



**CHRISTCHURCH BOYS' HIGH SCHOOL**

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**ACTION POINTS FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD AT 4.30 PM  
ON TUESDAY 26 FEBRUARY 2008  
IN THE LIBRARY CLASSROOM AT THE SCHOOL**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
Headmaster	Discuss Cambridge System	Carried Over	March
Hostel Manager	Quotes for Hostel Manager's House Alterations to be presented.	1.6.6	March
Board of Trustees	Board Self Review discussion of results.	1.6.9	March
Board of Trustees	Strategic Goals discuss, 1) Strategic Goals, 2) Follow-up and proposed dates paper, 3) Charter and Values Statement.	2.	March
S Davidson	to amend Sports, Arts, Cultural Education Policy and Harassment Policy for final approval at the March meeting.	6.	March
Chairperson	to include in the draft Headmaster's Performance Appraisal Policy the procedures for undertaking the appraisal	6.	March
J Brady	to commence further planning of the establishment of a Development Office / Development Committee.	8.1	March



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**MINUTES OF THE MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 4.30 PM**  
**ON TUESDAY 26 FEBRUARY 2008**  
**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 B Keen, Mr L Dunn,  
Mr T Ingham

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

**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 29 January 2008, having been circulated, be approved as a true and correct record.*

**Carried**

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held on 13 February 2008, having been circulated, be approved as a true and correct record.*

**Carried**

**1.3 MATTERS ARISING**

- 1.6.1 Board Roles and Responsibilities 2008** – The Secretary has updated these and circulated to BOT members.
- 1.6.2 Riccarton House and Bush** - The Secretary has acknowledged letter.
- 1.6.3 Thank you Letters** – the Secretary has written letters of thanks for support and funding to Te Kura Trust and PTA.
- 1.6.4 Two Strategic Goals** – The Board completed a final review of the last two Strategic Goals at their Special Meeting on 13 February 2008.
- 1.6.5 Uniform & Appearance** – P McWilliam tabled the Uniform and Appearance Regulations included in the homework diary. These have also been in the School Newsletter.
- 1.6.6 Quotes for the Hostel Manager's House** – Alteration quotations for the Hostel Manager's House are still being progressed.

**ACTION: Quotes for Hostel Manager's House Alterations to be presented. March**

- 1.6.7 2008 Calendar & Communication Plan** – P McWilliam / Secretary presented a calendar and communication plan for 2008 for Board information.
- 1.6.8 Headmaster to discuss Cambridge System** - held over
- 1.6.9 Board Self Review** – the Secretary distributed Board Self Review forms and after the 13 February meeting and tabled the responses. The responses to be an Agenda item at the March meeting.

**ACTION: Board Self Review discussion of results March**

- 1.6.10 Development Office** – J Brady to present a paper on the Development Office during tonight's meeting.

## 1.7 CORRESPONDENCE

### Inwards

- Minister of Education (5/2/08) – Welcome to 2008

### Outwards

1. Letters to various funding organizations giving Board approval for the school to apply for funds.
  - Caversham Foundation
  - Castle Trust
  - Infinity Foundation
  - Pelorus Trust
  - Lion Foundation
  - Eureka Trust
2. Manager Riccarton House & Bush – Acknowledging issues raised regarding behaviour of students.
3. Chairperson, Te Kura Trust thanking them for financial support.
4. Chairperson, CBHS PTA thanking them for financial support.

**MOTION: Moved A McPhail Seconded M Taggart**

*That the Outwards Correspondence be approved and the Inward Correspondence be received.* **Carried**

## 2. BOARD STRATEGIC GOALS

- The final copy of the Strategic Goals had been circulated. Agreed Strategic Goals should still be an agenda item and discussed on a regular basis.
- The following to be circulated with the next agenda:
  - Board action follow-up and proposed dates paper.
  - Charter & Values Statement

<b>ACTION: Board Strategic Goals discuss, 1) Strategic Goals, 2) Follow-up and proposed dates paper, 3) Charter and Values Statement. March</b>
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## 3. HEADMASTER'S REPORT

A written report had been circulated and was taken as read.

### 2.1 STAFFING –

- Lindsay Thorn, Guidance Counsellor – Letter of resignation effective at the end of Term I 2008 was tabled.

**MOTION: Moved T McIntyre Seconded T Ingham**

*That the Board accept L Thorn's resignation with much regret and write and thank him for the huge contribution he has made while at the school over the past 14 years.* **Carried**

**2.2 Board View** – The Headmaster tabled the item entitled 'Board View' in the *Education Gazette*. It was noted that the Board View Newsletter from the Ministry keeps Boards up to date and the Headmaster will circulate these with his report in future.

