



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 30 OCTOBER 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Headmaster	To discuss Cambridge System	1.3.4 (2.2.1 OCT)	November
Secretary	To respond to Kelly Jones re CBHS Cricket - outstanding \$6,000 balance.	1.4	ASAP
Board	Review 2 Strategic Goals.	1.5	November
S Davidson	Circulate further draft of 'Alcohol & Drug' and a draft of 'Finance & Assets Policy'	6.3	November
L Dunn	Arrange Board Meeting with Maori Community – 26 February 2008 / shared meal after February BOT meeting.	7.	February 2008



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 30 OCTOBER 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr M Taggart (Chairperson), Mr T McIntyre (Headmaster),
Ms S Davidson, Mr A McPhail, Mr L Dunn, Mr B Keen, Mr T Ingham

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

1. ADMINISTRATION MATTERS

1.1 APOLOGY Ms J Brady

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

Carried

1.2 CONFIRMATION OF MINUTES

Motion: **Moved Chairperson**

That the minutes of the Board of Trustees meeting held on 25 September 2007, having been circulated, be approved as a true and correct record.

Carried

1.3 MATTERS ARISING

- 1.3.1 Letter of Concern from Parents (15/09/07)** – The Board discussed the matter and the Headmaster reported on action he has taken.
- 1.3.2 Review Strategic Goals** – Board Members will be reviewing two of the Strategic Goals during this meeting.
- 1.3.3 Information provided by Headmaster** Board members to discuss at tonight's meeting - Board Assurance Statement and Self Audit Check, Assessment Survey 2007, Guidelines for Board Assurance Statement.
- 1.3.4 Cambridge System** - Headmaster to discuss Cambridge system – deferred to November.

ACTION: Headmaster to discuss Cambridge System - November

1.3.5 Alcohol & Drug Policy - S Davidson 2 Policies to be amended and brought back to October meeting to be discussed at tonight's meeting.

1.3.6 Board Members review Calendar and Communication Plan – To be actioned at the October meeting.

T Harris joined the meeting at 4.35pm to discuss the draft budget for 2008.

The draft Budget had been fully discussed at the Resources meeting last week and minutes from that meeting were circulated. At the Resources meeting it had been agreed that T Harris join tonight's meeting to answer (the minutes and the draft budget had already been sent to the full Board) any questions the Board may have.

At the Resources Committee meeting there was discussion as to if it was appropriate to have a break even budget or should there be a surplus showing.

T Harris discussed the following queries the Board had:

- International Students – Actual financial benefit.
- Cleaning contract – comes up for renewal end of 2008. Noted proposed increase for next year of 8%.
- Administration – IT Budget – H Dachre has now provided the figures to include in the budget and the figure is \$181,164 which is \$11,000 more than the 'guestimate'. Most of

the increase relates to technician's wages.

- Board approve the Headmaster's expenses when approving the Budget.
- Investigation to be made if there are any electricity grants available for the school.
- Photocopying to be double-sided, and noted the school machines are permanently on 'double sided'.
- Human Resources Learning – This is additional staff not funded by the MoE.
- Sponsorship Income – Whether there is any intention to bring a figure for this into the Budget. It was suggested a combined Management / Board group put parameters around possible sponsorship.

Motion: Moved T McIntyre Seconded B Keen

That the Draft Budget as presented be adopted for the 2008 year.

Carried

T Harris to attend the November Resources Meeting (20 November) and present an updated Budget.

Increase in School fees

Motion: Moved B Keen Seconded S Davidson

That the school donation be increased from \$300 per annum to \$350 per annum per pupil, with \$25 of the increase to go to fund IT Capital Expenditure and \$25 for additional funding to extra curricular activities.

Carried

T Harris left the meeting at 5.45pm.

1.4 CORRESPONDENCE

Inwards

- Letter from Parents – Secretary to respond (see matters arising)
- PPTA Paid Union Meeting
- Kelly Jones CBHS Cricket – a letter had been received dated 12/9/07 asking the CBHS Board of Trustees to write off the \$6,000 outstanding regarding the Pavilion.

Motion: Moved B Keen Seconded S Davidson

That the Board agree to write off the \$6,000 outstanding.

Carried

ACTION: Secretary to respond to Kelly Jones re CBHS Cricket outstanding \$6,000 balance.

