



**CHRISTCHURCH BOYS' HIGH SCHOOL**  

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**ACTION POINTS FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD AT 4.15 PM  
ON MONDAY 5 MARCH 2007  
IN THE LIBRARY CLASSROOM AT THE SCHOOL**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
Headmaster	Further report on Strategic Goals	3	April
Headmaster	Write to MOE re enrolment scheme	3	April
Chairperson	The Chairperson is to write an article in the next newsletter advising them of the Board's decision not to have an annual meeting and to say any feedback would be welcome.	4	April



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.55 PM

ON MONDAY 5 MARCH 2007

IN THE LIBRARY CLASSROOM AT THE SCHOOL

**PRESENT** Ms D Dawson (Chairperson), Mr T McIntyre (Headmaster), Mr I McKenzie, Mr J McAuliffe, Ms A Watson, Dr B Harding, Mr A Gibbs, Mr M Stringer, Ms J Brady

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

### ICT PROFESSIONAL DEVELOPMENT PROJECT

Marg McLeod, National Coordinator for the project [employed by CORE], and Miranda Satterthwaite, the School's project manager for the initiative visited the Board, and the following was noted:

- The Board has made a commitment to this project
- This project encompasses personalising learning and is a way of describing the shifts that are happening in the education system as we respond to the new meaning of knowledge in the 21<sup>st</sup> century
- This is a 3-year project 2007 – 2009
- The school is the lead school in a 3 school cluster including Shirley Boys' High School and St Bede's College
- Additional funding of \$120,000 per annum for the 3 years of the project will be received by the cluster
- The challenge is to motivate staff and create an environment for teachers to participate more
- There will be Professional Development for staff and it is important to sell the benefits to staff
- Sponsorship has been sought by other ICT clusters to assist with the project
- If schools require more support through CORE, this can be arranged

M McLeod and M Satterthwaite were thanked for their informative visit and they left the meeting at 4.50pm.

1. **APOLOGIES** Mr M Taggart (absence)  
Mr M Stringer (leaving early)

**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:*

- *Strategic Goals*
- *Board's Communication Plan*
- *Public Excluded Session – Board Self Review 2006*  
*Approval of PE minutes*
- *Administration – Matters Arising*
- *Resources Committee Minutes*
- *Audit Committee*
- *Headmaster's Report*
- *CSTA/NZSTA Subscription*

**Carried**

3. **STRATEGIC GOALS**

The following was circulated:

- Minutes of Board Strategic Planning Review meeting dated 29.1.07

- Meeting Targets Report – December 2006
- Draft Action Plan 2007

The Board discussed this information and noted the following:

- That the draft annual objectives and specific targets listed should be linked more directly with the strategic goals
- The annual objectives did not include anything regarding performance management and professional development in the school
- Discussed the recruitment brand
- Asked for clarification regarding the 'Fine Young Man' initiative –
- Is there a drop-off in buy-in and what is appropriate in the senior school?

The Board requested that the Headmaster use the notes from the 29 January strategic planning review meeting as a base document to indicate how the 2007 objectives fit in with the strategic goals over the 3 year period. It was noted that some items may require no action at all in a particular year. There are issues from the strategic planning review meeting that will need a response from School management such as the suggestion about a recruitment strategy, and the need to identify how the 'Fine Young Man' programme applies in the senior school. It was also agreed there needed to be a closer link between the goals, objectives and timeline, which will help the Board, assess and measure progress.

The Board acknowledged that a lot has already been achieved as discussed at the 29 January 2007 meeting.

The Headmaster is to reproduce the 2007 draft annual objectives for circulation prior to the 2 April 2007 Board meeting in the requested format.

**ACTION: Headmaster**

**Enrolment Scheme Review**

The Headmaster circulated:

- A letter from the Ministry of Education dated 1 February 2007, advising that Boards must review the operation of their enrolment scheme annually before 1 May
- The current situation regarding enrolment
- Advantages of the current situation
- Challenges ahead
- Trends

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

*The Board agreed:*

- *The school still needs an enrolment scheme*
- *The scheme, in its present form, promotes fairness and transparency*
- *The scheme does not exclude any local students*
- *Retain the current enrolment scheme and monitor over the next 2 years*
  - *monitor in zone enrolment trends*
  - *monitor out of zone sibling reduction*
- *Meet with Ministry of Education regarding the transition time from the in zone/out of zone sibling ratios and likely impact on roll in relation to teaching spaces*
- *Option A on the 'Review of Enrolment Scheme' be selected.* **Carried**

It was agreed that the Headmaster write to the Ministry of Education inviting them to meet with the Headmaster and Board Chairperson to participate in discussion re controlling the school roll and the possibility of shrinking the enrolment zone.

It was also agreed that the school continue to obtain reliable data which would indicate a pattern with regard to enrolments in the zone.

**ACTION: Headmaster/Chairperson**

**4. BOARD'S COMMUNICATION PLAN**

The Calendar and Communication plan for February, March and April 2007 was circulated. The following meeting dates were noted:

**March/April Meeting Dates**

- 14 March – Audit Committee
- 27 March – Resources Committee
- 2 April – Board of Trustees meeting

**Board of Trustees Annual Meeting**

It was reported that under the recent amendments to the Education Act it is not necessary for Boards to hold an Annual meeting.

