



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 9 OCTOBER 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Audit Committee	Recommendations re suitable person to undertake Board survey	6.4, pg 3	
Secretary Chairperson	Include 'Board View' with Board papers	6.5,pg 3	November



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MINUTES OF THE MEETING OF THE
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HELD AT 4.30 PM
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IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr A Gibbs (Acting Chairperson), Mr T McIntyre (Headmaster),
Mr I McKenzie, Mr J McAuliffe, Mr B Keen, Ms A Hooper, Mr M Stringer

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

1. **APOLOGIES** Ms D Dawson, Ms J Brady, Dr B Harding

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:

- *Welcome to Student Trustee*
- *Co-option of Trustee*
- *Board's Communication Plan (Calendar)*
- *Administration – Minutes of meeting held 4 September 2006*
Matters Arising
- *Resources Committee Minutes*
- *Budget Preparation*
- *Audit Committee*
- *Chairperson's Report*
- *Correspondence*
- *Headmaster's Report*
- *Public Excluded Session*
- *Meeting Evaluation*

Carried

3. **WELCOME TO STUDENT TRUSTEE**

The Chairperson welcomed Matthew Stringer to his first meeting as the newly elected Student representative for 2006/2007 year and said the Board looked forward to his input.

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

Motion: **Moved Chairperson**

That the Ms A Hooper be co-opted as Parent Trustee from now until the Board of Trustees elections in March 2007.

Carried

Board members also discussed whether they planned on seeking nomination for the Board in the March 2007 elections. At this stage, A Gibbs and J McAuliffe said they did not intend to stand again and I McKenzie is still uncertain.

5. **BOARD'S COMMUNICATION PLAN**

The calendar was circulated:

5.1 Board/Staff Forums – Term 4

It was agreed these forums be structured and there should be a number of topics listed that the Board would like to discuss with staff e.g. opportunities for staff to have input re strategic plan. The first one to be held on:

- Wednesday 18 October 2006 at 2.30pm –the topic be the Governance/Management Model

- Wednesday 1 November 2006 at 12.30pm.

5.2 Next Meeting Dates

Board of Trustees
Resources

Monday 13 November 2006 at 4.30pm
Tuesday 31 October 2006 at 4.00pm

6. ADMINISTRATION

6.1 Minutes

Motion: Moved Chairperson

The minutes of the Board of Trustees meeting held on 4 September 2006, having been circulated, were approved as a true and correct record of that meeting with the following change:

6.6.7 Student Absenteeism – the new system has now been running for 6 weeks

Carried

6.2 Matters Arising

By Who	Action	Ref	Due
Headmaster	Headmaster said he needs to reinforce to the community that car parking is to be in the parking bays only.	3, pg 2 (Sept)	Still to be actioned - November
Student Pastoral Care Management Committee – Chair: C Philpott	To amend wording in the School's Child Abuse Policy	3, pg 2 (Sept)	November
School Management	An article is to be included in the newsletter directing school community to the information on the School's website e.g. curriculum information.	3, pg 3 (Sept)	To be included in the next newsletter
Deputy Headmaster	Publish the School calendar on the website	3, pg 3 (Sept)	This information is with the technician and will be included in the near future
Headmaster (H Dacre)	Rationale for the development and introduction of the IT School Management System.	3, pg 3 (Sept)	H Dacre is working on this and should be available for November meeting
Chair of 10 Year Property Plan Board Sub-Committee	Security/Fencing (Property Protection) options further developed for 10 Year Property Plan prioritisation.	4, pg 4 (Sept)	The 10YPP committee to meet prior to the next Resources meeting to approve the latest draft. Headmaster is working with P Fenwick, N Crowe & M McClurg to discuss the plan and maintenance funding on Friday this week
Headmaster (Deputy Headmaster)	Set dates for Board/Staff Forums	5.1, pg 4 (Sept)	Set earlier in the meeting
Chairperson	Set date for mtg with Cashmere High BOT	5.2, pg 4	D Dawson to followup/November
Headmaster	Every quarter the full financial report prepared by T Harris for the Hostel Committee to be circulated with the papers for the Resources meeting.	6.3, pg 5 (Sept)	This information will come through to the November Board meeting
Chair, Resources Committee	Progress the remaining risk management factors.	6.3, pg 5 (Sept)	These have been progressed and noted in the Resources minutes of the meeting held on 3 October
Headmaster	Draft response for Chairperson to sign re letter to Deloitte.	6.3, pg 5 (Sept)	Actioned – a copy tabled at the meeting
Headmaster	Circulate the HOD reports prior to the October Board meeting to all Board members.	6.4, pg 6 (Sept)	These are being printed & will be distributed within the next week.

