



CHRISTCHURCH BOYS' HIGH SCHOOL

**ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 28 AUGUST 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL**

By Who	Action	Reference	Due
Secretary/P McWilliam	Update calendar and communication plan	1.3.5 (June)	September



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.30 PM

ON TUESDAY 28 AUGUST 2007

IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr M Taggart (Chairperson), Mr T McIntyre (Headmaster), Ms J Brady, 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 Nil

1.2 CONFIRMATION OF MINUTES

Motion: Moved Chairperson

That the minutes of the Board of Trustees meeting held on 31 July 2007, having been circulated, be approved as a true and correct record. **Carried**

1.3 MATTERS ARISING

1.3.1 **Secretary – Update Calendar and Communication Plan** – work in progress. A Johnston/P McWilliam to progress during the month.

1.3.2 **T McIntyre/S Davidson Review Strategic Goals and make any changes prior to August meeting**

Motion: Moved M Taggart Seconded M Stringer

That the Strategic Plan document as circulated with the Board papers be approved by the Board. **Carried**

1.3.3 **Secretary to write to D Reid re the Tower and M Lanyon re leave** – actioned.

1.3.4 **Secretary to write to D Whelan and thank him for his generous gift of the organ for the hall** – actioned.

1.3.5 **J Oh re concerns of bullying** – this has been actioned by the Headmaster.

1.4 REVIEW OF STRATEGIC GOALS

It was agreed that the Board review some of the strategic goals at each meeting. At today's meeting they reviewed the following

- (1) Excellence in Educational Achievement
- (2) Excellence in Educational Leadership

Board members all discussed and made amendments to the review and a copy of the above two amended goals is to be circulated by the Secretary when available from S Davidson.

Action – Secretary/S Davidson circulate changes to the strategic goals 1. 2.

1.5 CORRESPONDENCE

Inwards

- STA News – July
- Copyright Council of New Zealand – Series of free seminars
- CES – notice of 2007 AGM – 28 August 2007 5.00pm

Outwards

D Whelan sincere thanks for donation of electronic organ and speakers

D Reid re demolition of the tower of the big room

M Lanyon leave if successful in obtaining a PPTA Study Award Term 2, 2008

Trusts Charitable Foundation – Board endorsing application for funds for \$3000 to purchase a kayak for the Outdoor Education Department.

Perry Foundation – Board supporting application for \$2000 towards recovering the school's

practise cricket wickets surface

Hornby Workingmens' Club – Board supporting application for \$2000 for 8 gym mats

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 T McIntyre spoke to the following items:

2.1 NAG 1: Curriculum Assessment & Reporting

Learning Framework

The Headmaster's Committee has met to plan the consultation document – a copy of this was attached to his report. As part of this process, all the committee members have undertaken the Herrmann Thinking Styles assessment and all have a one on one follow-up with Chris Le Cren the facilitator.

Planned Programmes

Meet Student Needs

A survey is being conducted by all the students taking Cambridge subjects. This data will be available at the next Board meeting.

Assessment

All students are being assessed.

NZQA have conducted an "Extension of Accreditation" Audit. A copy of the audit summary was attached to the Headmaster's report for Board information.

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

Review, Policies, Community

The Board ERO Check List

The Headmaster to include this information with his next mail out to the Board.

Action – Headmaster Board ERO Check List send to Board

Department Reviews

The Headmaster has now met with all Heads of Departments and the Headmaster presented a report on some generic issues that may be of interest to the BOT. There was discussion on these.

School Roll Audit

This is to take place on 8 October 2007.

2.3 NAG 3: Personnel and Staffing

Industrial Issues

A letter has been received from the PPTA advising that a strike day is set down for Wednesday 12 September but this may be pre-emptive if successful negotiations are completed by 10 September. The Headmaster explained how he intends to man the school if there is a strike day.

2.4 NAG 6: Health & Safety

Noted there has been one stand down for continual disobedience and two for assault on students.

2.5 NAG 7: Compliance

Enrolment Scheme

An advertisement is being inserted in the Press for 10 out of zone places for Years 10, 11, 12 and 13. A letter is also being sent to those students who missed a place in the last year 9 intake to see if they are interested in taking up a place at year 10.

