



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 2 APRIL 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
P McWilliam	Range of Cambridge courses undertaken in New Zealand	3	May
Chairperson	Article in newsletter re school year-end results	4	No newsletter in April. To be actioned in term 2
A Gibbs/J Brady/B Keen	More details in Sponsorship policy for next Resources meeting	5.3	May



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.30 PM

ON MONDAY 2 APRIL 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, Mr A Gibbs, Mr M Stringer, Ms J Brady, Mr B Keen, Mr M Taggart

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

1. **APOLOGY** Dr B Harding

Motion: **Moved Chairperson**

That the apology 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 – Adopt 2007 Objectives*
- *Transitional arrangements*
 - *Next meeting dates*
 - *New Board set-up meeting*
 - *End of term drinks with staff*
 - *Governance Manual*
 - *Board roles & responsibilities*
 - *Delegations*
 - *Management structure (in the Headmaster's absence)*
 - *STA training schedule*
- *Resources Committee*
- *Audit Committee*
- *Headmaster's Report*
 - *Funding approvals*
 - *School tour applications*
- *Public Excluded session*

Carried

3. **STRATEGIC GOALS**

Draft Action Plan 2007 – had been circulated.

Board members asked the Headmaster regarding the plan and the following comments were made:

- The 'responsible' column which is not completed at present will be apportioned to some of the committees and senior management
- Each month the Headmaster is to include in his report to the Board progress made with regard to the goals set for the year
- Questioned what 'other Cambridge subjects' means – the introduction of Sciences to be looked at but the Headmaster said there needs to be staff available to teach the subjects
- P McWilliam was asked to provide a range of Cambridge courses normally undertaken in New Zealand for Board information

ACTION: P McWilliam

- During the year, investigation to be made regarding the school's ability and desirability to provide a full course under Cambridge
 - The Board asked for a full progress report on Cambridge
 - Also to be looked at, whether the school is offering too many courses
- Curriculum Review – Recommendations over the next 2 years**

Noted that some things listed under the review will be able to be provided this year and the Curriculum committee will make a recommendation to the Headmaster who would then report on proposed changes to the Board.

4. NEXT BOARD MEETING DATES

Board end of term drinks with staff Thursday 5 April 2007 at 3.30pm in the staff room

New Board set-up meeting Monday 16 April 2007 at 4.30pm

Suggested agenda items for this meeting:

- Election of Chairperson/Deputy Chairperson
- Delegations
- Board communication plan
- Terms of Reference for the current committees
- Board roles and responsibilities
- STA training schedule for new Board members
- List of new Board roles and responsibilities

The Secretary to send to new Board members enclosing a proposed agenda for this new Board set up meeting including a list of contact details for the new Board.

5. ADMINISTRATION

5.1 Minutes

The minutes of the Board of Trustees meeting held on 5 March 2007, having been circulated, be approved as a true and correct record of that meeting with the addition of Mr B Keen being present at the meeting.

5.2 Matters Arising

By Who	Action	Reference	Update
Headmaster	Update report on Strategic Goals	3	Actioned
Headmaster	Write to MOE re enrolment scheme	3	Actioned
Chairperson	The Chairperson to write an article in the next newsletter advising the school of the Board's decision not to have an Annual meeting and to say any feedback would be welcome	4	No newsletter in April. To be actioned in term 2

5.3 RESOURCES COMMITTEE

The minutes of the meeting held on 27 March 2007 had been circulated. A Gibbs discussed the following:

Final 2007 Budget

This had been circulated and Board members made various comments regarding:

- School's dependency on international students
- Credit card recovery costs – this was referred back to school management to report to the Resources committee

Motion: Moved A Gibbs Seconded I McKenzie

That the final budget for 2007 as circulated be adopted by the board.

Carried

Attachments to the Resources Committee Minutes

- Christchurch Boys' High School 2006 Annual Management Report
- Adams House 2006 Annual Management Report
- Draft Sponsorship Policy

Draft Sponsorship Policy

The following was discussed:

- A Gibbs, J Brady and B Keen to develop the draft further and include more details and controls regarding sponsorship and bring a further draft to the next Resources meeting.

ACTION: A Gibbs, J Brady, B Keen

2006 Christchurch Boys' High School Annual Report and Financial Statements for

inclusion in the Consolidated Financial Statements of Christchurch Boys' High School Board of Trustees which include the assets, liabilities and operations of the Christchurch Boys' High School and Adams House Hostel

These were tabled and noted. Show a net deficit for the year of (\$158,448) after allowing for depreciation of \$385,359 against a 2006 budget surplus for the year of \$6,940 after allowing for depreciation of \$300,000.

