



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 4 DECEMBER 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
I McKenzie	Engage M McGinn for support with the audit of the Board's Employer Responsibility Policy	6.4	Actioned
Headmaster	Reconvene Property sub Committee to complete 10 yr property plan	6.6.10	Still to be actioned
Board	Discuss school uniform – consultation regarding school uniform will be discussed at March meeting	6.6.11	March 2007
Headmaster (H Dacre)	Identify rationale for the selection and introduction of the IT School Management System.	September 2006 3, page 3	March 2007
Headmaster	T McIntyre to allocate the Annual Asset Management report template to the person to be responsible for its completion and this is to be completed during December	4.4.1 (Dec)	January
Board	Board members are to access the revised Audit committee Terms of Reference on the plone.	4.4.2 (Dec)	January
Headmaster	Circulate the proposed Annual Curriculum report template to HOD's for comment.	4.4.4 (Dec)	January
Chairperson, Secretary	Check number of parent representatives allowed on the Board of Trustees	6.1 (Dec)	January



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 4 DECEMBER 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr I McKenzie (Acting Chairperson), Ms D Dawson, Mr T McIntyre (Headmaster), Mr J McAuliffe, Ms A Hooper, Mr M Stringer, Ms J Brady

IN ATTENDANCE Mrs A Johnston (Secretary), Mr P McWilliam (Deputy Headmaster), Mr M Taggart, L Pears, H Matthews, M Doyle

Motion: **Moved I McKenzie Seconded J McAuliffe**
That the Chairperson for today's meeting be I McKenzie. **Carried**

D Dawson joined the meeting at 4.40pm

PRESENTATION

Gifted & Talented Programme 2006 – (Linda Pears – Coordinator)

L Pears joined the meeting and reported on the completion of the first year of the Gifted & Talented initiative.

L Pears was thanked for her excellent work regarding this programme.

Consultation with the Maori Community

H Matthews and M Doyle tabled a consultation report on the Christchurch Boys' High School Maori community including minutes of three meetings held during the year. The following was noted:

- 115 identify as Maori students at the school
- Would like to strengthen Te Reo within the school
- Strengthen Maori families contribution in the life of the school
- Suggested Whanau group meet once a term – How this is to work still to be determined
- Data collected on how Maori students are achieving in respect to other students
- Comparison of Maori students at Christchurch Boys' High School compared with other schools – they are well ahead
- How does the Board wish to engage with the Whanau group
- The school has signed an agreement with Ngai Tahu to monitor Ngai Tahu students
- Would like someone from the staff to drive the Whanau meetings

Hector Matthews and Mark Doyle were thanked for their informative report.

A Hooper left the meeting at 5.20pm.

1. **APOLOGIES** Dr B Harding, Mr A Gibbs (for absence)
Ms D Dawson (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:

- *Board's Communication Plan*
- *January meeting dates*
- *Minutes*
- *Matters Arising*

- Resources Committee Minutes
- Audit Committee
- Headmaster's Report
- Meeting Evaluation
- Public Excluded Minutes

Carried

3. BOARD'S COMMUNICATION PLAN

The revised plan as at December 2006 was circulated.

3.1 January Meeting Dates

Board of Trustees: Monday 29 January 2007 4.30pm – 8.00pm. The agenda for the meeting will be 'Strategic/Financial Planning'.

Resources meeting: Tuesday 23 January 2007 at 4.00pm.

4. ADMINISTRATION

4.1 Minutes

The minutes of the Board of Trustees meeting held on 13 November 2006, having been circulated, be approved as a true and correct record of that meeting.

4.2 Matters Arising

By Who	Action	Reference	Update
Chairperson	Set meeting date for Strategic Financial Plan task group	4	Have met
Headmaster	Circulate Maori Consultation Paper with December's Board papers	5.4	Presented today
L Pears	Report back on Gifted and Talented Programme	5.5	Presented today
Audit Committee	Circulate revised templates with December's Board papers	6.4	Tabled
I McKenzie	Engage M McGinn for support with the audit of the Board's Employer Responsibility Policy	6.4	M McGinn has agreed to this
Headmaster	Reconvene Property Committee The committee to arrange to meet to complete part 2 of the 10YPP incl. security fencing and development of ideas not funded by the MOE	6.6.10	
Headmaster	Provide background report on school uniform The Headmaster reported there is no formal structure within the school to manage uniform issues. This has previously been done at Board level. He said there are a number of stakeholders in this issue – students, parents, Old Boys' and BOT. Issues raised recently with regard to uniforms were noted. Motion: Moved Chairperson <i>That school uniform be discussed at the March 2007 Board of Trustees meeting – noted that the Board do not propose any change to the school uniform for the 2007 school year.</i> Carried ACTION: Headmaster	6.6.11	
Headmaster	Headmaster to reinforce to the community that car parking is to be in the parking bays only. A Uren is to arrange for signage at each school entrance stating that parking is to be in designated parking areas only	September 3, page 2	

Student Pastoral Care Management Committee – Chair: C Philpott	To amend wording in the School's Child Abuse Policy The Headmaster advised there is not such a policy but circulated a 'Protected Disclosures' document. He drew attention to the suggested additions made to this policy. Motion: Moved D Dawson Seconded J McAuliffe <i>That the Board approve in principle to adopt the Protected Disclosures Policy subject to rewording of procedure number 4.</i> Carried	September 3, page 2	November
School Management	An article is to be included in the newsletter directing the school community to the information on the School's website e.g. curriculum information. This information will be going out shortly in the final school newsletter for 2006.	September 3, page 3	Next newsletter
Deputy Headmaster	Publish the School calendar on the website This will be happening within the next few days.	September 3, page 3	ASAP
Headmaster (H Dacre)	Rationale for the selection and introduction of the IT School Management System.	September 2006 3, page 3	March 2007

4.3 RESOURCES COMMITTEE

The minutes of the meeting held on 28 November 2006 had been circulated. The following was noted.

