



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 31 JULY 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Chair/Secretary	Update calendar and communication plan	1.3.5 (June)	August
T McIntyre/ S Davidson	Review Strategic Goals and make any changes prior to August meeting	1.3.1	August
Secretary	Write to D Reid re Tower & M Lanyon re leave	1.4	August
Secretary	Details of Board Policies and review date to be included in Board Calendar and Communication Plan – to be circulated with the August agenda	6	August



CHRISTCHURCH BOYS' HIGH SCHOOL

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

**HELD AT 4.30 PM
ON TUESDAY 31 JULY 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL**

PRESENT Ms J Brady (Acting Chairperson), Mr T McIntyre (Headmaster), Ms S Davidson, Mr A McPhail, Mr L Dunn, Mr B Keen, Mr M Stringer

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

1. ADMINISTRATION MATTERS

1.1 APOLOGY Mr M Taggart

Motion: Moved Chairperson

That the apology be accepted.

Carried

1.2 CONFIRMATION OF MINUTES

Motion: Moved S Davidson Seconded B Keen

That the minutes of the Board of Trustees meeting held on 27 June 2007, having been circulated, be approved as a true and correct record.

Carried

1.3 MATTERS ARISING

1.3.1 Good Employer Policy – to be covered during Audit Committee report

1.3.2 Information and Chiring of Reviewing Strategic Goals Workshop - a draft of the discussion held at the workshop was tabled. S Davidson and T McIntyre to review this information and discuss the way forward from here. S Davidson to send a copy of the outcomes of their discussion prior to the next meeting so Board members have a chance to look at this information before it is discussed further.

ACTION: T McIntyre

1.3.3 Locate Benchmark Information in relation to the School's Financial Performance – the Headmaster included in his report information from the Ministry of Education (School Smart) on the following:

- Administration
- Depreciation
- Property maintenance
- Locally raised funds
- Proportion of total income from government grants
- Learning resources

1.3.4 Contact Mr Whelans re Organ in Hall – P McWilliam circulated a report advising that D Whelan had gifted the Miller/Deoco electronic organ and speakers to Christchurch Boys' High School with the understanding that it will be used to support school music in the school hall and will be maintained as needed by the school. It was noted the Board's liability will be insurance which should not be too expensive and if the organ breaks down would then ascertain the cost to fix and then make a decision whether it is viable to repair.

Motion: Moved T McIntyre Seconded S Davidson

That the Board write and acknowledge D Whelan's generous gift.

Carried

1.4 CORRESPONDENCE

Inwards

- *PPTA News – July*
- *Learning for Living – July issue*
- *Education Gazette – 23 July 2007*
- *Christchurch High School Old Boys Assn – re demolition of Tower*
Noted Christchurch Boys' High School Old Boys' response that they discussed this fully at the June meeting and although agreed that the Tower is not now necessary, the cost of its demolition would not be insignificant and the Association would prefer to put any surplus funds toward the museum project. Accordingly the Association does not consider

the demolition of the Big Room Tower to be important at this stage. The Secretary to write and advise Mr D Reid.

- *M Lanyon – applying for a PPTA Study Award for term II 2008 and requires leave for this period should her application be successful*

ACTION: Secretary

Motion: Moved T McIntyre Seconded B Keen

That the Board approve leave as requested if her study award application is successful.

Carried

- *A Barry – film documentary 'A Civilised Society'*
- *J Oh – re concerns of bullying*
The Headmaster has contacted her and she is to come in and discuss the matter with him in the near future.
- *CES – Voting paper – Board of Directors Election*
This was circulated and to be voted on under General Business
- *PPTA Paid Union Meeting 15/8/07 at 8.30am*
- *Education NZ re International students*
- *STA News June 2007*
- *Team Up information*
- *Secondary and Area School Groundstaff Collective Agreement*
- *Secondary School Resource Allocation Audit 13.8.07 at 8.30am*
- *CES AGM to be held 5.00pm 28 August 2007*
- *Ministry of Education – a presentation of the new Property Management Handbook is to be held at the MOE on 27 August (T McIntyre and B Keen to attend)*
- *NZEI paid union meeting for support staff 6 September 2007 at 9.00 – 11.00am or 1.00 – 3.00pm*

Outwards

Funding applications for the following:

- *Mainland Foundation and Eureka Trust - \$2,500 towards the cost of two line markers for the playing field*
- Dr B Harding re staff elections*

Motion: Moved Chairperson

That the Inwards Correspondence be received and the Outwards Correspondence be approved.

Carried

2. HEADMASTER'S REPORT

A written report had been circulated and the Headmaster spoke to the following items:

2.1 NAG 1: Curriculum Assessment & Reporting

Curriculum coverage

The Ministry has contracted NZCER to canvas schools on the impact of subject endorsements of Merit and Excellence.

Non-Achieving – At Risk – Special Needs – Maori

The school has recently been offered support from Maori-Pasifika groups in Christchurch to support student achievement and participation. The school has accepted this support and are planning programmes.

