



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 27 MAY 2008
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Headmaster	Discuss Cambridge System / Curriculum Review	1.3.1 Carried Over 2.2.1 SEP 07	JUNE
Board of Trustees	Board Self Review discussion of results.	1.3.2 Carried Over MAR1.6.9	JUNE
Headmaster	to report on Learning Framework	1.3.3 MAY 8.1	Term III
J Brady	to report progress of Development Office proposal / Development Committee.	Carried Over 1.3.4 MAY 8.2	JUNE
Remuneration Committee	Headmaster's Performance Appraisal Policy –	1.3.5 Carried over	JUNE
Board	review Annual Timetable - June.	2.0	JUNE
Chairperson	to set up Special Board meeting to review ERO information re visit.	3.5.2	ASAP
Secretary	Agenda item – Board Self Review Completed Document – discuss July	9.2	JULY



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 27 MAY 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 T Ingham

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

1. ADMINISTRATION MATTERS

1.1 APOLOGIES – Ms S Davidson, Mr L Dunn

Motion: Moved Chairperson
That the apologies be accepted.

Carried

1.2 CONFIRMATION OF MINUTES

Motion: Moved M Taggart Seconded B Keen

That the minutes of the Board of Trustees meeting held on 7 May 2008, having been circulated, be approved as a true and correct record of that meeting.

Carried

1.3 MATTERS ARISING

- 1.3.1 Headmaster to discuss Cambridge System / Curriculum Review** – Carried over - June
- 1.3.2 Board Self Review Discussion of Results** – Carried over – June
- 1.3.3 Headmaster to report on Learning Framework** –Term III (MAY 8.1)
- 1.3.4 J Brady to report progress of Development Office** – Development Office Proposal / Development Committee – (MAY 8.2) – Carried Over - June
- 1.3.5 Remuneration Committee - Headmaster's Performance Appraisal Policy** – Carried over – June

1.4 CORRESPONDENCE

Outwards

- T Hames – Director of International Students
- Funding Applications – Number of funding Letters to Charities advising the Board's approval of funding applications being submitted.

Motion: Moved Chairperson

That the Outwards Correspondence be approved.

Carried

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

The Annual Review Cycle was circulated but agreed to defer to the June Board meeting.

ACTION: Board review Annual Timetable - June.

3. HEADMASTER'S REPORT

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

3.1 CURRICULUM - ASSESSMENT AND REPORTING (NAG 1)

3.1.1 PROPOSED OVERSEAS SCHOOL TOURS

3.1.2a – First XI Cricket Tour to Brisbane / 27 September – 5 October 2008
First XI Cricket / Development Squad's proposed tour to Sydney /
30 September - 10 October 2008 (inclusive).

The submission to the Board set out the following.

- Purpose of the trip

- Costs
- Staffing
- RAMS Form
- Itinerary / Accommodation etc.

Motion: Moved T McIntyre Seconded J Brady

That the above two overseas tours be approved by the Board.

Carried

3.1.2 JAPAN TOUR - Letter of thanks from Wayne Waller Head of Japanese – Tour Organiser and Leader. Thanking the Board for their support for the recently completed cultural study tour of Japan and giving a report on the highly successful trip.

3.1.3 MEASURES BEING TAKEN TO RAISE ACHIEVEMENT – LITERACY AND NUMERACY
The Headmaster reported that Robyn Cox has completed her programme supporting at risk Year 11 students. He reported on the successful results of her programme. Robyn is staying on for two days a week for further support

3.1.4 NON-ACHIEVING AT RISK / SPECIAL NEEDS / MAORI STUDENTS / PASIFICA – Burnham Camp and Waipuna Trust programmes have been supporting the above 'at risk' students.

3.1.5 REPORT EVENINGS – Four evenings have been held and all were well attended and very positive.

3.2 STRATEGIC PLAN, REVIEW, POLICIES & COMMUNITY (NAG 2)

3.2.1 LEARNING FRAMEWORK DRAFT AND CONSULTATION REPORT

This was attached to the Headmaster's Report for information. It is planned for this to go out to parents, Old Boys, students and community over terms II & III.

