



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**ACTION POINTS FROM THE MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 4.30 PM**  
**ON WEDNESDAY 27 JUNE 2007**  
**IN THE LIBRARY CLASSROOM AT THE SCHOOL**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
Chair/Secretary	Update calendar and communication plan	1.3.5	Monthly
J Brady	Good Employer Policy – discuss info with D Dawson	1.3.9	July BOT mtg
S Davidson	Information and Chairing of Reviewing Strategic Goals Workshop	2	July
Secretary	Locate benchmarking information in relation to the school's financial performance	5	July
P McWilliam	Contact Mr Whelans re organ in hall and report back to next Board meeting	5	July
Secretary	Details of Board Policies and review date to be included in Board Calendar and Communication Plan	6	July
Secretary	Agenda item – Policies	6	July
Secretary	Agenda item – Adams House	6	July



**CHRISTCHURCH BOYS' HIGH SCHOOL**

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**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES**

**HELD AT 4.30 PM  
ON WEDNESDAY 27 JUNE 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)

## 1. ADMINISTRATION MATTERS

- 1.1 APOLOGIES** B Keen (lateness)  
M Stringer (leaving early)

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

*That the apologies be accepted.*

**Carried**

### 1.2 CONFIRMATION OF MINUTES

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

*That the minutes of the Board of Trustees meeting held on 29 May 2007, having been circulated, be approved as a true and correct record.*

**Carried**

### 1.3 MATTERS ARISING

**1.3.1 P McWilliam to provide the Board with a range of Cambridge courses undertaken in New Zealand** – covered in the Headmaster's report

**1.3.2 Annual Plan/Strategic Goals** – to be covered during the meeting

**1.3.3 CBHS Staff Elections** – A copy of the Returning Officer's response was circulated with the agenda. The Secretary to write to B Harding enclosing a copy of the response from the Returning Officer.

**1.3.4 Letters of Thanks** – to L Thorn and M Alabaster, Guidance Counsellors at the school, thanking them for their guidance and caring following the Edgeware Road student tragedy.

**1.3.5 Update Calendar and Communication Plan** – further work required

**ACTION: Chair/Secretary further work required monthly**

**1.3.6 Review of Policies** - timeline to be tabled at the meeting under the Audit Committee heading

**1.3.7 Circulate Strategic Planning document** – Advised some work has been done on this but need to discuss with T McIntyre on his return and then will circulate to the Board

**1.3.8 Sponsorship Policy** – a draft and a sample policy from another school have been referred to a sub committee arising from the Resources meeting for further consideration and report back.

**1.3.9 Good Employer Policy** – J Brady is meeting with D Dawson to glean information on the Headmaster's Appraisal Process and where to source a Position Description that the Audit Committee can review

**ACTION: J Brady Good Employer Policy discuss information with D Dawson**

B Keen joined the meeting at 4.45pm.

### 1.4 CORRESPONDENCE

#### **Inwards**

- *Secondary Chairpersons/Deputy Chairpersons meeting – 24 July 2007 at 5.30 pm – TOPIC*
- *'Principals Performance Appraisal' – J Brady and L Dunn to attend*
- *Canterbury Employers/Chamber of Commerce Information*
- *Returning Officer CES*

#### **Outwards**

- *Letters to D Dawson, B Harding, I McKenzie, A Gibbs, J McAuliffe, A Hooper – thanks for contribution while on the Board of Trustees (voucher enclosed)*
- *B Johnson, Old Boys Association re Tower on the Big Room being demolished*
- *A MacLennan re Approval Old Boys United Athletic Club to purchase another container to place beside present one*
- *Returning Officer CES re Staff Election process*
- *L Thorn/M Alabaster (Guidance Counsellors) – thanks for guidance & caring following Edgeware Road tragedy*
- *Funding Applications – Board approval for  
Caversham Foundation  
First Sovereign Trust  
Air Rescue Services  
The Trusts Charitable Foundation*

Motion: Moved Chairperson  
*That the Inwards Correspondence be received and the Outwards Correspondence be approved.* **Carried**

## 2. REVIEW OF STRATEGIC GOALS

A copy of the Strategic Goals that are being progressed at present was set out and noted that these goals were put in place following the questionnaire sent to the school community. It was questioned whether these goals set by the previous Board should be continued or whether a new set be put in place. This would also entail going through a consultation process. After discussion, it was agreed that S Davidson chair a separate Board workshop session to review the strategic goals currently in place when T McIntyre returns. It was agreed that this workshop session be held on Thursday 19 July at 4.30pm. S Davidson undertook to send out the following to Board members prior to this meeting:

- *Questions for Board members to consider prior to the meeting*
- *ERO's checklist*
- *A paper summarising past communications from the public regarding the survey*

**ACTION: S Davidson, information and Chairing of Review Strategic Goals Workshop**

## 3. ACTING HEADMASTER'S REPORT

A written report had been circulated and P McWilliam spoke to the following:

### 3.1 Curriculum Planning

Attached to the Headmaster's report was the Draft New Zealand Curriculum for consultation in 2006 received from the Ministry of Education. The new curriculum in its final form is to be released in October and all schools are required to implement this in 2010.

