



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 7 MAY 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Board members	Monthly Board Calendar	4.5	June
P McWilliam	Range of Cambridge courses undertaken in New Zealand	3	June
Chairperson	Progress Annual Plan	4	June
J Brady	Discuss draft Sponsorship policy	6	June
J Brady	Circulate summary of report from M McGinn re Good Employer policy	6	June



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
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HELD AT 4.30 PM
ON MONDAY 7 MAY 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

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

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 APOLOGIES Mr S Fraser, Mr B Keen, Mr M Stringer

Motion: **Moved Chairperson**
That the apologies be accepted.

Carried

1.2 CONFIRMATION OF MINUTES

Motion: **Moved J Brady Seconded S Davidson**

That the minutes of the Board of Trustees meetings held on 2 April and 16 April 2007, having been circulated, be approved.

Carried

1.3 MATTERS ARISING

1.3.1 Board Of Trustees Delegations – to be actioned during the meeting

1.3.2 Board Sub-committees – a list to be compiled during the meeting

1.3.3 Board Documentation On The Plone (Intranet on school's website)

L Dunn said he was happy to action this and is to seek training, if required, from I McKenzie

1.3.4 Board Calendar – The Secretary to present a draft at the next meeting

1.3.5 Cambridge Courses – P McWilliam to provide a range of Cambridge courses undertaken in New Zealand – referred to the next meeting

1.4 CORRESPONDENCE

Inwards

D Reid re Tower on Big Room. The Secretary to acknowledge and say the matter is being referred to the Resources committee

CES – Interim member rebate cheque \$250

A MacLennan, President of the Christchurch High School Old Boys' Athletic Club, asking permission to purchase another container to be placed in the far north eastern corner of the school beside the current container. The Secretary to acknowledge and advise the matter is to be referred to the Resources committee

Outwards

Mr C de Lambert – Thanks for work on the Property Plan

Mr H Matthews – Thanks re consultation with Maori community

CSTA – advise BOT resolved to pay subscription for 2007

NZSTA - advise BOT resolved to pay subscription for 2007

2. HEADMASTER'S REPORT

The Headmaster's written report had been circulated. The following matters were discussed:

2.1 Weekend Student Trauma

The Headmaster explained the process the school had undergone to respond to the trauma and tabled the following:

- Crisis Procedure – Action Plan
- Report that form teachers were to read to all classes on the morning of 7 May 2007
- Letter from the Acting Headmaster to parents and caregivers regarding the weekend tragedy

Board members thanked the Headmaster for the way he had handled this situation.

2.2 NAG 1: Curriculum-Teaching, Learning, Assessing & Reporting

- **Curriculum Review** – A start has been made to the review and this will include a review of the Cambridge Examination system
- The school focus for Term 2 is on learning
- Senior reports have been posted to parents/caregivers

2.3 NAG 2: Strategic Plan, Review, Policies & Community

- **2007 School Goals** – Responsibilities and a timeline are being assigned to the 2007 Action Plan/Goals and the Headmaster will present this at the next Board meeting.
- **Annual Curriculum Reports** – Each department is finalising their report against the supplied template
- **School/Community Links** – The Y9 Parent/Teacher Interview evening has been held and evenings for other year groups are being held during the next three weeks
- **School ANZAC Service** – This was well received
- **Governor General's Visit on Founders' Day** – confirmed for Friday 18 May 2007
- **Open Day** - to be held on 31 May 2007 from 4.00-7.00 pm
- **Rugby Match** – The Christ's College/Christchurch Boys' High School rugby match is to be held Tuesday 26 June 2007

2.4 NAG 3: Personnel and Staffing

2.4.1 Staff Leaving & Recruiting

Jeff Norris is retiring after 17 years as a Science Technician. Jeff is to be replaced by Greg Ryan.

Sue Trantor, Food Technology Assistant, has resigned and will be replaced by Linda Griffiths.

Acting Positions for Term 2

Acting Headmaster – Paul McWilliam

Acting Deputy Headmaster – Steve Fraser

Senior Master – Wayne Waller

Acting Senior Master – Richard Harrison

2.4.2 Professional Development

Eddie Murphy has requested Board approval to undertake a study leave in 2008 to complete a Bachelor of Adventure Recreation & Outdoor Education from CPIT.

Motion: Moved A McPhail Seconded J Brady

That the Board supports E Murphy's application for study leave in 2008 and grant leave if he is successful with his application.

Carried

2.4.3 Ministry of Education Funded Contracts

P McWilliam is to ask the co-ordinator of the Gifted & Talented students and ICT programmes to speak at the beginning of the next two Board meetings to discuss their Ministry funded contracts for new Board members information.