3.2.2 COMMUNITY CONSULTATION

Pasifica consultation is taking place 19 June (information attached)

3.3 PERSONNEL & STAFFING (NAG 3)

3.3.1 PROFESSIONAL DEVELOPMENT – MARCH 14

Whole school Professional Development on Inquiry Learning has taken place. 16 staff are part of the ICT Professional Learning groups (subject based) as part of the ICT contract.

3.3.2 STAFFING LEVELS – Fully staffed.

3.4 FINANCE (NAG 4)

3.4.1 SUMMARY OF GOVERNMENT BUDGET FOR 2008 - In respect to schools Headmaster's report for Board information. Noted that the school will receive 5% more Operational Funding but a third of this will be used on support staff wages.

3.5 Health & Safety (NAG 6)

3.5.1 SUSPENSIONS & STAND-DOWNS

The Headmaster has stood-down one student for one day (alcohol).

3.6 COMPLIANCE (NAG 7)

3.6.1 OPEN DAY

Noted the School's Open Day is Thursday 29 May.

3.6.2 ENROLMENT SCHEME

The draft for 2009 was circulated with the Headmaster's report.

RECOMMENDATION: That the Board of Trustees determine that the following number of places are likely to be available for 'Out of Zone' students for 2009.

Year 9 : 0, Year 10 : 0, Year 11 : 0, Year 12 : 10, Year 13 : 10

In all cases, the exact number of places will depend on the number of applications received from students

who live within the School's 'home zone'. If there is still places available after the receipt of applications from students within the zone, other applications will be processed in the following order of priority:

- 1) Siblings of current students of Christchurch Boys' High School.
- 2) Siblings of former students of Christchurch Boys' High School.
- 3) Sons of Board employees of Christchurch Boys' High School.
- 4) Any other applicants will be selected by ballot.

If ballots are required they will be held as follows:

Year 9 : 5 August 2008, Year 10 – 13 : 24 October 2008

Motion: Moved T McIntyre Seconded B Keen

That the above be the school's Enrolment Scheme for 2009.

Carried

- 3.6.3 COMPLAINTS RE 'OUT OF ZONE BOYS' - The Headmaster said he has received three written complaints from parents who know of boys who have enrolled in the school illegally. He has discussed this with the Ministry. He said there is documentation going out stating that families who shift out of zone when boys are in years 9 & 10 must notify the school giving their reasons for this and by leaving the zone they risk losing their place for their son at the school.

3.7 Other

3.7.1 FUNDING APPLICATIONS

Motion: Moved T McIntyre Seconded B Keen

*That the Board approve the following applications for funds being submitted:
Trillian Trust \$15,000 for a heat pump for the Big Room.*

Carried

- 3.7.2 ERO – Will be visiting the school on 30 June 2008. The Headmaster and P McWilliam are working through the compliance documentation they require. It is important that the full Board go through this information. The Headmaster explained the process for the ERO visit. The Chairperson to set up a Special Board meeting to review this.

<p>ACTION: Chairperson to set up Special Board meeting to review ERO information re visit. ASAP</p>
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As part of the ERO visit the Board can appoint a 'Friend of the School' to be available for the ERO team with regard to questions etc. After discussion it was agreed not to appoint a 'Friend of the School'.

Motion: Moved T McIntyre Seconded J Brady

That the Headmaster's Report and Recommendations therein be adopted by the Board..

Carried

4. FINANCE / PROPERTY / HEALTH & SAFETY REPORT

The minutes of the Resources Committee meeting held on 19 May 2008 had been circulated. B Keen spoke to the following:

4.1 International Student Fee 2010

Motion: Moved B Keen Seconded T McIntyre

That the Annual International Student Fee be inflation adjusted starting 2010. The fee to be confirmed next year once the Committee has received feedback on this year's increase in fee.

Carried

4.2 5YP Projects

The Board had called a Special meeting on 14 May 2008 to focus on the School Property Planning for the future (5YP). M McClurg, the School's Architect and Project Manager had attended that meeting and provided a summary of where the School was at with funds committed to date for current projects. The Plan has been updated to include completed and current projects and have adjusted other budgets to allow for new items that have arisen.

These new works include the possible extension of the School fence along Tui Street and the re-roofing of the Caldwell Block.

