



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON WEDNESDAY 7 MAY 2008
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Headmaster	Discuss Cambridge System	1.3.1 Carried Over	
Board of Trustees	Board Self Review discussion of results.	Carried Over MAR1.6.9	May 27
Headmaster	to report on Learning Framework	8.1	Term III
J Brady	to report progress of Development Office Development Office proposal / Development Committee.	8.2	June



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON WEDNESDAY 7 MAY 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 A McPhail Seconded L Dunn

That the minutes of the Board of Trustees meeting held on 27 March 2008, having been circulated, be approved as a true and correct record with the following amendments:

4.1 to read International Students - 'a report was given by T Hames HOD

International Students – with a proposal from the Headmaster to raise the International fee to \$15,000 a year as of 2009 etc.

7. CBHS PTA J Brady to attend the March PTA meeting.

Carried

1.3 MATTERS ARISING

1.3.1 Headmaster to discuss Cambridge System – Headmaster advised the Curriculum Committee are gathering information together at present.

1.3.2 Quotes for the Hostel Manager's House – Quotes for the Hostel Manager's house restorations to be discussed under Adam's House.

1.3.3 Board Self Review – The responses to be - carried over

ACTION: Board Self Review discussion of results – Carried Over (27 May)

1.3.4 Headmaster's Performance Appraisal Policy - Chairperson was to include in the draft Headmaster's Performance Appraisal Policy the procedures for undertaking the appraisal – The Chairperson has circulated a draft policy to be reviewed by the Audit Committee.

1.3.5 Development Office - J Brady was to commence further planning of the establishment of a Development Office / Development Committee. To be covered under General Business today.

1.3.6 Cricket Club / Australia – Headmaster to verbally acknowledge in principle the Cricket Club Teams to begin planning for trip to Australia. Actioned

1.3.7 Squash Team Tour - Headmaster to verbally acknowledge Squash Team's Tour – Actioned.

1.3.8 Cross Country – Headmaster to verbally acknowledge in principle, the Athletics Cross Country tour but the risk and management system to be tabled for the Board – tabled with the Headmaster's report today.

1.4 CORRESPONDENCE

Inwards

- STA News April
- T Hames, Director of International Students (6/05/08) stating that the recommended fee for International Students to \$15,000 for 2009 was not her recommendation and requesting the minutes of the March meeting be amended.
- CES re Canterbury School Board of Trustees Chairpersons Group

Outwards

- Letters to funding organisations advising of Board's support for the various applications.

Motion: Moved Chairperson

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

2. BOARD STRATEGIC GOALS (Board Action and Annual Timetable)

Nothing to report.

3. HEADMASTER'S REPORT

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

3.1 CURRICULUM - ASSESSMENT AND REPORTING (NAG 1)

3.1.1 MEASURES BEING TAKEN TO RAISE ACHIEVEMENT – LITERACY AND NUMERACY

The Headmaster advised that the employment of Robyn Cox to assist Literacy and Numeracy of at risk Year 11 students has already shown significant improvement of attitude and achievement in this group. The lower decile funding is being used for this initiative.

3.1.2 NON-ACHIEVING AT RISK – MAORI STUDENTS – 25 Students attended a one week camp at Burnham Military Camp for the last week of Term I. Feedback was very positive.

3.1.3 REPORT EVENINGS – These are taking place over the next three weeks.

3.2 PERSONNEL & STAFFING (NAG 3)

3.2.1 RECRUITMENT – GUIDANCE COUNSELLOR

Mr Jeff Healy has been appointed to the position vacated by Lindsay Thorn. He begins on 3 June.

3.2.2 PROFESSIONAL DEVELOPMENT – MARCH 14

Whole staff development was undertaken by Kevin Knight from the Graduate School. The topic was classroom management.

3.2.3 STAFFING LEVELS

The School is fully staffed at the commencement of Term II.

3.3 Health & Safety (NAG 6)

3.3.1 SUSPENSIONS & STAND-DOWNS

One student was stood down 2 days for theft.

3.4 COMPLIANCE (NAG 7)

3.4.1 LEGISLATION - The Schools Plus document is out for consultation. The Headmaster said he will be making a submission based on the significant extra work for no obvious resourcing. The Headmaster circulated to the Board a press release regarding this matter and all agreed it was a very good initiative but required considerable funding.

3.5 Other

3.5.1 INTERNATIONAL STUDENTS - At the commencement of Term II there are 79. The Director of International Students has recently returned from Italy, France, Germany, Spain, England and Ireland marketing for students.

3.5.2 ROBOTICS – The Headmaster's Trip to the USA re attending the Robotics Course. The Headmaster reported on this trip and also discussed the proposed initiative that is to be set up in New Zealand.