Financial Statements of Adams House prepared for inclusion in the Consolidated Financial Statements of Christchurch Boys' High School Board of Trustees for the year ended 31 December 2006

These were tabled and showed a net surplus for the year of \$85,149 after allowing for depreciation of \$57,235 against a budgeted net surplus of \$24,571 after allowing for depreciation of \$30,100.

Motion: Moved A Gibbs Seconded I McKenzie

That the Consolidated Accounts for Christchurch Boys' High School be approved for sending to the auditors.

Carried

5.4 AUDIT COMMITTEE

The minutes of the Audit committee meeting held on 14 March 2007 had been circulated. The following was noted:

Asset Management

The reporting template developed and recommended for annual completion each December was completed and presented at the March Board meeting by the Headmaster. There are some further questions to be asked and the responses to these are to be added to the report.

Board Administration

The Audit committee agreed that all committee reports and files will be stored and filed at CES. There will also be minutes and reports stored electronically on the plone.

Good Employer Policy

M McGinn has commenced his analysis and has set up a series of interviews and focus groups. I McKenzie is to liaise with M McGinn on progress and update the Audit committee

5.5 CHAIRPERSON'S REPORT – March 2007

I McKenzie and the Chairperson had met with the NZSTA President, Lorraine Kerr, on 12 March 2007. This was a good opportunity to talk with her about issues for trustees, schools and the education sector.

A list of correspondence received during the month was noted.

5.6 HEADMASTER'S REPORT

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

5.6.1 2006 Academic Indicators

These were attached and the results showed in most cases a continuing positive trend. It was significant to note that for any Level 1 graphs Cambridge was introduced and will impact on results 2005 onwards.

Level 2 graphs will be impacted on in 2006 onwards.

The Headmaster said whilst there is always room for improvement it is pleasing to note that for all indicators the school to varying degrees is above the performance of all boys at decile 10 schools in New Zealand.

5.6.2 Departmental Reports

These are currently being produced and will be available for the new Board in May.

5.6.3 Leaver Destinations

This was attached for Board information.

5.6.4 Overseas Trips

Information on the following trips was included with the Headmaster's report.

Australian Music Tour (TIC – Don Whelan)

The Headmaster said whether this tour is progressed is marginal at this stage due to uncertainty on numbers. Noted that the correct template was not filled in. The Headmaster was asked to refer back to D Whelan regarding more information and the correct template to be used prior to any approval given by the Board.

French Tour 2007 to Tahiti (TIC – Owen Shrimpton)

Tour to depart Christchurch 21 September 2007 returning 6 October 2007. The Board were happy with the details provided.

Motion: Moved Chairperson

That approval be given for the French tour to Tahiti to take place.

Carried

5.6.5 School Pasifika Group

This group performed at the Town Hall last Wednesday and was one of two groups invited to perform at the World Heritage Conference in Christchurch in June. The Headmaster said this was an outstanding achievement for this group.

5.6.6 Management Arrangements while the Headmaster is away on his Woolf Fisher Fellowship

- P McWilliam will step up to the role of Headmaster
- S Fraser will step up to Deputy Headmaster
- R Harrison will step up to being part of the senior management team and will cover day to day work at present undertaken by P McWilliam and other tasks requested by P McWilliam
- A relief teacher will be employed to cover the teachers required to step up to other roles

5.6.7 Board Approval For School To Apply For Financial Grants

March 2007

Pub Charity \$6,000 – baritone saxophone

Canterbury Foundation \$2,500 – accommodation & transport for yachting nationals in New Plymouth

Youthtown \$2,000 – heat pump for P2

First Sovereign Trust \$2,000 – heat pumps for P1 prefab under trees

Century Foundation Ltd \$2,000 – 2 electric guitars & percussion instruments

April 2007

Eureka Trust \$3,000 – two canoes

Caversham Foundation \$2,000 – cricket wicket covers

Trust Charitable Foundation \$2,500 – accommodation, Rankin Cup Hockey

Lion Foundation \$8,000 – cricket practice wicket playing surface recovering

6. 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:-

General subject of each matter to be considered

Reasons for passing this resolution in relation to each matter

Ground(s) under Sections 48 (1) for the passing of this resolution

*PE minutes
Matters Arising*

Good reason to withhold exists under Section 7

7 (2) (a) 48 (1) (a)

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

7. THANKS

On behalf of the Board, A Gibbs presented D Dawson with flowers in appreciation of the huge contribution she has made as Chairperson of the Board over the past three years. D Dawson also thanked Board members for all their support and commitment.

The meeting closed at 7.30pm.

APPROVED **16 APRIL 2007**
CHAIRPERSON