



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 27 MARCH 2008
IN THE LIBRARY CLASSROOM AT THE SCHOOL

| By Who | Action | Reference | Due |
|-------------------|--|---------------------------|------------|
| Headmaster | Discuss Cambridge System | Carried Over | May |
| Hostel Manager | Quotes for Hostel Manager's House Alterations to be presented. | Carried Over MAR 1.6.6 | May |
| Board of Trustees | Board Self Review discussion of results. | Carried Over MAR1.6.9 | May |
| Chairperson | to include in the draft Headmaster's Performance Appraisal Policy the procedures for undertaking the appraisal | Carried Over MAR 6. | May |
| J Brady | to commence further planning of the establishment of a Development Office / Development Committee. | Carried Over MAR 8.1 | May |
| Headmaster | to verbally acknowledge in principle the Cricket Club Teams to begin planning for trips to Australia | 3.4.1 | ASAP |
| Headmaster | to verbally acknowledge in principle the Squash Team's Tour as stated above | 3.4.1 | ASAP |
| Headmaster | to verbally acknowledge in principle, with the understanding that a full and concise plan is to be provided by C Todd to Helen by 18 April 1pm for the 22 April Resources meeting. | 3.4.1 | ASAP |
| | Recognise S Davidson's work on original 2008 Action Plan | 3.4.1 | ASAP |



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 27 MARCH 2008
IN THE LIBRARY CLASSROOM AT THE SCHOOL

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

IN ATTENDANCE Mrs A Johnston (Secretary), Kris Wilson (Secretary)
Mr P McWilliam (Deputy Headmaster), T Harris (Accountant),
M McClurg (OPUS)

1. ADMINISTRATION MATTERS

- 1.1 APOLOGIES** – S Davidson (absence)
A Johnston (early departure)
J Brady (lateness)

SPEAKER: 10 Year Property Plan & Capital Works Report Update

M McClurg joined the meeting and discussed the Plan

Points raised:

- 10 Year Plan – Parking - lobbying the Council
- Caddick Block – contracts to be signed
- Caldwell Block completed

Next property work

- Develop Dean's area
- No further funding from MoE only for modernization.
- Master keying system is with A Uren.
- Continue to make MoE aware of situation of CBHS's aged building and needs.

T Ingham joined the meeting at 4.50pm.

J Brady joined the meeting at 5.10pm.

M McClurg left the meeting at 5.20pm.

A Johnston left the meeting at 5.30pm.

CHRISTCHURCH BOYS' HIGH SCHOOL 2007 ANNUAL MANAGEMENT REPORT

This report had been circulated and T Harris spoke to it.

- Any donation to the School does not carry additional GST.
- If a 'donation' is compulsory GST applies.

T Harris left the meeting at 5.50pm.

1.2 CONFIRMATION OF MINUTES

Motion: Moved Chairperson

That the minutes of the Board of Trustees meeting held on 26 February 2008, having been circulated, be approved as a true and correct record.

Carried

1.3 MATTERS ARISING

1.3.1 Headmaster to discuss Cambridge System - Carried over

1.3.2 Quotes for the Hostel Manager's House – Alteration quotations for the Hostel Manager's House are still being progressed. Carried over

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

1.3.3 Board Self Review – The responses to be carried over

ACTION: Board Self Review discussion of results May.

1.3.4 Headmaster's Performance Appraisal Policy - Chairperson to include in the draft Headmaster's Performance Appraisal Policy the procedures for undertaking the appraisal – Carried over

1.3.5 Development Office - J Brady to commence further planning of the establishment of a Development Office / Development Committee. Carried over

1.4 CORRESPONDENCE

Inwards

- 25/02/08 – NZSTA re NZSTA AGM Saturday 19 July 2008 Christchurch Convention Centre, Christchurch
- 07/03/08 – Te Kura Trust Foundation (Inc) – Acknowledging receipt of letter 7/3/08
- 17/03/08 - MoE Board View
- NZSTA – Secondary Teachers Collective Agreement 15/10/07 to 30 June 2010
- STA News – March 2008 - Issue 181
- PPTA NEWS – March 2008 – Volume 28

Outwards

- 14/03/08 – Lindsay Thorn acknowledging resignation.

MOTION: Moved A McPhail Seconded M Taggart

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

2. BOARD STRATEGIC GOALS

2.1 CHARTER & VALUES STATEMENT

Included in Headmaster's Report.

3. HEADMASTER'S REPORT

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

3.1 CURRICULUM ASSESSMENT AND REPORTING (NAG 1)

3.1.1 ACHIEVEMENT MONITORED

Ethnicity Achievement vs national expectation - data attached to report

3.1.2 RAISING LITERACY AND NUMERACY

Measures being taken Year 11 programme for intensive literacy / numeracy tuition In place. Teacher employed to operate programme from decile funding.

3.2 PERSONNEL & STAFFING (NAG 3)

3.2.1 RECRUITMENT – GUIDANCE COUNSELLOR

- Position closed with 17 applicants from around the world.
- Short list of 3.
- Interviews to take place 31 March - J Brady to participate.