3.5.3 FUNDING APPLICATIONS

Motion: Moved T McIntyre Seconded M Taggart

That the Board approve the following applications for funds being submitted:

<i>Air Rescue</i>	<i>\$10,000</i>	<i>Air travel for students to New Caledonia</i>
<i>Perry Foundation Ltd</i>	<i>\$ 6,000</i>	<i>Assist air fares Cricket Tour to Sydney</i>
<i>The Trust Charitable Foundation</i>	<i>\$3,500</i>	<i>Cricket Panel nets for Health & Safety issue</i>
<i>Trillian Trust</i>	<i>\$2,500</i>	<i>One laptop for learning disabled students</i>
<i>Lion Foundation</i>	<i>\$6,000</i>	<i>Air fares students & staff to go to Auckland for Robotics Course.</i>

Carried

3.5.4 ATHLETICS / CROSS COUNTRY TOUR - 3- 16 July 2008 – the Risk Management

System with regard to the above tour was set out for Board information. The Headmaster said he was comfortable with the Risk Identification as outlined.

Motion: Moved T McIntyre Seconded B Keen

That the Athletics / Cross Country Tour 3-16 July 2008 having now received the Risk Management information be approved by the Board.

Carried

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 29 April 2008 had been circulated. B Keen spoke to the following:

4.1 International Student Fee 2009

Recommendation: *That the International Student Fee be \$15,000 from the beginning of 2009*

for every International student in the school. That the Headmaster and T Hames bring back a recommendation to the Resources Committee regarding the annual fee adjustment.

4.2 Operating Statement for 3 month period ended March 2008

This had been circulated and was discussed.

Recommendation: *That the Finance Committee Report for March 2008 be accepted.*

4.3 Updated Budget 2008

This was circulated and noted is still a zero balanced yearend budget.

Motion: Moved B Keen Seconded M Taggart

That the final version of the Budget for 2008 be approved.

Carried

4.4 Annual Accounts Year Ended 31 December 2007

The draft accounts including Adams House Hostel and excluding Adams House Hostel had been circulated.

Motion: Moved B Keen Seconded S Davidson

That the consolidated Financial Accounts as at 31 December 2007 be approved subject to audit. **Carried**

4.5 Property

Report from M McClurg on building projects. This report had been tabled showing completed, current and projects to be actioned. In future, M McClurg is to write a written report for Resources meetings on the status of property projects around the school and this will be circulated with the agenda for the Resources meeting.

Motion: Moved B Keen Seconded M Taggart

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

Carried

5. ADAMS HOUSE

The minutes of the Adams House Committee meeting held on 29 April 2008 had been circulated. M Taggart discussed the following:

5.1 Manager's House Extension – Two quotes have been received and are awaiting a third quote.

Motion: Moved M Taggart Seconded T McIntyre

That the alterations to the Manager's house be approved by the Board in principle, subject to details being received regarding funding these extensions.

Carried

5.2 Housemaster's Accommodation - R Taylor to investigate possible extensions and cost to one of the Housemaster's units to enable a couple with children to be a Housemaster. It was agreed that a couple with children brings a family atmosphere into the Hostel.

Motion: Moved M Taggart Seconded S Davidson

That the Adams House minutes be accepted.

Carried

6. AUDIT COMMITTEE - Nil

7. CALENDAR & COMMUNICATION PLAN

7.1 Friday 16 May - Founders Day Special Assembly 10.30am.
Thursday 8 May - Year 9 Parents Evening.
Tuesday 13 May - Year 10 Parents Evening
Thursday 21 May - Senior Parents Evenings (A – M)
Thursday 3 June - Senior Parents Evenings (N –Z)
Thursday 29 May - Open Night

8. CBHS PTA

M Taggart reported on attending the PTA meeting on 6 May 2008. The following was discussed:

8.1 Tuck Shop – Requirement of offering healthy foods and the time taken to prepare these, to review pricing.

8.2 Uniform Shop

8.3 Board Attendees at Monthly PTA Meetings - Schedule of Board members to attend monthly PTA meetings was worked out for the remainder of the 2008 Year.

9. GENERAL BUSINESS

9.1 Learning Framework – This is being worked on by the Headmaster's Committee this Term and he will report back to the Board in Term III.

ACTION: Headmaster to report on Learning Framework Term III.

9.2 Development Office / Development Committee – J Brady reported on progress to date, is scheduling a Committee meeting and will report further at the June meeting.

ACTION: J Brady to report progress of Development Office proposal at June meeting.

10. 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>Commercial Sensitivity</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

11. NEXT MEETING DATES

BOT Special Meeting	14 May 2008	Wednesday	6.30pm
To look at Property Planning for the Future			
Resources Committee	19 May 2008	Monday	5.15pm
Adams House	27 May 2008	Tuesday	2.30pm
Board of Trustees	27 May 2008	Tuesday	4.30pm

The meeting closed at 6.30pm.

APPROVED27 May 2008
CHAIRPERSON