The Headmaster also circulated with his report, a booklet summarising the Cambridge qualifications. He advised that a decision could not be made about whether to do or more or less Cambridge examinations at this stage, until the new curriculum is finally known. He said the Headmasters Committee are meeting at lunch times to discuss implications of the new National Curriculum which covers all subjects.

### 3.2 Open Day

This was very successful with over 1500 in attendance. P McWilliam especially mentioned the planning for the function by S Fraser, the Acting Deputy Headmaster and others involved. He also explained the format for the day.

### 3.3 NAG 1: Curriculum-Teaching, Learning, Assessing & Reporting

#### *The Mens' Room*

This school newsletter is prepared by a small number of students under the guidance of teachers, Charlie Borg and Matt Burden, and is a very professional publication. Copies are to be made available for Board members.

### 3.4 NAG 2: Strategic Plan, Review, Policies & Community

#### *The Christs' College/CBHS Rugby Day*

This was held yesterday and CBHS were the winners. The Board congratulated P McWilliam and S Fraser on the organisation of the day and also congratulated P McWilliam on his speech at the Old Boys Dinner held that evening.

### 3.5 NAG 3: Personnel and Staffing

#### 3.5.1 Staff – Leaving and Departing

##### *Departing*

Lisa Trundey-Banks – LTR since last year – English  
Elise Wright – HOD French one year's maternity leave

##### *Joining the Staff*

Monica Vonesch – LTR Maternity (French) one year  
Ann Davies – English, returning at the start of Term 3 from maternity leave.

#### 3.5.2 Industrial Issues

Informal discussions on the process continued between the PPTA and the Ministry of Education. The present 3 year contract expires on 30 June 2007 at which time formal negotiations begin.

### 3.6 NAG 6: Health & Safety

The Headmaster set down details regarding one suspension and one stand down.

##### *Injury register*

An updated register was attached to the Headmaster's Report. It was noted there had been no injuries during June.

### 3.7 Other

#### *Tour Proposal*

**Running tour to the Gold Coast 26 June – 8 July 2007.** Chris Todd tabled the programme and information regarding this tour which included budget, cost per student, costs for two mothers accompanying the tour, staff member Chris Todd, incidental costs per boy and incidental costs for the group. The Board noted they should have approved this tour earlier in the year.

##### **Motion: Moved M Taggart Seconded J Brady**

*That the Board approve, retrospectively, the running tour to the Gold Coast 26 June – 8 July 2007. The Headmaster to reiterate to staff the Board's requirement that tours must be approved well in advance of taking place in future. The Board also asked the Headmaster to advise C Todd that the format for the tour proposal was not in the correct format and insist they will not consider proposals in future unless they are in the correct format and timeline for approving tours is adhered to.*

**Carried**

M Stringer left the meeting at 5.45 pm.

##### *International Students*

There are 73 international students in the school at present (up 13 on budget). T Hames, Director of Overseas Students has just left on a four-week marketing trip to South America.

##### *Department Annual Reviews 2006*

J Brady acknowledged the content and format for these reviews and asked P McWilliam to pass on the Board's thanks to HODs for their reports and for embracing the new template reporting style.

The Board agreed that the July agenda include a discussion on "issues raised from the HODs Annual Reports to the Board".

**ACTION: Board discussion at July BOT meeting "Issues Raised from the HODs Annual Reports"**

##### **Motion: Moved P McWilliam Seconded A McPhail**

*That the Acting Headmaster's Report be accepted.*

**Carried**

### 4. BOARD CALENDAR & COMMUNICATION PLAN

The Chairperson and Secretary to progress this.

**ACTION: Secretary/Chairperson**

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

The minutes of the Resources Committee meeting held on 19 June 2007 had been circulated. B Keen spoke to the following:

- Noted that B Keen has been appointed Chairperson of the Resources Committee.
- **Operating Statement for the period ended May 2007** – this was circulated.

