



CHRISTCHURCH BOYS' HIGH SCHOOL

**ACTION POINTS FROM THE MEETING OF THE
 BOARD OF TRUSTEES
 HELD AT 4.30 PM
 ON MONDAY 7 AUGUST 2006
 IN THE LIBRARY CLASSROOM AT THE SCHOOL**

By Who	Action	Reference	Due
Chairperson	Further co-option to the Board	3, page 1	September
Chairperson	Add Discipline Committee Terms of Reference to Governance Manual	4, page 2	September
Resource Committee and Board members	Discuss Risk Management paper – refer back to Board	5, page 2	October
Chairperson	STA Conference notes posted on Board's intranet	8, page 2	September
Headmaster	Maintenance aspect of Draft 10YPP	9.3, page 3	September
Audit Committee	School Staff Survey	9.4, page 4	
Audit Committee	Draft Terms of Reference	9.4, page 4	September
		July minutes	
Headmaster	Budget Breakdown IT Plan Specific targets re International Students Professional Development Committee Plan	Matters arising	In progress
Chairperson Audit Committee	Curriculum Reporting – attendance at July's management meeting of the School's Curriculum Committee	Matters arising	Deferred to next month
Chairperson	Newsletter to staff	6.2	Is being progressed
Chairperson Audit Committee	Arrange staff feedback survey on behalf of the Board as soon as practicable	6.2	In progress



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 7 AUGUST 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

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

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

1. **APOLOGIES** Nil

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:

- *Co-option of Trustee*
- *Strategic Goal - #5 Fine Young Men*
- *Risk Management*
- *Student Trustee Elections*
- *Board's Communication Plan*
- *School Trustee's Conference Report Back*
- *Administration*
- *Matters Arising from minutes 27.6.06*
- *Resource Committee Minutes – 25.7.06 including draft terms of reference*
- *Audit Committee minutes – 18.7.06 including draft terms of reference*
- *Chairperson's Report*
- *Correspondence Inwards/Outwards*
- *Headmaster's Report*
- *Employer Responsibility Policy*
- *Meeting Evaluation*
- *Public Excluded Session*

Carried

3. **CO-OPTION TO THE BOARD**

Motion: Moved Chairperson

"That Mr Brian Keen be co-opted to the Board for the remainder of this Board's term."

Carried

Possible further board co-option

Various other possible people were discussed and the Chairperson to progress contacting the people and report back.

ACTION: Chairperson, further co-options to the board

I McKenzie joined the meeting at 4.40pm.

4. **STRATEGIC GOAL #5 DEVELOP FINE YOUNG MEN**

The Headmaster tabled a paper titled 'Discipline – Trends and Impact on Christchurch Boys' High School'. This set out information on:

- Expectations outlined
- Christchurch Boys' High School system consequential base

- Restorative actions
- Trends

The Headmaster reported that an increasing amount of senior management time is being used on student discipline matters which takes time away from other management tasks. There are an increasing number of boys with behaviour problems which reflects the changes to the Decile 10 rating which now covers a broad range of students. The Headmaster said that setting consequences such as detentions are having less impact and the School is moving to a more restorative system. There is also an increasing amount of documentation required for discipline issues and parents are increasingly questioning the School's actions on discipline matters. It is also harder for Schools to exclude students and these rates are heavily monitored by the Ministry of Education who are experiencing difficulty finding new schools for students with behavioural problems.

Christchurch Boys' High School has a good reputation with the police for managing discipline issues which also tends to increase the School's workload in this area with the police taking a less active role.

Draft Discipline Committee Terms of Reference

The Board reviewed the draft which had been circulated and made amendments.

Motion: Moved Chairperson

"That the Terms of Reference for the Discipline Committee be adopted including further amendments agreed to during the meeting."

Carried

The Chairperson will add the Discipline Committee Terms of Reference to the *Governance Manual* as an appendix.