### 2.3 Funding Applications

**MOTION: Moved T McIntyre Seconded J Brady**

*That the following funding applications be approved by the Board.*

**Carried**

- |                         |        |   |
|-------------------------|--------|---|
| • First Sovereign Trust | \$4000 | Hockey Affiliation Fees                                       |
| • Trillian Trust        | \$2000 | Hire AMI Stadium 1 <sup>st</sup> XV Rugby Tournament          |
| • ILT Foundation        | \$1350 | 2 Mini Trampolines PE Department                              |
| • Caversham Foundation  | \$2700 | Trophy cabinet to display Memorabilia and gifts to the school |

**2.4 Professional NCEA Data Results** – The Headmaster attached to his report provisional NCEA Data Analysis and Bench Marks and discussed these with the Board.

**Motion: Moved T McIntyre Seconded M Taggart**

*That the Headmaster's Report and information attached to it be accepted.*

**Carried**

**4. RESOURCES COMMITTEE**

The minutes of the Resources Committee meeting held on 19 February 2008 had been circulated and the following was discussed.

- **Property Strategy** - To be discussed on Tuesday 18 March 2008 at 5.30pm.
  - Malcolm McClurg of OPUS to be invited to attend and provide a brief history of the current Property Plan for the School, in particular, the non Ministry projects.
  - Board members to bring their development plan concept to the meeting.
- **Finance**
  - It was agreed that the Finance meeting would be held prior to this at 4.30pm.
  - At that time the draft Management Accounts and 2007 Management Report will be presented by T Harris.
- **Dean's Stables Redevelopment into School Museum – 125 Jubilee Project** The drawings have been completed and it was agreed that \$3,000 from the Museum Trust be used to pay for these.

**MOTION: Moved B Keen Seconded M Taggart**

*That the Resources Committee minutes and report be received.*

**Carried**

**5. ADAMS HOUSE**

The minutes of the Adams House Committee meeting held on 19 February 2008 having been circulated were received.

**6. AUDIT COMMITTEE**

The minutes of the Audit Committee meeting held on 18 February 2008 have been circulated including the following draft policies.

- Sports, Arts and Cultural Education Policy
- Harassment Policy
- Headmaster's Performance Appraisal Policy

The Sports, Arts and Cultural Education Policy along with the Harassment Policy were discussed and amendments made. S Davidson to amend and these to be recirculated for final Board approval at the March meeting.

**ACTION: S Davidson to amend Sports, Arts, Cultural Education Policy and Harassment Policy for final approval at the March meeting.**

Headmaster's Performance Appraisal Policy draft to be reviewed at the March meeting. The Chairperson to include, in the draft, the procedures for undertaking the appraisal.

**ACTION: Chairperson to include in the draft Headmaster's Performance Appraisal Policy the procedures for undertaking the appraisal – March.**

**7. CBHS PTA**

Noted the Headmaster and Chairperson attended the AGM held recently.  
J Brady to attend the March PTA meeting.

**8. GENERAL BUSINESS**

**8.1 Discussion paper on the establishment of a Development office at CBHS.**

A discussion paper from J Brady had been circulated and she spoke to the following:

- Operating costs would be approximately \$200,000 per annum, including 3 staff members.
- Mechanism will need to be developed for on going operating costs.
- 2 –3 Year establishment phase and after that should be a self sustaining unit.

- Positive implications for workload within the school.
- The Board discussed this proposal and agreed that a development committee be formed with

J Brady as co-ordinator to set up possible Terms of Reference and consider a model which could be managed within the school.

It was agreed the development committee should include representatives from Te Kura, Old Boys, PTA and the Executive Officer. Was also agreed that at the Property meeting on 18<sup>th</sup> March there should be discussion on why the additional funding stream is required.

**ACTION: J Brady to commence further planning of the establishment of a Development Office / Development Committee. March**

## 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>
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*Commercial Sensitivity Approval of Minutes Student Suspension Matters*

*Good reason to withhold exists under Section 7*

*7 (2) (a) 48 (1) (a)*

*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**

## 10. NEXT MEETING DATES

Adams House	18 March 2008	Tuesday	2.45pm
Resources Committee	18 March 2008	Tuesday	4.30pm
Finance			
Property			5.30pm
(M McClurg – OPUS in attendance)			
BOT Monthly Meeting	25 March 2008	Tuesday	4.30pm

The meeting closed at 7.00pm.

**APPROVED .....25 March**

**2008**

**CHAIRPERSON**