



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 25 SEPTEMBER 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Secretary	Letter from parent with October BOT papers.	1.4	October Board Meeting
Board Members	Review 2 Strategic Goals.	1.5	October Board Meeting
Board Members	To review information provided by the Headmaster on Board Assurance Statement and Self Audit Check, Assessment Survey 2007, Guidelines for Board Assurance Statement.	2.	October Board Meeting
Headmaster	Discuss Cambridge System	2.2.1	October Board Meeting.
	That the two policies be amended and brought back to the for approval.	6.	October Board Meeting
Board Members	Review Calendar & Communication Plan	7.	October Board Meeting



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 25 SEPTEMBER 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 T Ingham

IN ATTENDANCE Mrs A Johnston (Secretary)

WELCOME – The Chairperson welcomed the new Student Representative – Thomas Ingham to his first Board meeting.

1. ADMINISTRATION MATTERS

1.1 APOLOGIES Nil

1.2 CONFIRMATION OF MINUTES

Motion: Moved Chairperson

That the minutes of the Board of Trustees meeting held on 28 August 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 – A Johnston/P McWilliam have updated the plan. A draft was circulated with the papers for the meeting.

1.3.2 Review Strategic Goals – S Davidson has circulated the changes agreed to regarding Strategic Goals 1 and 2.

1.3.3 ERO Checklist - The Headmaster has provided the Board Members with a copy.

1.3.4 Board Web Site – Nearly Completed

1.4 CORRESPONDENCE

Inwards

- PPTA News – September 2007
- Education Gazette – 3 September 2007
- Parent (15-9-07) concerns re recent Outdoor Education trip – The Headmaster said the matter has been dealt with, copy of information to be sent to Board Members.
- Ministry of Education re being directed to enrol a student.

ACTION: Secretary letter from parent with October BOT papers.

Outwards

- Letters to various funding organizations seeking funds.

MOTION: Moved Chairperson

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

Carried

1.5 REVIEW OF STRATEGIC GOALS

The following Goals were reviewed:

- Produce Fine Young Men.
- Attract, Grow and Retain Outstanding Teaching and Support Staff.

Various amendments were made to the above two goals and S Davidson to amend and circulate to the Board.

At the October Board Meeting the following goals will be reviewed:

- Every Boy has a Plan

- To be a Smart School

ACTION: October Board Meeting Review 2 Strategic Goals.

2. HEADMASTER'S REPORT

A written report had been circulated and the following matters were discussed. The Headmaster tabled the following information and spoke to it:

- Board Assurance Statement and Self Audit Check
- Assessment Survey 2007
- Guidelines for Board Assurance Statement

ACTION: Board Members to review information provided by the Headmaster on Board Assurance Statement and Self Audit Check, Assessment Survey 2007, Guidelines for Board Assurance Statement.

2.1 NAG 1: CURRICULUM REQUIREMENTS

2.1.1 NON-ACHIEVING – AT RISK – SPECIAL NEEDS – MAORI

The Guidance Team recently met with Ian Strang whose knowledge of external support agencies and organizations was very useful in highlighting appropriate support for at risk students.

2.1.2 PROGRAMMES USED IN THE SCHOOL

- Milestone 3 for the ICT PD Contract has been completed and sent to the Ministry of Education. The Headmaster explained the content of this contract.
- Cambridge Examinations – Have recently surveyed all the students currently being assessed by the Cambridge method, copies of the survey were tabled. In general, it has been a very clear preference for the Cambridge System by students. The Headmaster to discuss this further at the next Board meeting.

ACTION: Headmaster Discuss Cambridge System at October Board Meeting.

2.2 NAG 3: Personnel and Staffing

- 2.2.1 Ian Simson has been granted 1 Term's Study Leave for 2008. His study area will be 'Thinking Skills'.
- 2.2.2 Staff Leaving – Julia Allen who has been on Leave for 1 year has resigned.
- 2.2.3 Industrial Issues - No agreement has yet been reached. Of major concern is the likelihood that on STA's behalf the Ministry of Education will promise conditions that they will not resource.

2.3 NAG 6: Student Suspensions / Stand Downs

The following was noted:

- 1 Suspension – Gross Misconduct & Continual Disobedience
- 2 One Day Stand Downs – Ongoing unacceptable behaviour.

2.4 NAG 7: Compliance

- 2.4.1 Enrolment Scheme - Year 10-13 places have been advertised.
- 2.4.2 Student Absenteeism – School has begun a Period 2 ring to parents of unexplained absent students from Period 1.
- 2.4.3 Truancy – Currently 6 students referred to Truancy Services
- 2.4.4 March / July Returns - The operations Grant Notice for 2008 plus Staffing Entitlement has been received. Noted that School has gone from Decile 10 to Decile 9. While for International Student marketing this may be a disadvantage, there is approximately \$37,000 additional funding in the Operational Grant.

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 18 September 2007 and the Financial Statements for the period ended 31 August 2007 had been circulated. B Keen noted that the Resource Minutes had been structured so that they can be easily understood by all Board Members.

MOTION: Moved B Keen Seconded S Davidson

That the Resource Committee Minutes and Financial Statements be accepted.

Carried

4. **ADAMS HOUSE** – Have not met

5. **AUDIT COMMITTEE** – Have not met

6. **POLICIES**

Two Policies have been reviewed electronically and were circulated to all the Board Members

6.1 Alcohol and Drugs – Changes were discussed and further investigation into the '18 years of age' issue' is to occur prior to the next Board Meeting.

6.2 Use of School Facilities – Was discussed. It was felt that the changes departed from the Policy and were more part of the Procedures / Contract. It was agreed that the Policy revert back to what it had been with the exception of a couple of additions.

Recommendation – *That the Alcohol and Drugs / Use of School Facilities Policies be amended and brought back to the October Meeting for approval.*

ACTION: That the two policies be amended and brought back to the October Board Meeting for approval.

7. **CALENDAR & COMMUNICATION PLAN**

Was circulated and this to be reviewed at the October Meeting.

ACTION: Board review Calendar & Communication Plan October Meeting

8. **GENERAL BUSINESS**

Invitation to Matt Stringer

MOTION: Moved T McIntyre Seconded A McPhail

That Matt Stringer, Student Representative September 2006 – September 2007 be invited to attend the Christmas meeting as an 'ex officio' member of the Board.

Carried

9. **PUBLIC EXCLUDED SESSION**

Held over until the October Board Meeting.

10. **NEXT MEETING DATES**

Resources Committee	23 October 2007	Tuesday	4.30 pm
Board of Trustees	30 October 2007	Tuesday	4.30pm
Adams House	23 October 2007	Tuesday	3.15pm

The meeting closed at 7.00pm.

APPROVED **30 October**
2007

CHAIRPERSON