ACTION: Chairperson

5. RISK MANAGEMENT PROCESS

This paper had been circulated and Board members were to assess the action column commenting on whether actions are realistic and achievable. It was agreed that the Resources Committee discuss this paper at their August meeting and it to be referred back to the Board at their October meeting.

ACTION: Resources Committee

6. STUDENT TRUSTEE ELECTIONS

A discussion document on the role of the student trustee had been circulated and the procedure for the election of the student representative during the month of September was noted. It was agreed that the Student Trustee is to work with the Deputy Headmaster who is the returning officer regarding any publicity and promotion of these elections.

7. BOARD OF TRUSTEES' COMMUNICATION PLAN

An updated plan was noted.

8. NZSTA CONFERENCE REPORT

D Dawson, I McKenzie and J Brady attended the Conference in July and gave a verbal report on conference highlights. Written notes will be posted on the Board's intranet.

ACTION: Chairperson

9. ADMINISTRATION

9.1 Minutes

The minutes of the Board of Trustees meeting held 27 June 2006, having been circulated, were approved as a true and correct record of that meeting.

9.2 Matters Arising

By Who	Action	Due
Headmaster	Budget Breakdown IT Plan Specific targets re International Students Professional Development Committee Plan	In progress
Chairperson Resources Committee	Decision on Property Funding Seven Year Cycle	Actioned
Chairperson Audit Committee	Curriculum Reporting – attendance at July's management meeting of the School's Curriculum Committee	Deferred to next month
Chairperson	Newsletter to staff	Waiting dates for staff forums
Chairperson Audit Committee	Arrange staff feedback survey on behalf of the Board as soon as practicable	ASAP
Chairperson Audit Committee	Follow up with the Cashmere Board of Trustees about the approach they take with curriculum reporting	Actioned
Chairperson	Obtain a sample version of a Reporting to the Board policy from the School Trustees Association	Actioned
Chairperson	Update Employer Responsibility Policy in the Governance Manual	In progress
Chairperson Discipline Committee	Draft Discipline Committee Terms of Reference 2006 to be prepared and circulated during the month for discussion	Actioned

9.3 Resources Committee

The minutes of the meeting held on 25 July 2006 had been circulated including the draft Terms of Reference for the Resources committee. The following matters were noted:

Financial Statements for the period ended June 2006 had been circulated

Recommendation:

That the Financial Statements as at 30 June 2006 with comments noted be accepted.

Draft 10-Year Property Plan

The Headmaster said he is still awaiting the maintenance aspect of the 10YPP and expects to receive this from N Crowe at School Support tomorrow. As soon as this information is received he will call a meeting of the Property Plan sub-committee.

ACTION: Headmaster

Five-Year Property Funding Plan vs. Seven Year Property Funding Plan

The matter was discussed and it was decided that there was little financial advantage associated with the 7-year plan. The recommendation is for the school to remain with the 5-year agreement which allows the school access to more money earlier.

Health & Safety

A report was tabled showing injuries during the month of June.

2006 Draft Terms of Reference for the Resources committee

These had been circulated prior to the meeting.

Letter from Deloitte – Auditors regarding the audit for year ended 31 December 2005

A copy of the letter had been circulated and the information discussed at the Resources meeting.

Motion: Moved A Gibbs Seconded B Harding

“That the minutes of the Resources committee meeting and recommendations therein and the Draft Terms of Reference for the Resources committee be approved.”

Carried

9.4 Audit Committee

The minutes of the Audit committee meeting held on 18 July 2006 had been circulated including the Draft Terms of Reference for the Audit committee and a report on a staff presentation held 26 June 2006.

Health & Safety Audit

Quotes and dates have been received from Charles De Lambert and discussed. Delegated authority was given to the Audit committee to engage his services subject to approval from the Board Chairperson and the Headmaster.

2006 School Staff Survey

The Audit committee tabled a briefing paper from MM Consulting regarding undertaking this survey on the school's behalf. The format for a staff survey was discussed and it was agreed that there should be a survey but the Board were unsure at this stage of the mechanisms. It was decided that the next step would be to compare the MM survey with the checklist sent out in the past by the Headmaster so that all the information is captured together.