Sign-Off by the MOE on the 10-Year Property Plan

The Headmaster said he has recently been speaking to P Fenwick of the Ministry and he still requires clarification re contingent sum amounts and he understand the words 'Science Work Room' will need to be deleted from the plan. The Headmaster is meeting with M McClurg and Higgs Construction tomorrow and expects they will be ready to proceed with the Caldwell block as soon as it is signed-off by the Ministry.

Recommendation: *That authority be given to the Chairperson of the Board and the Headmaster to sign the contract with the successful tenderer when they are satisfied that all requirements and questions are dealt with and the Ministry have approved the 5 Year Property Plan.*

That authority be given to the Chairperson of the Board to sign the 5 Year Property Plan when received from the Ministry.

Funding Applications

Recommendation: *That the following funding applications be approved:*
Pub Charity – Airfares to Auckland for Inter School Cricket, Golf & Tennis \$6,000
New Zealand Community Trust – Upgrade of cricket nets \$6,000
The Charitable Trust – TIG Welder \$4,000
Eureka Trust – Rugby gear \$4,000
Lion Foundation – Glasshouse – Science Department \$1,400

Work to be undertaken for the provision of a limited mobility student entering the school 2007

The Headmaster has contacted the architects to advise that there is not to be a stainless steel handrail up the middle of the front steps to the main entrance of the school. He said there are a number of other entrances to the school that this student could use.

Motion: Moved Chairperson

That the Board endorse the recommendations as brought forward from the Resources Committee minutes.
Carried

4.4 AUDIT COMMITTEE

The minutes of the Audit committee meeting held on 20 November 2006 were tabled including the following:

- Copies of the suggested template for the Annual Curriculum report to the Board of Trustees and Headmaster
- Template for the Annual Asset Management report to the Board of Trustees

The following matters were discussed:

4.4.1 Asset Management Report template

Action – T McIntyre to allocate the Annual Asset Management report template to the person to be responsible for its completion and this is to be completed during December.

4.4.2 Terms of Reference – Audit Committee

The Audit committee recommendation to add Risk Management as the 7th priority area to the Terms of Reference (as noted in the Audit Committee minutes) was discussed. I McKenzie advised that the Board's Risk Management process is on the plone and that the amended Audit Committee terms of reference, including risk management, are also on the plone.

Action – Board to review the new Terms of Reference for adoption at the next Board meeting.

4.4.3 Annual Curriculum Report template

The Headmaster considers that the Annual Curriculum document could be reported on in two parts – a) presented to the Board in January/February setting out goals and review on last year and then b) presented again June/July when student achievement results are known.

The Headmaster to circulate the proposed Annual Curriculum report template to HOD's for comment.

Action: Headmaster

4.5 CHAIRPERSON'S REPORT FOR NOVEMBER 2006

A written report had been circulated setting out correspondence received and the Chairperson's attendance at functions and meetings during the month.

4.6 HEADMASTER'S REPORT

A written report had been circulated and the following was noted:

4.6.1 Student Suspensions and Stand Downs

Noted as follows:

Suspensions – 3 (2 theft and 1 gross misconduct and continual misbehaviour)

Stand down – 1 (verbal abuse of a staff member)

4.6.2 Junior Prizegiving – to be held in the school hall Thursday on 14 December at 9.30am.

4.6.3 Obituary

Noted with sadness the passing of Charles Luney, a well-known Old Boy who was awarded the Altiora Peto Award in 2006.

4.6.4 Meeting Targets Report – December 2006

An update was included with the Headmaster's report.

4.6.5 Funding Agreement for Delivery of Professional Development Programmes – Information & Communications Technologies (ICT) 2007 – 2009

A copy of the funding agreement was circulated for Board information and the Headmaster spoke to the content of this document. He said there is a cluster meeting of the three schools involved – Christchurch Boys' High School, Shirley Boys' High School and St Bede's College

and the document will be presented for final approval. Christchurch Boys' High School is the lead school.

A risk analysis of the document has been undertaken and the Headmaster explained that the only contentious item in the contract is the Ministry claiming intellectual property rights if staff publish work they have done under the contract.

Motion: Moved T McIntyre Seconded J McAuliffe

That the Board give approval to the Chairperson to sign-off on this document when finalised next week.

Carried

M Taggart left the meeting at 6.50pm.

5. PUBLIC EXCLUDED MINUTES

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 Minutes</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

6. GENERAL BUSINESS

6.1 Co-Option To The Board

Motion: Moved J McAuliffe Seconded B Keen

That Murray Taggart be co-opted to the Board for the remainder of the term of this Board.

Carried

6.2 Number of Parent Representatives on the Board of Trustees

The Chairperson/Secretary to check that the number of parent representatives is five and if this is not the case a decision to be made at the January Board meeting regarding advertising to the community that the number be increased to five.

Action: Chairperson/Secretary

6.3 Evaluation Forms

The 4-month results of the meeting evaluation form were tabled and Board members completed this month's evaluation form at the meeting.

The meeting closed at 6.50pm.

APPROVED 29 JANUARY 2007
CHAIRPERSON