



**CHRISTCHURCH BOYS' HIGH SCHOOL**  

---

**ACTION POINTS FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD AT 4.30 PM  
ON TUESDAY 29 MAY 2007  
IN THE LIBRARY CLASSROOM AT THE SCHOOL**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
P McWilliam	Range of Cambridge courses undertaken in New Zealand	3	June
Chairperson	Progress Annual Plan	4 (2.5.07)	June
Secretary	Letter to Returning Officer	1.4	June
Board	Letter of thanks to L Thorn & M Alabaster	2.1	June
Secretary	Update calendar & communication plan	3	monthly
S Davidson	Review of policies timeline	5	June
S Davidson	Circulate Strategic Planning document	5	June



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**MINUTES OF THE MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 4.30 PM**  
**ON TUESDAY 29 MAY 2007**  
**IN THE LIBRARY CLASSROOM AT THE SCHOOL**

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

**IN ATTENDANCE** Mrs A Johnston (Secretary), Mr S Fraser (Acting Deputy Headmaster)

**SPEAKER**

A Uren, Executive Officer, joined the meeting and discussed with the Board her role at the school. She is responsible for:

- Property – Works with the caretaker and attends to day-to-day maintenance issues e.g. broken windows etc.
- Finance – A copy of the monthly accounts prepared by A Uren were attached to the Resources minutes for Board information
- Funding applications – it was noted that in 2006, the school received \$195,000 through Pub Charity funding and this was used for school trips and equipment for the school

The Headmaster pointed out to the Board other duties undertaken by A Uren:

- Management of support staff
- The long hours she works
- Is very much part of the senior management team
- Also responsible for considerable networking

The Board thanked A Uren for her presentation and all the work she does for the school.

A Uren left the meeting at 4.55pm.

**ELECTION OF CHAIRPERSON**

The Secretary took the Chair and called for nominations for the position of Chairperson until the first Board meeting in 2008.

**Motion:**            **Moved J Brady    Seconded B Keen**  
*That Mr M Taggart be nominated as Chairperson.*

**Carried**

There being no further nominations M Taggart was duly elected and took the Chair.

**ELECTION OF DEPUTY CHAIRPERSON**

**Motion:**            **Moved S Davidson    Seconded A McPhail**  
*That Ms J Brady be nominated as Deputy Chairperson.*

**Carried**

There being no further nominations J Brady was duly elected to the position.

M Stringer joined the meeting at 5.00pm.

**1.    ADMINISTRATION MATTERS**

**1.1 APOLOGY**    M Stringer (lateness)

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

**Carried**

**1.2 CONFIRMATION OF MINUTES**

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

*That the minutes of the Board of Trustees meeting held on 7 May 2007, having been circulated, be approved.* **Carried**

**1.3 MATTERS ARISING**

**1.3.1 Monthly Board Calendar 2007** – a draft copy was circulated and agreed this be an agenda item and referred to each month

**1.3.2 Cambridge Courses** – this information to be made available for the June Board meeting

**ACTION: P McWilliam**

**1.3.3 Draft Sponsorship Policy** – this is being discussed by staff and a draft is to be reviewed by the Resources committee at their June meeting

**1.3.4 Good Employer Policy** – J Brady has circulated a summary of the report from M McGinn re Good Employer Policy

**1.4 CORRESPONDENCE**

**Inwards**

*B Harding re Staff Election*

Board members had received an email from B Harding expressing concern regarding the way the tied vote was handled by the Returning Officer. The Secretary was asked to write to the Returning Officer requesting an outline of the process undertaken so a response can be made to B Harding

**ACTION: Secretary**

*CSTA Newsletter – May*

*Ministry of Education – Review of school's Enrolment Scheme*

*PPTA News – May*

*Parent & School – May*

*NZ Historic Places Trust – re questionnaire Main Block at the school*

Referred to A Uren

*Education Gazette – 7 & 21 May 2007*

*Learning for Living – May issue*

*NZSTA – Kiwi Saver*

*NZSTA – NZSTA 2007 Conference – Early Bird registration extended by one week*

**Outwards**

President Christchurch Boys' High School Old Boys United Athletic Club re purchasing another container

D Reid re the tower on the Big Room being demolished

E Murphy – Study leave approval

**2. HEADMASTER'S REPORT**

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

**2.1 Edgware Road Student Tragedy**

The Board thanked the Headmaster, and guidance counsellors for the way they had handled this tragedy. The Board to write to Lindsay Thorn and Maureen Alabaster acknowledging the work they had done regarding this matter.

**ACTION: Board**

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

**Curriculum Review 2008**

Two curriculum committee meetings have been held in recent weeks to focus on approving or otherwise new courses for 2008.

**School Focus for Term 2**

The focus had been on learning. Academic scholars will be acknowledged at an assembly immediately following school examinations in early June – an emblem with the word 'Scholar' in blue or gold will be given out to them to be placed on blazer pockets.

**Parent Interviews**

Junior interviews were well attended, but there were fewer numbers at the senior evenings.

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

#### ***Data Analysis***

Each department/area of learning has presented its Annual Curriculum Report against the supplied template and these are to be available to the Board.

#### ***Founders' Day Visit***

The Governor-General visited the school on 25 May 2007 and made a presentation to John Burrows, the winner of the 2007 Altiora Peto Award. The format/programme for the visit was discussed. All agreed it was a very successful function.

#### ***The Big Night In Concert***

Was held last week and was very successful with many groups performing – this was a very entertaining evening for a big audience of parents and students.

