8. BOARD AUDIT COMMITTEE**

J Brady spoke to the report which had been circulated with the agenda. The key priorities for the Audit committee are:

1. Curriculum
2. Health, Safety & Welfare
3. Finance
4. Asset Management
5. Board Administration
6. Personnel

The methodology and time frame proposed by the Audit Committee to deal with these key areas was set out and discussed. The Headmaster said it was important that the timeline was realistic from a management perspective.

**Curriculum presentations by HOD's**

It was suggested that these could be made to the Board at additional Board meetings perhaps over two separate meetings. The Secretary suggested that the school adopt a similar process to Cashmere High School with regard to reporting which is to be investigated.

**ACTION: Chairperson Audit Committee**

**Motion: Moved I McKenzie Seconded A Gibbs**

*That the Board approve the recommendations in the report from the Audit Committee and with regard to Health, Safety & Welfare, C de Lambert be contacted regarding his fee to act as an independent auditor of ERO's requirements in this area. The Chairperson was given authority to approve the fee and if acceptable, the audit to proceed.*

**Carried**

**9. CHAIRPERSON'S REPORT**

A written report had been circulated, setting out Board correspondence and activities and meetings the Chairperson had attended during the month.

**Action from Correspondence**

Voting paper for NZSTA National Council Member

**Motion: Moved J McAuliffe Seconded I McKenzie**

*That the Board delegate the Chairperson and Deputy Chairperson to make a decision on behalf of the Board regarding the Board's vote for representation on the National Council NZSTA.*

**Carried**

**ACTION: Chairperson Audit Committee**

**10. HEADMASTER'S REPORT**

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

**10.1 Community Consultation**

**Maori**

Two hui are scheduled for mid to late June. Invitations are being sent to families on the database who identify as Maori.

**Health**

The Health consultation is being progressed.

**10.2 Financial Report from T Harris for the period 4 months ended April 2006**

This information had been circulated with the Headmaster's report. These statements had not been considered by the Resources committee during the month as the Resources meeting was held to deal only with the presentation of the draft 10YPP from M McClurg.

It was noted that the school finances were tracking on budget.

**10.3 Food Technology Block**

The Headmaster advised a final account has been received and expenditure on this block has come in \$10,000 under what was considered to be the worst-case scenario.

**10.4 Email from M Sinclair**

Chairperson CBHS branch NZPPA advising of a paid union meeting on the afternoon of Wednesday 14 June 2006. This date and time has been chosen to minimise disruption by running the meeting during the senior exams when the junior classes will be the only ones affected and also on the Wednesday so that only one period of school will be lost by the juniors.

**10.5 MOE Information on Website re Changes to Operational Funding for 2007 following the 2006 Budget**

It was noted that most operational funding components will increase by 3% in 2007 and there will be Gateway funding available for decile 10 schools for students under 16. The Headmaster explained what the benefits of Gateway funding were for Board members' information.

**10.6 Two Proposals for Cricket trips to Australia – September and October holidays**

Lindsay Thorn, Master in Charge of Cricket, presented the proposal (26 May 2006) for Board approval. The Headmaster endorsed both trips taking place and said he was comfortable that all the documentation was in place. It was noted that one of the tours is taking place without a staff member. The Board discussed the matter.

**Motion: Moved I McKenzie Seconded A Gibbs**

*That the Board endorse continuing progress for the planning of the two trips and will make a final decision at the June meeting. The Headmaster asked that any questions Board members may have regarding these trips be given to him two weeks before the 27 June meeting so he has the answers available at that meeting.*

**Carried**

**10.7 Funding Applications**

**Motion: Moved T McIntyre Seconded A Gibbs**

*That the Board approve the following applications:*

*Community First Foundation, \$1,400 for Archery subscriptions*

*Eureka Trust, \$3,000 – transport and accommodations costs for the Concert Band Dunedin*

*Pub Charity, \$10,000 – airfares to Tauranga for the U15 Rugby National Tournament*

*Century Foundation \$3,500 – accommodation for the U15 Rugby trip to Tauranga 13-20 August*

*NZ Community Trust, \$3,000 – accommodation for the 1<sup>st</sup> XI Soccer NZ Tournament in Napier 13-2-20 August*

*First Sovereign, \$1,500 – jackets and bags for the U15 Rugby NZ Tournament in Tauranga 13-20 August*

**Carried**

**11. RESOURCES COMMITTEE**

The minutes of the Special meeting of the Resources Committee held on 16 May 2006 were circulated. The meeting had been called to receive a presentation of the Draft Development Plan from M McClurg of OPUS. The next steps are:

- M McClurg to work with N Crowe, School Support Ltd, to identify the maintenance costs more accurately
- Meet with the Headmaster and staff for their input into the draft plan
- M McClurg to develop CAD plans

**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 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.*

**Motion: Moved Chairperson**

Out of Public Excluded Session

**Carried**

The meeting closed at 6.15 pm.

**APPROVED ..... 27 JUNE 2006**  
**CHAIRPERSON**