



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 27 NOVEMBER 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Headmaster	Discuss Cambridge System ERO – review booklet Prepare response to be signed by Chairperson re anti social behaviour at Riccarton House/Bush	Carried over 1.4	January 08 January 08 asap
Secretary	Write letters of thanks to Te Kura/PTA		ASAP
Board	Review 2 Strategic Goals.	Carried over	January 08
S Davidson	Circulate Draft of Finance & Asset Policy with Board papers	Carried over	January 08
A McPhail	Check legality of Drug & Alcohol Policy	Carried over	January 08



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 27 NOVEMBER 2007
IN THE LIBRARY CLASSROOM AT THE SCHOOL

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

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

1. ADMINISTRATION MATTERS

1.1 APOLOGIES Ms J Brady (absent)
Mr T Ingham (for leaving early)

Motion: Moved Chairperson
That the apologies be accepted.

Carried

1.2 CONFIRMATION OF MINUTES

Motion: Moved M Taggart Seconded A McPhail
That the minutes of the Board of Trustees meeting held on 30 October 2007, having been circulated, be approved as a true and correct record.

Carried

1.3 MATTERS ARISING

- 1.3.1 Headmaster to discuss Cambridge System-** held over due January 2008.
- 1.3.2 Secretary has written to K Jones – re CBHS cricket outstanding \$6000**
balance.
- 1.3.3 Review Strategic Goals –** Board to review two of the Strategic Goals – held
over until January 2008.
- 1.3.4 Alcohol and Drugs Policy –** A McPhail to check legality of Policy and report
back January 2008.
- 1.3.5 Circulate Draft of Finance and Asset Policy –** S Davidson to circulate with
papers for the January Board meeting.
- 1.3.6 ERO – Guidelines for Board Assurance Statement and Self Audit Checklist**
– Headmaster to commence review of this booklet with the Board - January
2008.

1.4 CORRESPONDENCE

Outwards

A number of applications to various Trusts for Funds approved by the Board
Letters from two parents re concerns of recent Outdoor Education Trip.
Kelly Jones re CBHS cricket outstanding balance - approval

Inwards

- PPTA News October
- Education Gazettes (2) November
- Ministry of Education New Curriculum Booklet
- Riccarton House and Bush – anti social behaviour of minority of students. The
Headmaster and Deputy Headmaster to prepare a response to be signed by the
Chairperson setting out action taken to improve the existing problem. This is to be
actioned as soon as possible.

Action – Headmaster/Deputy Headmaster prepare response to be signed by Chairperson

Motion: Moved Chairperson

That the Outward Correspondence be approved and the Inward Correspondence be received.

Carried

1.5 REVIEW OF STRATEGIC GOALS

(Carried over to January meeting)

2. HEADMASTER'S REPORT

A written report had been circulated. The following was discussed.

- School Senior Prizegiving – Board members congratulated the Headmaster on the recent prizegiving and said how much they had enjoyed it.
- Staffing – The school is fully staffed for 2008.
 - Recently appointed Permanent Positions:
Peter Comeroy (English)
Ryan Gower (Mathematics)
- Teachers Collective Contract – This is now in place for teachers. The Headmaster discussed School Management's endeavours to have class sizes down to 26 students. Various options for some smaller classes were also discussed.
- Audits undertaken in the school – The Headmaster advised that there recently had been four audits for various things and this has been very time consuming for staff.
- Student Suspensions/Stand-downs – Three students have been suspended regarding drugs. Two students have been stood down for continual unacceptable behaviour and theft.
- Enrolment Scheme – 30 extra students have been taken from the ballot list to ensure the school reaches the target number.
- Junior Prizegiving – 14 December 2007 at 9.30am. Board members welcome to attend.
- Student Absenteeism – Attendance has been identified as an issue to focus on for 2008 especially in the Senior School.
- Uniform 2008 Proposal - this document was circulated and P McWilliam spoke to it. It was noted that staff, senior management, PTA and the uniform shop co-ordinators have been consulted regarding the proposed uniform.

Motion: Moved M Taggart Seconded T Ingham

That the "Items of Uniform" part of the proposal presented to the Board be approved. Carried

School Management to come back with a definite recommendation re "the appearance" part of the Uniform Proposal. In the meantime what is in place remains.

- Contractual Supply of Sports Gear for the School – the Headmaster advised that the school has decided to remain with Canterbury for an exclusive contract.
- Funding to the School from Te Kura Trust/PTA – the Board to write and thank both the Te Kura Trust and the PTA for their financial support. Secretary to action.

Action – Secretary write to Te Kura/PTA re financial support asap

Motion:	Moved Chairperson
<i>That the Headmaster's report be received.</i>	
	Carried

3. FINANCE / PROPERTY / HEALTH & SAFETY REPORT

The following had been circulated:

- Minutes of Resources Meeting held 20 November 2007
- Final draft 2008 Operating Budget
- Capital Works Update

B Keen spoke to the above

- Budget for 2008

Motion: Moved B Keen Seconded S Davidson
That the Budget for 2008 be adopted and that it be further reviewed in March 2008. **Carried**

Motion: Moved B Keen Seconded S Davidson
That the Resource Minutes and Capital Works Update be received by the Board. **Carried**

4. ADAMS HOUSE

M Taggart reported verbally on the Adams House Committee meeting held prior to this meeting as follows:

- Committee went through the draft budget for 2008 and approved it.
- Before including external hostel hire, expected net surplus is \$54,700
- The hostel has sufficient funds and has agreed to pay off the bank loan.
- R Taylor is seeking to increase the size of his house and he is working on a sketch plan and quotations for this work. It is expected to be in the vicinity of \$100,000.
The Adams House Committee will bring a proposal to the January Board meeting.
- The hostel is full for 2008 and a number of boys are on the waiting list.

5. AUDIT COMMITTEE – Nil

6. POLICIES (carried over to January meeting)

7. CALENDAR & COMMUNICATION PLAN

- 13/12 Leavers Dinner – B Keen to attend.
- 14/12 Junior Prizegiving. A number of Board members said they would be in attendance.
- PTA – M Taggart to attend on behalf of the Board at their December meeting.

8. NEXT MEETING DATES

Resources Committee	19 December 2007	Wednesday	4.30pm
Adams House	24 January 2008	Thursday	10.00am
Board of Trustees	29 January 2008	Tuesday	4.30pm
Board Xmas Luncheon at M Taggart's home	16 December 2007	Sunday	12.00noon

9. 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</i>	<i>Good reason to withhold exists</i>	<i>7 (2) (a) 48 (1) (a)</i>

Enrolment Issue

under Section 7

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 6.20pm.

APPROVED29 January 2008
CHAIRPERSON