**Open Day** – Thursday 31 May 2007

**Christ's College/Christchurch Boys' High School 1<sup>st</sup> XV Rugby Tournament** – is to be held on Tuesday 26 June 2007.

#### ***Life Membership – Old Boys' Association***

Colin McIntosh, past student, teacher, Deputy Headmaster and Acting Headmaster was presented with this honour – well earned.

### **2.4 NAG 3: Personnel and Staffing**

#### **2.4.1 Staff**

Mary Fitzpatrick has been appointed to the part-time mathematics position that results from the departure of Margaret Kinraid.

#### **2.4.2 Professional Development**

There have been no formal full staff meetings in recent weeks given the demands on staff time of parent evenings and other events.

#### **2.4.2 Industrial Issues**

Attached to the Headmaster's report for Board information was a summary of the recently submitted Secondary Teachers' Collective Agreement claim.

### **2.5 NAG 5: Property**

The minutes of the 10 Year Property Plan meeting held between B Keen (BOT), M McClurg (Opus), P McWilliam (Acting Headmaster) and A Uren (Executive Officer) were attached to the Headmaster's report. The following matters were discussed:

- Full 10YPP in bound form. This was tabled at the Board meeting and B Keen to organise copies of the plan for Board members
- Teachers at the school have been given a presentation of the plan by M McClurg and it was suggested the Headmaster organise for M McClurg and Board members to review the plan for the benefit of new Board members
- It was suggested at Open Night, there be a summarised format of property planning over the next 10 years for the community to view
- Subsidence of part of caretaker's house

#### **Motion: Moved B Keen Seconded A McPhail**

*That the Board give approval for the repairs to the caretaker's house as set out in the minutes of the Property Plan meeting.*

**Carried**

### **Project Manager for the following Projects**

#### **Motion: Moved S Davidson Seconded B Keen**

*That OPUS be named Project Manager for the following work:*

*Hall, floor and ventilation* \$100,000

*Main block roof repair* 45,000

*Caldwell roof repair* 15,000

**Carried**

**School Fence - \$40,000**

Information is to be sought from St Bede's regarding a suitable fence (section from bridge to tennis courts)

**New Car Park Area**

Discussion with the City Council is to commence re indications for their Annual City Plans.

**2.6 NAG 6: Health & Safety**

There have been two student stand-downs both for violent behaviour to another student (2 days).

**2.7 NAG 7: Compliance**

**Enrolment Scheme**

The school, at this stage, is planning to enrol approximately 250 students at Y9.

**2.8 Other**

**International Students – 72**

**Attachments to the Headmaster's Report**

- A list of school events for the balance of Term 2 and for Term 3
- Letters of congratulations regarding the Founders' Day function

**Motion: Moved P McWilliam Seconded J Brady**

*That the Headmaster's Report be accepted.*

**Carried**

**3. BOARD CALENDAR & COMMUNICATION PLAN**

A first draft was circulated and this is to be updated and presented at each monthly Board meetings.

**ACTION: Secretary**

**4. FINANCE/PROPERTY/HEALTH & SAFETY REPORT**

The minutes of the Resources Committee meeting held on 22 May 2007 and the Financial Statements as at end of April 2007 were circulated

**Format for Presentation of Monthly Financial Statements to the Board**

The Board discussed the matter and agreed that the format provided by T Harris was adequate and that full information provided by A Uren was not necessary but the summary page would be sufficient.

**5. AUDIT COMMITTEE**

**Good Employer Policy**

J Brady is to contact D Dawson to gain information on the Headmaster's appraisal process and where to source the position description the committee wish to review.

**Policy Audit**

A suggested programme for reviewing policies was tabled. Noted policies are to be reviewed every three years and a list of the 18 Board policies and review dates is to be spread evenly over the three-year period.

**ACTION: S Davidson**

**Strategic Planning Document**

S Davidson had tabled a document she has begun to develop and some enhancements were discussed. S Davidson to finalise the document and send to Board members.

**ACTION: S Davidson**

**Audit Committee Chairperson**

S Davidson to take this role effective from the July meeting.

**6. GENERAL BUSINESS**

**6.1 Funding Application Approval**

**Motion: Moved P McWilliam Seconded B Keen**

*That the Board approve the following funding applications being submitted:*

*Charitable Trust - \$2,000 for guitar & percussion instruments*

*Air Rescue Service Ltd - \$800 for chess boards, pieces & clocks*

*First Sovereign - \$1,500 for water polo coaching wages*

*Caversham Foundation - \$5,000 for accommodation costs for the NZ Secondary Schools  
Soccer Tournament*

**Carried**

**6.2 PTA roster for the remainder of the year**

The Secretary to make up a list and email to Board members.

**6.3 Stables/Museum Committee** – A McPhail to be the Board representative.

**6.4 Additional School Uniform Item**

A group of boys have suggested selling a polyprop tee shirt which would be worn under the school shirt. The matter was discussed.

**Motion: Moved B Keen Seconded J Brady**

*That the Board supported the idea of a polyprop garment but did not approve the school's logo or branding being used on the garment.*

**Carried**

**6.5 Board Papers for Committee Meetings – Resources Audit**

Board members asked that a copy of the agenda etc. for the above committees be sent to all Board members for their information.

**7. NEXT MEETING DATES**

Resources committee Tuesday 19 June 2007 at 4.30pm

Board meeting Wednesday 27 June 2007 at 4.30pm (Note: commencing in July the Board will meet on the last Tuesday of the month)

Adams House Date not set

Audit committee Tuesday 17 July 2007 at 5.30pm

The meeting closed at 7.10pm.

APPROVED ..... 27 JUNE 2007  
CHAIRPERSON