**Recommendation:** *That the Financial Report as at 31 May 2007 be adopted.*

- **Letter from Auditors (Deloitte dated 10 May 2007) re audit for year ending 2006** – a copy of the letter was tabled and the three recommendations noted:
  - (1) **Operating Deficit** – the fact the school has operated at a deficit of \$73,299 in the 2006 year as compared to a deficit of \$27,632 in the 2005 year and a budgeted surplus of \$31,511. The Auditors recommend that the school continue to work towards developing a financial plan over, say, a three-year period. The objective of the plan is to establish the financial parameters within which the school should operate and this should include operating at a breakeven or surplus each year to ensure that the financial strength of the school is maintained. The Board resolved to benchmark the School's performance against like schools to gauge the appropriate response to the Auditor's recommendation.

**ACTION: Secretary**

- (2) **Payments made without invoice** – Recommendation that school resources are not paid out unless an official invoice has been received and authorised. School management will ensure this occurs in future
  - (3) **Internet Banking** – Recommendation that there are two people with authorised passwords to make payments or transfer funds. This has since been organised.
- **Sponsorship Policy** – two draft policies have been circulated. A working group of B Keen, J Brady, A Gibbs, A Uren, T Harris and the Headmaster progress the draft policy and report back to the next Resources Meeting.
  - **Organ in the Hall** – P McWilliam to discuss with Mr Whelans, ownership, insurance etc and report back at the next Resources Meeting.

**ACTION: P McWilliam**

**PROPERTY ISSUES**

A list of where property matters being actioned in the school were at was set out for information.

**Motion:**           **Moved B Keen**           **Seconded M Taggart**

*That the Resources Report be accepted and recommendations therein approved.*

**Carried**

**Finance Management Committee Minutes**

The minutes of the Finance Management Committee held on 18 June 2007 were circulated for Board information.

6. **AUDIT COMMITTEE**

**Strategic Planning Document**

The Strategic Planning Document which is being progressed was circulated to Board members for information.

**Details Of Board Policies And Their Review Dates Over The Next Three Years**

This information was circulated and to be included in the Board Calendar and Communication Plan.

**ACTION: Secretary to include the Board Calendar in this plan. Secretary to include Policies as a heading in future Board agendas**

**Adams House**

The Secretary to include as an agenda item in future. M Taggart reported that the Hostel Committee had met prior to this meeting and had resolved to pay off two of their bank loans and also to give consideration to increasing the funds set aside for future maintenance of the Hostel.

**ACTION: Secretary**

**7. PUBLIC EXCLUDED SESSION**

Deleted: ¶

**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>PE minutes Matters Arising</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**

**The meeting resumed in Public Session.**

**8. GENERAL BUSINESS**

**8.1 PTA Roster**

A roster for Board members to attend the PTA meetings for the remainder of the year was set out as follows:

July	P McWilliam
August	L Dunn
September	B Keen
October	A McPhail
November	J Brady
December	M Taggart

**8.2 Funding Applications**

**Motion: Moved Chairperson**

*That the Board approve the following funding applications for submission to various charities as follows:*

*Southern Trust - \$28,000 lights for tennis court*

*Pub Charity - \$1,500 for ice hockey accommodation and van hire to Dunedin*

*Eureka Trust - \$800 for chess boards, pieces and clocks*

*Caversham Foundation – \$1,500 rental van hire – U15 Rugby tournament in Auckland*

*First Sovereign - \$1,200 for drill press for metal work*

*Mainland Sports - \$4,000 for cricket wicket playing surface to be recovered*

*Youthtown - \$2,000 for gym mats*

**Carried**

**8.3 Staff/Board drinks Function**

It was agreed this be held on Friday 17 August 3.30 in the staff room.

**8.4 Board Tour of the Hostel**

It was agreed that the Board hold one of their monthly meetings at the Hostel and at the same time have a look around the Hostel. M Taggart to check with R Taylor but in the meantime, Tuesday 28 August was pencilled in as the date for the Board meeting at the Hostel.

**8.5 Returning Officer for Student Representative Election to the Board of Trustee**

**Motion: Moved Chairperson**

*That P McWilliam be appointed the Returning Officer for the Student Elections that take place in September.*

**Carried**

**9. NEXT MEETING DATES**

Deleted: ¶

Board Strategic Planning Workshop	Thursday 19 July 2007 at 4.30pm
Resources committee	Tuesday 24 July 2007 at 4.30pm
Board meeting	Tuesday 31 July 2007 at 4.30pm
Adams House	Tuesday 31 July 2007 at 2.15pm
Staff Board function	Friday 17 August 2007 at 3.30pm in the staffroom
Board Meeting at the Hostel	Friday 28 August 2007 at 4.30pm

The meeting closed at 6.50pm.

**APPROVED ..... 31 JULY 2007**  
**CHAIRPERSON**