2.4.4 Executive Officer

The Board asked the Headmaster to arrange for A Uren, Executive Officer, to discuss her role with the Board at the commencement of a Board meeting.

2.5 NAG 5: Health & Safety

- There have been two student stand-downs for theft
- Emergency Evacuation – This happened at the end of Term 1 – false alarm – welding in the hall

2.6 NAG 6: Compliance

2.6.1 School Enrolment Scheme

The Ministry of Education have approved the Board's advice that they do not intend to change the scheme for 2008.

Ministry of Education Confirm Roll & Staffing Entitlement – 1 March 2007

Confirmed student roll – 1294

Management Units – 101

Middle Management Allowances – 43

2.7 Other

- **International Students** – 72

- **Overseas Trips**

After discussion with the Acting Headmaster, the Australian Music Tour will not proceed in August as planned. A tour is now being planned for 2008 and a proposal will be presented to the Board of Trustees later in the year.

In the near future, the Board will receive proposals for language tours to Japan – April 2008 (Wayne Waller) and China – August 2008 (Ray Nicholson).

Motion: Moved P McWilliam Seconded J Brady

That the Headmaster's Report be accepted.

Carried

3. BACKGROUND TO ISSUES

J Brady discussed the answers she had given to Sue Davidson regarding the school newsletter and other school matters. Board members had also received a copy of the questions and responses made.

4. BOARD STRATEGIC PLANNING

S Davidson tabled a first draft document entitled 'Planning – Christchurch Boys' High School' and spoke to it. This document was referred to the Audit committee to progress.

5. FINANCE/PROPERTY/HEALTH & SAFETY REPORT

The Financial Statements as at 31 March 2007 had been circulated for Board information. As at end of March the school was showing a positive variance of \$108,895 and a Schedule of Variances over \$5,000 positive or negative and comments regarding these was set out for Board information.

The Statement of Uncommitted Funds showed an increase in Uncommitted Funds since 31.12.06 of \$119,613

6. AUDIT COMMITTEE

The minutes of the Audit committee meeting held on 4 April 2007 had been circulated. The following was discussed:

Good Employer Policy

Mark McGinn has submitted his report and a summary will be circulated with the Board papers for the next meeting. The report states that the Board are meeting their obligations under the Good Employer Policy but there are some issues to address.

ACTION: J Brady

Sponsorship Policy

A draft has been circulated to Board members and to be discussed at the next meeting.

ACTION: J Brady

7. PUBLIC EXCLUDED MINUTES

Motion: Moved M Taggart Seconded J Brady

That the minutes of the Public Excluded Session of the meeting of the Board of Trustees held on 2 April 2007, as tabled, be approved as a true and correct record of that meeting. Carried

The Headmaster was asked to check that the process has been completed regarding the student referred to in the minutes.

8. GENERAL BUSINESS

Board Approval to submit Funding Applications

Motion: Moved M Taggart Seconded S Davidson

That the Board approve the following funding applications:

<i>Pub Charity - Trap Shooting to Hamilton, air travel, accommodation, hire of mini bus</i>	<i>\$4,000.00</i>
<i>Mainland Foundation – 1st XV travel expenses, The Press Cup at Waimea and Hokitika</i>	<i>\$2,064.38</i>
<i>Lion Foundation – Cycling Competition at Palmerston North, travel and accommodation</i>	<i>\$3,000.00</i>
<i>Eureka Trust – Display Cabinets for the Student Council -</i>	<i>\$2,000.00</i>
<i>Perry Foundation – Two Line Markers for playing fields</i>	<i>\$2,500.00</i>
<i>First Sovereign Trust – Electric Guitars, percussion Instrument</i>	<i>\$2,000.00</i>

Carried

Board Members Bios & Photos For School Website

Board members to email their biographies to L Dunn as soon as possible and at the next Board meeting L Dunn will arrange photos to be taken of individual Board members.

Board Delegations List 2007

Motion: Moved J Brady Seconded S Davidson

That the Board Delegations list, as circulated with the papers for the 16.4.07 meeting be approved.

Carried

9. NEXT MEETING DATES

Audit committee	Tuesday 15 May 2007 at 5.30pm
Resources committee	Tuesday 22 May 2007 at 4.00pm
Board meeting	Tuesday 29 May 2007 at 4.30pm
Adams House	Tuesday 29 May 2007 at 3.00pm

The meeting closed at 6.35pm.

APPROVED 29 MAY 2007
CHAIRPERSON