The question of the staff survey was referred back to the Audit committee and they asked the Board if they had any questions that should be included in the MM draft to advise them.

ACTION: Audit committee

Draft Annual Curriculum Report to the Board of Trustees

This report would supersede the monthly reporting by HOD's to the Board. The Headmaster is to take the draft to the Headmaster's committee meeting this Thursday to seek their comments and report back. The Chairperson will attend this meeting if required.

Draft Terms of Reference Audit Committee

This was circulated for information. The Terms of Reference were reviewed and referred back to the Committee with the suggestion that there could be two headings: 1) Duties and Responsibilities 2) Items to be Audited.

ACTION: Audit committee

9.5 Chairperson's Report

A written report was circulated which included the correspondence received since the last meeting. Additional correspondence since the report was written was also noted:

- A further governance survey – Board members were invited to complete
- Election of Directors to the CES Board – D Dawson declared her interest as she was a candidate and A Gibbs spoke to this voting paper.

Motion: Moved A Gibbs Seconded T McIntyre

“That the Board vote for D Dawson.”

Carried

9.6 Headmaster's Report

A written report had been circulated with the agenda. The following matters were noted:

- At the recent PTA meeting, \$25,000 was provided to the school for capital expenditure.

9.6.1 Personnel & Staffing

Staff resignation – Tania Lloyd has tendered her resignation after having one year's leave to teach in Australia.

9.6.2 Student Suspensions and Stand Downs

There have been two suspensions and two stand-downs since the last meeting.

9.6.3 Student Enrolments 2007

Enrolments have closed
Total applications received – 495
Priority entry includes Hostel – 207
Subject to ballot – 288

9.6.4 ICT Professional Development

The application has been submitted in partnership with Shirley Boys' High School and St Bede's College. The outcome is awaited.

9.6.5 Staff Leave

Motion: Moved T McIntyre Seconded A Gibbs

“That Leigh Franks (Geography/Social Studies) one year's leave request be approved

That Charlie Borg's leave for term 3, 2007, be granted.”

Carried

9.6.6 Study Leave

A report from Adam McCarthy on his leave was circulated for Board information.

9.6.7 Student Absenteeism

The Headmaster said there has been a strong focus on absenteeism led by C Philpott. He said it is certainly raising awareness of parents and students having to provide notes.

9.6.8 Regulations – Uniform

Motion: Moved T McIntyre Seconded A Gibbs

“That an exemption be granted from the Muslim community for a student in year 10 to be permitted to wear long grey pants and tracksuit pants to class and PE respectively. There has also been an exemption regarding the logo on the school jersey.”

Carried

9.6.9 Employer Responsibility Policy

This had been circulated. The Rationale for Guidelines part of the policy was reviewed by the Board and changes agreed to.

Motion: Moved Chairperson

“That the rationale for guidelines as amended by adopted by the board.”

Carried

9.6.10 Meeting Targets Report – August 2006

An updated report was circulated for Board information.

9.6.11 Health Department Community Consultation 2006

This was carried out throughout terms 2 and 3 and a written report was circulated for Board information.

9.6.12 Applications for Funding

Motion: Moved T McIntyre Seconded B Harding

*"That the following applications be approved
Century Foundation - \$3,000 for cricket helmets
Lion Foundation - \$10,000 for security equipment
Community First Foundation - \$1,500 for travel and accommodation costs for the Table Tennis team to compete in the New Zealand National Open School Championships to be held on 26-28 September 2006
First Sovereign Trust - \$1,500 for tennis coaching."*

Carried

10 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>Reasons 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 & Discipline 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 professional and legal privilege and to protect the privacy of natural persons.

Carried

11. NEXT MEETING DATES

Resources Tuesday 29 August 2006 at 4.00pm
Board of Trustees Monday 4 September 2006 at 4.30pm

The meeting closed at 7.30pm.

**APPROVED4 SEPTEMBER 2006
CHAIRPERSON**