6.3 RESOURCES COMMITTEE

The amended minutes of the meeting held on 29 August 2006 had been circulated and the amended minutes of the meeting held on 3 October were tabled.

Risk Management

Risk management items 1 and 2 had been reported on in the August minutes and items 3-5 were included in the October minutes and noted.

Financial Statements to 31 August 2006 and the information contained in the Financial Report

Recommendation: *That this be accepted by the Board.*

Approval of Funding Applications

A list of funding applications were set out and recommended that they be approved by the Board.

Budget Preparation Time Frame

A draft budget will be available for discussion at the 31 October Resources meeting.

Motion: Moved Chairperson

That the amended minutes of the meetings held on 29 August and 3 October 2006 be accepted and the recommendations therein adopted.

Carried

6.4 AUDIT COMMITTEE

The minutes of the Audit committee meeting held on 12 September 2006 had been circulated. I McKenzie discussed the following:

Curriculum Reporting Format

A suitable form of curriculum reporting to the Board from HOD's is still being progressed by the Headmaster and the Audit committee.

Survey

It was noted that the Board required the following information with regard to a survey:

- to know that information is being collected from the school community in a co-ordinated manner
- to be confident that the Good Employer Policy is being met

It was agreed that it was important that the survey is robust and meaningful and should be able to be referred to over a period of time e.g. 5 years minimum.

It was agreed that the Audit Committee does not have the time to devote to this and that someone should be employed to help define what information is required and the best method for collecting this information.

Motion: Moved I McKenzie Seconded J McAuliffe

That the Audit committee progress sourcing a suitable person to undertake this survey and report back with recommendations.

Carried

ACTION: Audit Committee

Motion: Moved Chairperson

That the minutes of the Audit committee meeting held on 12 September 2006 be accepted and the recommendations therein adopted.

Carried

6.5 CHAIRPERSON'S REPORT

The Inwards Correspondence listed in the Chairperson's report was tabled. Reference was made to the Education Gazette and the article that is in every second Gazette entitled 'Board View'. The Secretary was asked in future to include this article with the Board mailout.

ACTION: Secretary/Chairperson

6.6 HEADMASTER'S REPORT

6.6.1 European Music Tour 2006

A report on the tour which commenced 23 June was circulated for Board information.

6.6.2 Letter from Parents of the First XV Rugby Team

A letter dated 8 September 2006 signed by the parents of the team, and sent to the Headmaster, was circulated. The letter congratulated the school on the way the team conducted itself both on and off the field, at home games and overseas and said they were honoured to be associated with this group. They also expressed their thanks to R Taylor and his team of helpers for the way they have moulded their boys and developed them into not just wonderful rugby players but fine young men. They said the boys are all great ambassadors for the school.

6.6.3 Staff Leave

C Philpott – 32 weeks study leave

D McLauchlan – One year Senior Adviser, Commerce, South Island

Motion: **Moved T McIntyre** **Seconded M Stringer**

That the above leave be approved.

Carried

6.6.4 Holiday Activities

The Headmaster reported on the cricket tour – very successful especially the way the students represented the school.

6.6.5 China Trip

Noted the relationship between Tony Brown, ex-student, who is the New Zealand ambassador to China.

6.6.6 Congratulations to the following notable student

Cycling and Trap Shooting

6.6.7 Walter Hadlee

It was noted his recent death and the memorial service to be held at the school on Saturday 14 October at 11.00am. It is expected there will be a huge number of Old Boys at this service.

6.6.8 Graeme Ash

It was noted the passing of Graeme Ash on 13 September 2006 and the huge contribution he has made to the school over a considerable period of time.

6.6.9 Staffing Appointments

Mike Boomer, HOD English

Dr Nathan Mehrtens, HOD Physics

Joanne Bellamy, Assistant teacher, Mathematics

Craig Dunnett, Assistant teacher, Physical Education

6.6.10 Resignations

Maurice Sinclair, HOD Biology – Noted he has been teaching at the school for 32 years.

Gavin Bird, HOD Technology – 13 years, he will now be employed as an Assistant teacher.

6.6.11 ICT Contract

The Headmaster advised that the school has been awarded this contract, which was applied for in conjunction with Shirley Boys' High School. It is for three years and will provide significant funds for ICT initiatives in the school.

6.6.12 Gateway Contract

The school has been successful in obtaining a Gateway contract which will fund 25 places in 2007. This contract is for the transition of students from school to the workplace.

Motion: Moved T McIntyre Seconded J McAuliffe
That the Headmaster's verbal report be accepted.

Carried

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>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

8. GENERAL BUSINESS

8.1 University of Cambridge International Examinations (CIE)

P McWilliam tabled a full report on these examinations which some students undertake at the school and spoke to it.

The meeting closed at 6.50pm.

APPROVEDNOVEMBER 2006
CHAIRPERSON