



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 16 APRIL 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Board members	Delegation list 2007	4.2	May
Board members	Roles & Responsibilities 2007	4.3	May
Board members	Monthly Board Calendar	4.5	May
P McWilliam	Range of Cambridge courses undertaken in New Zealand	3	May



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 16 APRIL 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr M Taggart (Acting Chairperson), Ms J Brady, Mr B Keen, Ms S Davidson,
Mr A McPhail, Mr P McWilliam (Acting Headmaster)

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ELECTION OF CHAIRPERSON

Motion: Moved J Brady Seconded S Davidson

That Mr M Taggart be elected Acting Chairperson until the Board of Trustees meeting to be held on Monday 28 May 2007. **Carried**

M Taggart took the Chair.

2. APOLOGIES Mr S Fraser, Mr L Dunn

Motion: Moved Chairperson

That the apologies be accepted.

Carried

3. CONTACT DETAILS FOR BOARD MEMBERS – this information was circulated and noted.

4. GOVERNANCE MANUAL

A copy of the Governance Manual was made available for the two new Parent trustees.

4.1 Terms Of Reference For Discipline, Resources & Audit Committees

A copy of the above Terms of Reference were circulated and the following people spoke regarding the various committees:

Audit – J Brady

Resources – B Keen

Discipline – J Brady/P McWilliam

Board of Trustees Delegations

The Christchurch Boys' High School Delegation List, dated 2007, was tabled for information and to be discussed further at the next Board meeting.

ACTION: Board members

Board Roles & Responsibilities 2007

A list of the various committees and Board representation on other groups was set out. To be actioned at the next Board meeting.

ACTION: Board members

Access to Board's Documentation on Plone (Intranet on school's website)

B Keen said that L Dunn, staff representative, has said he would be happy to action this. It was also agreed that Board minutes could be sent by group email.

Board's Communication Plan

P McWilliam tabled a copy of the school 2007 calendar. Whether to continue with the monthly Board Calendar to be discussed at the next meeting.

ACTION: Board members

Summary of Board's Self Review 2006

Notes for the incoming Board from A Gibbs and B Harding, dated 25 March 2007, were circulated for information.

School Management Structure

P McWilliam tabled the 2007 Welcome Booklet provided to staff which had recently been updated for Board information.

5. STA TRAINING FOR NEW TRUSTEES

Schedules of various training sessions, dates and times was circulated for information. New Board members were urged to attend.

6. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON FOR 2007 YEAR

It was agreed, as noted above, this to be carried over until the 28 May Board meeting.

7. MINUTES OF BOARD MEETING 2 APRIL 2007

A copy of the draft minutes was circulated for Board information. To be approved at the 7 May Board meeting.

8. NEXT MEETING DATES

Board meeting	Monday 7 May 2007 4.30pm (apology B Keen)
	Monday 28 May 2007 4.30pm
Audit committee	Tuesday 15 May 2007
Resources committee	to be set at the 7 May Board meeting
Adams House	P McWilliam to discuss with R Taylor, Hostel Manager a date for the next Adams House meeting
Strategic Plan	The new Board to review this within the next few months

Suggested speakers at the commencement of Board meetings:

- Gifted & Talented
- ICT
- Learning Support

Board members interested in standing on various committees:

Resources – B Keen
Audit – J Brady
Adams House – M Taggart

9. BOARD APPROVAL FOR FUNDING REQUESTS

Motion: Moved M Taggart Seconded B Keen

That the Board give approval for the following funding requests:

Mainland Foundation - \$4,200 (\$3,000 for rugby equipment, \$1,200 for 1st XV jackets)

New Zealand Community Trust - \$4,000 for accommodation costs for the U15 Tournament in Wellington

First Sovereign Trust - \$800 for chess boards, pieces & clocks.

Carried

10. STAFFING

Margaret Kinraid (Mathematics Department) – advice of resignation as at 1 June 2007.

Motion: Moved J Brady Seconded B Keen

That M Kinraid's resignation be accepted with regret.

Carried

11. GENERAL BUSINESS

Australian Music Tour

At present, between 25-30 parents have signed for students to go on the tour

Motion: Moved M Taggart Seconded B Keen

That the Board approve, in principle, the Australian Music Tour progressing subject to the following:

- *The Headmaster is to ensure the information provided is according to the school's tour template*
- *The Headmaster is to circulate to the Board the completed template*
- *If Board members have any concerns, to contact the Headmaster who will advise all Board members of these concerns prior to final approval.*

Carried

Gifts to Past Board Members

It was agreed that the new Chairperson should write extending thanks to past Board members. Suggested a voucher from Westfield's be included with the letter in appreciation of their work on the Board.

Anzac Day Service

P McWilliam extended an invitation to all Board members to attend this service.

Governor General's Visit

P McWilliam advised that the Governor General will be visiting the school at 11.00am on 18 May 2007. This is to celebrate Founder's Day and present an Altiora Peto medal.

The meeting closed at 7.00pm.

APPROVED 7 MAY 2007
CHAIRPERSON