3.2.2 PROFESSIONAL DEVELOPMENT – MARCH 14

- Whole staff development on the New Zealand Curriculum and ICT
- Structure of new curriculum
- Department starter sheets to discuss
- Increasing awareness of staff available teaching 'tools'.

3.2.3 CONDITIONS OF WORK

- Average class size – 26 has been achieved.
- Staff Personnel Committee is developing procedures for those over 26.

3.2.4 STAFFING LEVELS

Fully staffed.

3.3 COMPLIANCE (NAG 7)

3.3.1 MARCH / JULY RETURN

March 1 Return has been completed.

| | | |
|---------------|-----|------|
| Year 9 | 253 | |
| Year 10 | 269 | |
| Year 11 | 274 | |
| Year 12 | 253 | |
| Year 13 | 211 | |
| Year 14 | 2 | 1262 |
| International | 64 | 1326 |

This is lower than the GMFS at Year 9 level – MoE predicted 280.

3.4 Other

3.4.1 SCHOOL EVENTS

- Cricket Club - Request for approval in principle to begin organisation for 2 Teams to go to Australia to compete for approximately 10 days each during the September / October School Holidays.

Motion: Moved Chairperson

That the Board approve in principle the above request.

Carried

ACTION: Headmaster to verbally acknowledge in principle the Cricket Club Teams to begin planning for trips to Australia.

- SQUASH - Request for approval of a proposed Tour of the USA, Scotland and England December 2009 – January 2010.

Motion: Moved Chairperson

That the Board approve in principle the above request by G Ellis.

Carried

ACTION: Headmaster to verbally acknowledge in principle the Squash Team's Tour as stated above.

- CROSS COUNTRY – Request by Chris Todd for the Cross Country Team to travel to Surfers Paradise July 2008 during Term II holidays.

Motion: Moved M Taggart Seconded B Keen

That the Board approve in principle, with the understanding that full documentation is to be provided to the 29 April Resources meeting.

Carried

ACTION: Headmaster to verbally acknowledge in principle with the understanding that full and concise plan is to be provided by C Todd for the 29 April Resources meeting.

- 'CELEBRATING SUCCESS DINNER' Hockey Parents are organising.
 - a. A fundraiser toward 'creating excellence' in the school.
 - b. Black tie dinner
 - c. Auction to be held.
 - d. Possibly will become an annual event.
 - e. Tickets \$150 each.
- TE KURA TENNIS CLUB
Request from Te Kura Tennis Club to put advertising banners on the fence. 2X3 banners would be a fund raiser for Te Kura.
- 2008 ACTION PLAN
Included in the Headmaster's report for Board information.
- SPORTS, ARTS AND CULTURAL EDUCATION POLICY
Final Copy
- HARASSMENT POLICY
Final Copy

ACTION: Recognise S Davidson's work on original 2008 Action Plan.

3.5 Funding Applications

MOTION: Moved T McIntyre Seconded J Brady

That the following funding applications be approved by the Board.

Carried

| | | |
|---------------------------|---------|---|
| Endeavour Community Trust | \$2,000 | Drink bottles for sports teams. |
| Cuesports Foundation Ltd | \$4,500 | Affiliation fees for Football teams |
| The Trust Charitable | | 1 st XI Hockey accommodation in Napier |
| Foundation Inc | \$3,000 | for the Rankin Cup |
| Caversham Foundation | \$2,700 | Display cabinet for memorabilia. |

Motion: Moved T McIntyre Seconded M Taggart

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

Carried

4. FINANCE / PROPERTY / HEALTH & SAFETY REPORT

The minutes of the Resources Committee meeting held on 18 March 2008 had been circulated and the following was discussed.

4.1 International Students

A report was given by T Hames HOD International Studies – with a proposal from the Headmaster to raise the International fee to \$15,000 a year as of 2009 with a view that this may need to be adjusted annually.

4.2 Property Strategy

4.2.1 At this time there is a 97% rate of Classroom Usage.

4.2.2 Recommendation that School funded project plans to be given by interested parties e.g. Grandstand. To be submitted to the Board for prioritising.

4.3 Finance

A report was tabled and T Harris spoke to it. Noted Net working capital surplus and uncommitted funds this year are all positive.

MOTION: Moved B Keen Seconded M Taggart

That the Resources Committee minutes and recommendations be adopted by the Board.

Carried

5. ADAMS HOUSE – No meeting

6. AUDIT COMMITTEE

Included in the Headmaster's report.

7. CBHS PTA

J Brady to attend the March PTA meeting.

8. GENERAL BUSINESS

8.1 L Thorn - Leaving function to organise – 15 years at CBHS.

8.2 Headmaster Performance Policy Review – to be Actioned.

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:-

General subject of each matter to be considered

Reasons for passing this resolution in relation to each matter

Ground(s) under Sections 48 (1) for the passing of this resolution

Commercial
Sensitivity

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 | 29 April 2008 | Tuesday | 3.00pm |
| Resources Committee | 29 April 2008 | Tuesday | 5.15pm |
| Finance | | | |
| Property | | | 5.30pm |
| BOT Monthly Meeting | 7 May 2008 | Wednesday | 4.30pm |

The meeting closed at 7.05pm.

APPROVED **7 May**
2008

CHAIRPERSON