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

Strategic Targets Being Met

The senior management team has held a strategic review meeting and this met with strong approval.

The Headmaster's Committee met recently to begin exploring the possibility of developing a Learning Framework based on the generic knowledge, skill and attitudes needed by all Christchurch Boys' High School leavers.

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C Le Cren from E-time is assisting with a thinking styles model to facilitate the process. Consultation will take place with staff, students, parents, Board of Trustee members and Old Boys.

Community Consultation

School/community links – the development of the school's 5th business partner has begun.

2.3 NAG 3: Personnel and Staffing

Recruitment

Andrew Goldsworthy has been employed for the balance of this year – English.

2.4 NAG 6: Health & Safety

The Headmaster advised one student had been stood down during the month.

2.5 NAG 7: Compliance

Applications for Y9 2008

To date 450 applications have been received. 208 of these are priority students, therefore, there will no out of zone enrolments taken.

It has become apparent that the large Y13 group leaving causes some difficulties in maintaining the role at near 1300. To overcome this it is recommended that 10 out of zone places be offered at Y10 and Y11 in addition to the already approved 10 students at Y12 & Y13. This will ensure a more balanced year level roll in the future.

Motion: Moved S Davidson Seconded B Keen

That the Board approve the following variations for 2008:

Offer 10 out of zone place at Y10 & 11.

Carried

March/July Return

A number of the papers submitted to the Ministry were attached to the Headmaster's report for Board information.

International Students

There are 80 international students in the school at present.

Motion: Moved T McIntyre Seconded B Keen

That the Headmaster's report be accepted.

Carried

3. FINANCE/PROPERTY/HEALTH & SAFETY REPORT

The minutes of the Resources Committee meeting held on 24 July 2007 had been circulated including the Financial Statements as at 30 June 2007.

Recommendation: *That the Financial Report as at 30 June 2007 be adopted.*

PROPERTY ISSUES

An update on work being undertaken under the 10Y Property Plan was given in the minutes.

HEALTH & SAFETY

There were nil injuries in June/July 2007.

DRAFT SPONSORSHIP POLICY

A meeting was held on 25 July 2007 to look at this policy and discuss a number of opportunities. A draft to be sent to Board members for their comment and then a further meeting to be held to progress the policy.

4. ADAMS HOUSE

The minutes of the Adams House meeting held on 27 June 2007 were circulated for Board information including the financial report as at June 2007. Board members are to visit the Hostel prior to the 28 August Board meeting.

5. AUDIT COMMITTEE

The minutes of the Audit Committee meeting held on 17 July 2007 had been circulated. The following matters were discussed:

Headmaster's Appraisal

This has not yet been undertaken for this year. It was suggested that Mr McGinn assist with this and S Davidson to discuss with the Chairperson and recommend that a sub-committee of 3 be appointed to undertake this.

Review of Finance and Assets Policy

A copy of the policy was circulated. It was agreed that Board members look at this during the month and compare wording with the previous policy and it be an agenda item for the August meeting.

Resources Audit

The school has been notified this is to be undertaken by the Ministry of Education within the next two weeks.

Motion: Moved S Davidson Seconded B Keen

That the Audit committee report be accepted.

Carried

6. GENERAL BUSINESS

Voting for two Directors for the CES Board

Motion: Moved Chairperson

That the Board vote for T Deavoll and K Whittaker.

Carried

Student Election – September 2007

Nominations for the Student representative on the Board have opened. The new representative takes office 18 September 2007.

Board/Staff Drinks Function – to be held on 17 September at 3.30pm in the staff room.

Board Approval for Funding Applications

Motion: Moved Chairperson

That the following applications be approved:

Caversham Foundation - \$1,200 – drill press, Metal work department

Pub Charity - \$3,000 – cycling, accommodation, travel Palmerston North

Canterbury Community Trust - \$25,000 – sound system and curtains for the hall.

Trust Charitable Foundation - \$3,000 - Kayak

Carried

PTA Meeting

The next PTA meeting is to be held on Tuesday 7 August. L Dunn to be the Board representative at that meeting.

Secondary Chairperson/Deputy Chairpersons Board Group

L Dunn reported on attending this meeting. The speaker was Mr J Styles (ex Riccarton High School Board of Trustee member) who spoke on Principals' Appraisals.

7. NEXT MEETING DATES

Staff Board function

Friday 17 August 2007 at 3.30pm in the staffroom

Board of Trustees

Tuesday 28 August 2007 at 4.30pm

Prior to the Board meeting Board members to meet at Adams House at 3.45pm for a tour

Resources committee

Tuesday 21 August 2007 at 4.30pm

Adams House

Tuesday 28 August 2007 at 2.15pm

Audit Committee

Monday 17 September 2007 at 5.00pm

8. 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:-

<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>Approve minutes Update re student suspension</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.

The meeting closed at 7.15pm.

APPROVED 28 AUGUST 2007

CHAIRPERSON