



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.50 PM
ON THURSDAY 3 JULY 2008
IN THE LIBRARY CLASSROOM AT THE SCHOOL

| By Who | Action | Reference | Due |
|------------------------|---|------------------------------------|-------------------|
| Headmaster | Discuss Cambridge System / Curriculum Review | 1.3.1 Carried Over (SEP 07) | SEPT |
| Board of Trustees | Board Self Review discussion of results. Carried over to separate meeting will also discuss written ERO Report and Strategic Plan.. | 1.3.2 Carried Over (MAR '08) | Meeting to be set |
| Headmaster | to report on Learning Framework Board's Initial Discussion to be held. | 1.3.3 (MAY) | August |
| Remuneration Committee | Headmaster's Performance Appraisal Policy – Carried over until S Davidson is available | 1.3.5 Carried Over (MAY) | JULY |
| Board | Annual Timetable Board review – on going | 1.3.6 Carried Over (MAY) | JULY |
| Secretary | Agenda item – Board Self Review Completed Document – discuss July | 1.3.8 | 29 JULY |
| Secretary | to ascertain whether the NZSTA 2008 membership has been paid | 1.4 | ASAP |
| P McWilliam | to discuss Pandemic Planning in Place for the School. | 3.6.2 | JULY |
| A Johnston | to bring draft of separate annual Board Calendar | 7. | JULY |
| Steering Committee | Report back from Steering Committee re possibility of a Development Office | 9.1 | JULY |
| S Davidson | to verify Policies and that they are placed on the School Website. | 9.3 | ASAP |
| Secretary | to arrange with B Green for the Board Approved Minutes to go on the School Website | 9.4 | ASAP |
| S Davidson | re organisation with Community with the Health Curriculum | 9.5 | During 2008 |
| Headmaster | to organise Board / Staff Social Function and report back | 9.6 | JULY |



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.50 PM
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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, Mr L Dunn

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

1. ADMINISTRATION MATTERS

1.1 Apology – Ms S Davidson

Motion: Moved Chairperson

That the apology be accepted.

Carried

1.2 Confirmation of Minutes

Motion: Moved M Taggart Seconded T Ingham

That the minutes of the Board of Trustees meeting held on 27 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 (Sep 07)

Carried over – September '08

1.3.2 Board Self Review Discussion of Results – Carried over to separate meeting will also discuss written ERO Report and Strategic Plan at that meeting. – Meeting still to be set.

1.3.3 Headmaster to report on Learning Framework (May 8.1) – Board's Initial Discussion to be held - August

1.3.4 J Brady to report progress re Suggested Development Office (May 8.2)– To be discussed at tonight's meeting

1.3.5 Remuneration Committee - Headmaster's Performance Appraisal Policy (May 8.2) – Carried over until S Davidson is available – July

1.3.6 Annual Timetable (May 2.0) – Board review – on going – July

1.3.7 Review ERO Information (May 3.5.2) Actioned

1.4 CORRESPONDENCE

Inwards

- Member of the Public - Concerns re the CBHS vs Christs' College Match – Board Secretary to acknowledge and advise it has been referred to the Headmaster to investigate.
- NZSTA - A number of memos have been received during the month and circulated to all Board members. The Secretary to ascertain whether the NZSTA membership for 2008 has been paid.

ACTION: Secretary to ascertain whether the NZSTA 2008 membership has been paid.

Outwards.

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 and the Inwards Correspondence Received. Carried

2. STRATEGIC GOALS (Board Action and Annual Timetable)

Covered in the Headmaster's Report.

3. HEADMASTER'S REPORT

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

3.1 Curriculum - Assessment and Reporting (NAG 1)

3.1.1 MEASURES BEING TAKEN TO RAISE ACHIEVEMENT – LITERACY AND NUMERACY

The Year 11 Special Programme of 10 weeks support for at risk Literacy and Numeracy students has been completed - report attached

3.1.2 NON-ACHIEVING AT RISK / SPECIAL NEEDS / MAORI STUDENTS / PASIFICA – Decile Targeted Funding was used to send a group of 'at risk' students to Burnham Camp for one week of personal development – report attached.