The matter was discussed and it was agreed that given past experience of there being no members of the school community at the Annual meeting, it was suggested another means of advising the school community of the school's results be sought. It was noted that the Annual report is included on the school website and a copy be made available in the school office.

The Chairperson is to write an article in the next newsletter advising them of the Board's decision and to say any feedback would be welcome.

**ACTION: Chairperson**

**Update from CES re Election Process**

The Secretary reported on the timeline for nominations closing and the voting process.

**5. 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>Board Self Review 2006 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. ADMINISTRATION**

**6.1 Minutes**

The minutes of the Board of Trustees meeting held on 4 December 2006, having been circulated, be approved as a true and correct record of that meeting.

**6.2 Matters Arising**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Update</b>
Headmaster	Reconvene Property sub Committee to complete 10 yr property plan	6.6.10 (Nov)	Actioned

Headmaster (H Dacre)	Identify rationale for the selection and introduction of the IT School Management System.	September 2006 3, page 3	Actioned
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)	Actioned
Board	Board members are to access the revised Audit committee Terms of Reference on the plone.	4.4.2 (Dec)	Actioned
Headmaster	Circulate the proposed Annual Curriculum report template to HOD's for comment.	4.4.4 (Dec)	Actioned
Chairperson, Secretary	Check number of parent representatives allowed on the Board of Trustees	6.1 (Dec)	Noted there are 5
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.	September 3, page 3	Next newsletter
Deputy Headmaster	Publish the School calendar on the website	September 3, page 3	Actioned

### 6.3 RESOURCES COMMITTEE

The draft minutes of the meeting held on 27 February 2007 had been circulated. The following was noted.

#### Draft 2007 Budget

Final approval of the budget is to be held over until the final roll numbers at 1<sup>st</sup> March are available for inclusion. The final budget will be available for approval at the March Resources meeting.

#### Risk Management

There were two reports which were not complete and this information has now been received and will be available at the March Resources meeting.

#### Funding Applications

That the following funding applications be approved:

Lion Foundation – St Johns First Aid at the 1 <sup>st</sup> XV Rugby Tournament at Easter	\$600
Air Rescue Services – squash balls and racquets	\$1,166
First Sovereign Trust – display cabinet for the Student Council	\$2,500

#### Motion: Moved A Gibbs Seconded B Harding

*That the draft Resources Committee minutes be received.*

**Carried**

### 6.4 AUDIT COMMITTEE

The following Audit committee minutes were circulated:

12 February 2007

6 December 2006

#### Motion: Moved I McKenzie Seconded B Keen

*That the minutes of the above meetings be accepted and the Board adopt the revised Terms of Reference.*

**Carried**

**Annual Asset Management Report** – this was tabled for J Brady to assess.

### 6.5 CHAIRPERSON'S REPORT

A written report was circulated and the following was noted:

- Special Board meeting held 29 January 2007 to review the school's progress on the strategic goals. The achievements to date were noted and remaining actions identified

and prioritised. The information from this session was used by school management to draft the 2007 objectives.

- The Headmaster's appraisal for 2006 is still to be reported to the Board and a summary report will be produced shortly that will include elements of the Audit committee's current review of the Employer Responsibility Policy.
- Inwards correspondence received during the month.
- A list of school related meetings attended.

## **6.6 HEADMASTER'S REPORT**

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

**6.6.1 Reviews** – The Art Coordinator's report for 2006 was circulated.

### **6.6.2 Staffing**

- The school year commenced with 9 new staff
- There has been a full induction of new staff taken place
- The ICT PD is under way with a base line survey and an audit of the system has taken place
- The school is fully staffed
- G Norris, Science Technician is retiring after 17 years at the school

**6.6.3 Enrolment Scheme** – Application for increase in roll – Middleton Grange School  
An application has been received regarding an increase in the maximum roll from 1080 to 1140 students. The meeting agreed that they had no objection to this application.

### **6.6.3 National Qualifications Framework statistics 2006 for the school**

This report was circulated for information.

### **6.6.4 1<sup>st</sup> XV Trip to Japan 2007 – Overseas Pre Tour Checklist**

Full information was circulated.

#### **Motion: Moved B Keen Seconded J McAuliffe**

*That the above trip be approved by the Board subject to providing the Board with copies of the student tour contract.*

**Carried**

### **6.6.5 Funding Applications**

Approval was sought for the following:

Pub Charities \$4,000 – purchase rugby equipment  
Canterbury Foundation \$3,000 – rental vans to attend the Rowing Maadi Cup  
Century Foundation \$5,000 – accommodation for the 1<sup>st</sup> XI soccer team  
NZCT \$3,000 – tennis coaching  
Caversham Foundation \$5,000 – art printing press

#### **Motion: Moved B Harding Seconded B Keen**

*That the above funding applications be approved by the Board.*

**Carried**

### **6.6.6 NZSTA/CSTA Subscriptions – 2007**

#### **Motion: Moved Chairperson**

*That the annual subscription to the NZSTA be approved for payment.*

*That the Board write to NZSTA/CSTA expressing their wish that both organisations work together to progress a resolution regarding their present split and advising that next year the Board will review their decision as to whether to continue to be a member of their organisations.*

**Carried**

The meeting closed at 7.20pm.

APPROVED ..... 2 APRIL 2007  
CHAIRPERSON