It was noted that there was an error found in the budget for the Caldwell Block and the 5YA allowed a budget of \$300,000 but the Project Budget was reduced to \$200,000 after the scope of the work was reduced. This has resulted in the balance of \$84,604 in the 5YA that could be used for other projects that have gone over budget.

Motion: Moved B Keen Seconded A McPhail

That the Board approve the updated 5 Year Property Plan as discussed at the Special Meeting held on 14 May 2008.

Carried

4.3 Operating Statements – 4 Month Period ended April 2008

This showed a Positive Variance of \$43,818.

Motion: Moved B Keen Seconded T McIntyre

That the Resources Minutes 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 gave a verbal report on the Adams House Hostel meeting held prior to today's Board meeting. He mentioned the following:

5.1 Hostel – is full

5.2 Food – Costs have increased and believe budget has been understated by 10%.

5.3 Holiday Staffing – Cost of staffing the Hostel on Public Holidays when Tour Groups are in.

5.4 Chef - Struggling to employ a suitable chef to fill in every second week.

5.5 Enrolments 2009 – Have 60 applications for 28 beds – very strong demand for places at the Hostel.

5.6 Hostel Committee – To give some consideration in the future as to how many additional beds they could fill without having to have additional staffing.

5.7 Hostel Manager's House Alterations – T McIntyre had produced a written proposal and this had been circulated to all Board members.

Recommendation: *That the City Wide quote at \$169,416.41 including GST be accepted. This included quotes for floor coverings, drapes, kitchen equipment, bathroom and a 10% contingency.*

5.7.1 PROPOSED FUNDING FOR ALTERATIONS

Uncommitted Funds as at 30 April \$138,666.

This was made up of funds in the Adams House account that are not tagged and a \$48,000 rebate from Foodstuffs

It was suggested committing \$120,000 of these funds and the remainder be left for Hostel expenses.

The balance required of approximately \$50,000 to be provided by way of WestPac Bank revolving credit. Currently \$39,000 but can be expanded to \$100,000 on application. (this has been confirmed)

5.7.2 Was also noted that Hostel finances and projections are strong for the year and the Hostel can financially handle this project.

5.7.3 TIMEFRAME – Work can start immediately.

5.7.4 INTEREST – The cost to the Hostel will be paying interest and it is predicted that this will be in the vicinity of \$10,000 per annum.

Motion: Moved T McIntyre Seconded M Taggart

That the Board support the Hostel Manager's house extensions as per the presentation provided above with regard to proposed funding.

Carried

Motion: Moved M Taggart Seconded T McIntyre

That the Adams House Hostel report be accepted.

Carried

6. AUDIT COMMITTEE – Nil

7. CALENDAR & COMMUNICATION PLAN

P McWilliam updated the Board on the following:

7.1 3/6 - Year 11 – 13 Parent Teacher Interviews

- 7.2 3/6 – PTA Meeting
- 7.3 5/6 – Academic Colours Assembly
- 9/6 – Senior Examinations Commence

- 7.5 27/6 – Regional Manu Korero Competition – CBHS hosting
- 7.6 1/7 – PTA Meeting
- 7.7 2/7 – CBHS vs Chirsts College Rugby Match at Christ College
- 7.8 2/7 – Old Boys Annual Dinner

8. CBHS PTA

- 3 June PTA meeting - L Dunn to attend.
- 1 July PTA meeting - A McPhail to attend..

8.1 PTA Mystery Auction 10 June 7.30pm in the Library – Information regarding the auction had been circulated with the Board papers.

9. GENERAL BUSINESS

9.1 Board Self Review Completed Document

Discussion on the review to be an agenda item for the next meeting.

ACTION: Agenda item – Board Self Review Completed Document – discuss July.

10. PUBLIC EXCLUDED SESSION

Motion: Moved B Keen Seconded B Taggart

*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 To discuss ERO visit (In the Library)	Tuesday	10 June 2008	5.30pm
Resources Committee	Tuesday	24 June 2008	4.30pm
Adams House	Thursday	3 July 2008	2.30pm
Board of Trustees	Thursday	3 July 2008	4.30pm

The meeting closed at 6.30pm.

APPROVED3 July 2008

CHAIRPERSON