3.1.3 REPORT EVENINGS – These have been completed for all Year Levels and were well attended.

3.2 Strategic Plan, Review, Policies & Community (NAG 2)

3.2.1 THE ANNUAL GOALS REPORT – was attached.

3.2.2 REVIEWS

NZQA have recently announced a review of standards - report attached.

3.2.2 NEW POLICIES OR AMENDMENTS - The recent auditor's report on the Financial Statements for the 2007 Year End highlighted that the Board did not have a Fraud Policy . A draft was presented at the recent Resources meeting and referred to the Audit Committee to review and bring back for approval.

3.2.3 COMMUNITY CONSULTATION

Pasifica – A very successful inaugural meeting was held recently. It took the form of a workshop exploring barriers to learning. A formal Pasifica parents group was formed to meet on a regular basis.

Maori – The Manu Korero (Maori Speech Competition) was hosted by the school last Friday and was a huge success. Thanks to L Dunn for organising this.

Maori and Pasifica Leaver Destination Data – This data was attached for Board information.

3.3 PERSONNEL & STAFFING (NAG 3)

3.3.1 STAFF INDUCTIONS

This is held on a regular basis for trainee teachers and have started doing evaluations of them as they leave. The comments of the five who were in the school recently was circulated for Board information – these were very positive.

3.3.2 STAFF LEAVE – REQUESTS AS FOLLOWS

- One Year Study Leave for the following:
 - Eddie Murphy
 - Peter Comery
 - Keith Thomson
 - Anthony Cox
- Extension of current Part Time Leave – Ray Nicholson

Motion: Moved T McIntyre Seconded J Brady

That the Board approve the above Leave if they are successful in being awarded a Study Leave.

That the Board approve the extension of the current Part Time Leave for Ray Nicholson.

Carried

3.4 Health & Safety (NAG 6)

3.4.1 STAND-DOWNS

Four / 2 - 3 day Stand-downs for continual misbehaviour, 1 – 3 day Stand-down for Alcohol, 1 – 2 day Stand-down for Alcohol.

3.5 COMPLIANCE (NAG 7)

3.5.1 1ST OF JULY RETURN

This was completed this week.

3.5.2 INTERNATIONAL STUDENT NUMBERS

At the beginning of Term III – 78

Programme - A request has been made to vary the International Student Contract to allow students to drive and have cars under certain tight conditions. The Headmaster sought Board permission to proceed with developing the documentation and the rules and regulations around the above and bring this

documentation back to the Board for their discussion.

Key Dates – Tracey Hames is currently in Thailand (recruiting and meeting parents) and Hong Kong (marketing CBHS).

Europe / UK Marketing Trip – A report on her recent trip was attached to the Headmaster's Report.

3.5.6 SCHOOL EVENTS

Overseas Tour Request

- Melbourne Grammar July Holidays 2008 – Rugby Team
- Argentina – Under 14a Rugby Team – July 2009

The documentation for the trips was circulated with the Headmaster's Report.

Motion: Moved T McIntyre Seconded J Brady

That the above overseas trips be approved.

Carried

3.5.7 BOARD VIEW – 16 JUNE

The article which appeared in the Education Gazette was attached to the Headmaster's Report.

Pandemic Planning P McWilliam to discuss the planning the School has in place at the July Board meeting.

ACTION: P McWilliam to discuss Pandemic Planning in Place for the School. July

P McWilliam left the meeting at 5.45pm.

3.5.8 ERO FEEDBACK

The Headmaster reported to the Board the feedback he has received from ERO while they have been in the School.

Motion: Moved T McIntyre Seconded B Keen

That the Headmaster's Report be accepted.

Carried

4. FINANCE / PROPERTY / HEALTH & SAFETY REPORT

The minutes of the Finance Committee meeting held on 24 June 2008 had been circulated. All Board members had received a copy of the Financial Statements as at May 2008.

Motion: Moved B Keen Seconded M Taggart

That the Resources Committee Report be adopted by the Board.

Carried

L Dunn left the meeting at 6pm.