Outwards

- Letters to various funding organizations seeking funds for various items within the school.

MOTION: Moved Chairperson

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

Carried

1.5 REVIEW OF STRATEGIC GOALS

The Board reviewed the following Goals:

- Every Boy has a Plan
- To be a Smart School

Various amendments were made to the action required with regard to the above two goals and S Davidson to amend and circulate with the November Agenda.

ACTION: November Board Meeting Review 2 Strategic Goals.

2. HEADMASTER'S REPORT

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

- Education Review Office Checklist – The Headmaster had circulated to Board Members the publication from the Education Review Office regarding guidelines for Board Assurance Statement and self Audit Checklist. It was agreed that starting at the November Board Meeting the Headmaster take the Board through and discuss this process.
- Student Suspensions / Stand Downs – Noted there had been two one-day Stand Downs for unacceptable behaviour and one two day Stand Down for theft.

- Enrolment Scheme – Applications have closed for the 40 places at Years 10 – 13. There have been less than 40 applications so all have been offered a place. Thirty places have been offered off the wait list at Year 9.
- March Return – The projected March 1 2008 numbers are as follows:

Year 9 - 265
Year 10 - 270
Year 11 – 285
Year 12 – 280
Year 13 – 200
Total 1300

International 70

- Included with the Headmaster's Report
 1. The International Marketing 2008 Draft Plan from Tracey Hames.
 2. Chart showing CBHS class sizes October 2007.

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 23 October 2007 had been circulated.

Capital Works Update

This paper had been tabled at the Headmaster had updated this report for the Resources Committee and in future this is to be attached to the Resources minutes so all Board members are aware of the updated situation regarding Property.

It was noted that the September Financial Report was not yet available and T Harris will provide this to the Secretary who will distribute to all Board members.

Funding Applications – Requiring Board Approval was included in the minutes. Additional funding applications:

First Sovereign Trust – Water Polo / Coaching Wages	\$1,500
Scottwood Trust – Rowing Team / Cox Four Boat with Scull Wings and Oars	\$30,000

MOTION: Moved B Keen Seconded L Dunn

That the Resource Committee Minutes and Recommendations be adopted by the Board.

Carried

4. ADAMS HOUSE

The minutes of the Adams House Committee meeting held on 23 October 2007 had been circulated and noted.

5. AUDIT COMMITTEE – Have not met

6. POLICIES

6.1 Alcohol and Drugs – Draft Alcohol and Drugs was circulated and discussed a number of changes were considered and a further draft will be available for the November meeting.

6.2 Use of School Facilities Policy

MOTION: Moved S Davidson Seonded M Taggart

That the use of the School Facilities Policy be adopted.

Carried

6.3 Finance & Assets - This draft policy to be circulated for consideration at the November Meeting.

ACTION: S Davidson circulate further draft of 'Alcohol & Drugs' and a draft of 'Finance & Assets Policy' for November Board meeting.

7. CALENDAR & COMMUNICATION PLAN

Draft had been circulated and was noted. The following amendments were made:

- 6 November PTA Committee Meeting is to be 7.30pm in the Staff Room. BOT Representative – L Dunn
- Annual BOT Meeting with Maori Community – L Dunn to arrange this meeting, it was suggested that this be after the February Board Meeting (26 February 2008) and the Board meet for a meal and discussion with the Maori Community.

ACTION: L Dunn arrange Board Meeting with Maori Community – 26 February 2008 / shared meal after February BOT meeting.

- There is to be no December Board Meeting.
- There is to be a Board Meeting Tuesday 29 January 2008 4.30pm.
- School Web Site – S Davidson to liaise with L Dunn re updating the Web Site.

8. GENERAL BUSINESS

- Christmas Function at M Taggart's Home – Suggested to be held some time in December - M Taggart to email Board Members with suggested dates / times etc.

10. NEXT MEETING DATES

Adams House	20 November 2007	Tuesday	2.30pm
Resources Committee	20 November 2007	Tuesday	4.30pm
Board of Trustees	27 November 2007	Tuesday	4.30pm

5. 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>Discipline Matters Personnel Issues Enrolment Issue</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.

Motion: Moved Chairperson

Out of Public Excluded Session.

Carried

The meeting closed at 7.30pm.

APPROVED27 November 2007
CHAIRPERSON