School Calendar

This was set down for the remainder of the year and the Headmaster discussed with the Board various functions that they may like to attend.

International Students

A report on the marketing trips by T Hames was circulated.

- Marketing Trip Tokyo – Seoul – Hong Kong – Bangkok – Singapore
- Marketing trip Chile – Argentina and Uruguay

Suggested that T Hames meet with the Board when her strategic marketing plan is available to discuss with them.

Application for Funding

Motion: Moved B Keen Seconded M Stringer

That the Board approve an application being submitted to Mainland Foundation for cricket pads, wickets, gloves etc value \$1500

That the Board approve an application being submitted to Trust Charitable Foundation for artificial cricket wicket for the amount of \$5,000. **Carried**

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 21 August 2007 had been circulated. The following was discussed:

3.1 Infectious Disease Insurance

The Headmaster advised that there is no cost for this cover and he discussed what the Policy covered. Noted it did not cover bird flu additional and there is no provision for closure of the school due to human contagious disease.

3.2 Risk Management Process

The Audit Committee are to be asked to put together a cycle for reviewing this.

Action – Audit Committee cycle reviewing Risk Management Process

3.3 Headmaster to organise Tour of the School to look at Property Matters

It was agreed that this tour take place at 3.45pm prior to the September Board meeting (Tuesday 25 September 2007).

3.4 Draft Sponsorship Policy

A copy of the Policy had been circulated and noted that the procedures attached to the Policy are still being developed by the Working Committee. Noted there will also be Terms of Agreement.

Motion: Moved B Keen Seconded M Taggart

That the draft Sponsorship Policy as circulated be approved with deleting the Under Sponsorship Categories e.g. items in brackets. **Carried**

3.5 Capital Works

B Keen circulated an update of progress to date re capital works. Agreed that this information should be discussed at monthly Resource meetings.

3.6 Finance

The Financial Reports for the seven month period ended July 2007 had been circulated and noted.

Recommendation: *That the Financial Report as at 30 July 2007 be accepted.*

Motion: Moved B Keen Seconded M Stringer

That the Resources Committee Report and Recommendations therein be adopted.

Carried

4. ADAMS HOUSE

M Taggart reported on attending the Adams House meeting prior to the Board meeting and advised

- Finances are very satisfactory
- External groups hiring the hostel are well above budget and going well
- There have been some issues where some Senior students are not returning for the Term 4 and this will affect the hostel budget.

5. AUDIT COMMITTEE

Policies

The new proposed Finance and Assets Policy and prior policy had been circulated. S Davidson went through the suggested changes. The Board also agreed to various changes.

Motion: Moved S Davidson Seconded M Stringer

That the Finance and Asset Policy including amendments discussed at the meeting be ratified by the Board. **Carried**

6. GENERAL BUSINESS

NZSTA Issues

The Chairperson advised that information received from NZSTA he circulates to Board members during the month and if Board members feel there is anything that the Board should comment on to contact him.

Website Update/BOT Section

It was noted the website needed updating and the Board minutes during this year included and suggested there be a link from Adams House to the school. Headmaster to organise.

Action – Headmaster organise update of BOT Section website

Board Disclosure of Interest Register

The Chairperson asked Board members who had any disclosure of interest to email this through to the Secretary who will keep a record of this information.

Student Representative on the Board

Noted nominations closed 29 August 2007 and voting takes place Monday/Tuesday 3/4 September 2007.

Thanks

The Headmaster said the staff wished to express their sincere thanks to the Board for providing drinks on 17 August. All agreed this had been a very successful occasion.

7. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the Minutes of the Public Excluded Session of the Board of Trustees held on 31 July 2007 as tabled be approved as a true and correct record of that meeting. **Carried**

A student who had been suspended was to write to the Board each month on his progress. P McWilliam advised a letter had been received and he read this to the meeting. It was noted there are some ongoing issues.

8. NEXT MEETING DATES

Audit Committee	date to be advised
Resources Committee	Tuesday 18 September 4.30 pm
Board of Trustees	Tuesday 25 September 2007 at 4.30pm
Adams House	Tuesday 23 October 2007 at 3.15pm

The meeting closed at 7.00pm.

APPROVED **25 SEPTEMBER 2007**
CHAIRPERSON