5. ADAMS HOUSE

The minutes of the Adams House Committee meeting held on 27 May 2008 had been circulated.

M Taggart gave a verbal report on the Adams House Hostel meeting held prior to today's Board meeting as follows:

5.1 Hostel Manager's House – The alterations are being progressed. The builders have come across the 'leaky building problem' and are to remedy this.

5.2 Hostel Building Leaks - Also noted the same problem in a part of the Hostel buildings which is to be remedied.

5.3 Hostel – is full

5.4 Hostel Finances - Satisfactory

Motion: Moved M Taggart Seconded T McIntyre

That the Adams House Hostel minutes and verbal report be accepted by the Board.

Carried

6. AUDIT COMMITTEE – Nil

7. CALENDAR & COMMUNICATION PLAN

The annual school calendar of events was recirculated and noted for Board information.

The meeting discussed that there should be a separate Board Calendar and A Johnston to provide a draft for the July meeting.

ACTION: A Johnston to bring draft of separate annual Board Calendar to July meeting.

8. CBHS PTA

The minutes of the CBHS PTA meeting held on 3 June 2008 had been circulated.

Board attendees at the following PTA meetings noted:

1 July PTA meeting - A McPhail.

August PTA meeting – S Davidson.

September PTA meeting – B Keen.

9. GENERAL BUSINESS

9.1 Development Office Proposal

J Brady tabled a discussion paper on the above. She had discussed this with T McIntyre and A Uren.

Conclusion: It was agreed that a need exists for a Development Office or something similar to support non-Ministry revenue streams and assess the value of the Boys' High Brand. The proposed next step would be to form a Steering Committee that would include a member of the Board, the Headmaster, the Executive Officer, a Staff member, a representative from Te Kura Trust, the Old Boys' Association and the PTA. The Steering Committee will explore potential structures and functions and put forward a recommendation to the Board for consideration.

ACTION: Report back from Steering Committee re possibility of a Development Office – July.

It was agreed that J Brady be the Board representative on the Steering Committee. She will liaise with T McIntyre re appointing other representatives to that Committee and to also formulate Terms of Reference.

9.2 Board Self Review Results

These had previously been circulated and it was agreed that a separate meeting be set up to discuss these results and also other matters eg ERO Report, Strategic Plan etc.

9.3 Board Policies

A list of the latest Policies that need to be on the School Website was tabled. S Davidson to check that these Policies have been updated and also that they be included on the School

Website. Benjamin Green, at the School, is the Web Master. Policies will be emailed to him for inclusion on the Website.

ACTION: S Davidson to verify Policies and that they are placed on the School Website. ASAP

9.4 Board Approved Members

The Secretary to arrange with B Green for these to go on the School Website

ACTION: Secretary to arrange with B Green for the Board Approved Minutes to go on the School Website. ASAP

9.5 Review of Health Curriculum in the School

Noted this review is scheduled for 2008 and consultation with the Community needs to be undertaken.

ACTION: S Davidson re organisation with Community review of Health Curriculum. During 2008

9.6 Application for Funding

Motion: Moved M Taggart Seconded B Keen

That the Board approve an application being sent to the Lion Foundation for \$2,500.00 for a laptop computer for the Special Needs Department for disabled students with Dyslexia (the student speaks to the computer and the computer types the words for them). **Carried**

9.7 Board / Staff Social Function

This to be held on Friday 22 August 3.30 – 4.30pm.

ACTION: Headmaster to organise Board / Staff Social Function and report back to July Board meeting.

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

| | | | | |
|-------------------------------|-----------|----------------|-------------|--------|
| ERO Verbal Report back | Wednesday | 16 July 2008 | 4.30pm | |
| Resources Committee | Tuesday | 22 July 2008 | | 4.30pm |
| Adams House | Tuesday | 29 July 2008 | 2.30pm | |
| Board of Trustees | Thursday | 29 July 2008 | | 4.30pm |
| Board / Staff Social Function | Friday | 22 August 2008 | 3.30-4.30pm | |

The meeting closed at 7.30pm.

APPROVED29 July 2008

CHAIRPERSON