



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 29 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)	SEP
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)	Meeting after ERO report rcvd
Headmaster	to report on Learning Framework Board's Initial Discussion to be held.	1.3.3 (MAY)	SEP
Remuneration Committee	Headmaster's Performance Appraisal Policy – Carried over until S Davidson is available	1.3.4 Carried Over (MAY)	SEP
Audit Committee	Annual Timetable Board review a guideline draft circulated referred to to define and report back.	1.3.5 Carried Over (JUN)	SEP
Secretary	to ascertain whether the NZSTA 2008 membership has been paid	1.3.6 Carried Over (3JUL 1.4)	SEP
Steering Committee J Brady	A Steering Committee meeting to be set and report back on the possibility of a Development Office.	1.3.8 (3JUL 9.1)	SEP/OCT
S Davidson	to verify Policies and that they are placed on the School Website.	1.3.9 (3JUL 9.3)	ASAP
S Davidson	Consultation with Community re review of Health Curriculum.	1.3.11 (3JUL 9.5)	During 2008
P McWilliam	to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval	6.1	SEP



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON TUESDAY 29 JULY 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, Mr L Dunn

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 M Taggart Seconded T Ingham

That the minutes of the Board of Trustees meeting held on 3 July 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 after written ERO report is received. Carried over – September '08
- 1.3.3 Headmaster to report on Learning Framework** (May 8.1) – Board's Initial Discussion to be held - September
- 1.3.4 Remuneration Committee - Headmaster's Performance Appraisal Policy** (May 8.2) – Carried over until S Davidson is available – Carried over - September
- 1.3.5 Annual Timetable** (June 7.) – A guideline draft circulated referred to Audit Committee to define and report back. September
- 1.3.6 NZSTA 2008 Membership** (3JUL 1.4) – Secretary to ascertain whether this has been paid – still to action.
- 1.3.7 Pandemic Plan** (3JUL 3.6.2) P McWilliam reported on the plan in place but said in most situations the school would be closed and students sent home. There is also a School Policy on Pandemic Planning.
- 1.3.8 Development Office** (3JUL 9.1) Steering Committee / J Brady to set up and then report back. SEP/OCT
- 1.3.9 Policies on School Website** (3JUL 9.3) S Davidson to verify Policies and that they are placed on the School Website. ASAP
- 1.3.10 Board Approved Minutes on Website** (3JUL 9.4) – Secretary to arrange with B Green for the minutes to go on the School Website. (Secretary has sent them to B Green.)
- 1.3.11 Health Curriculum** (3JUL 9.5) S Davidson consult with the Community re review of Health Curriculum. During 2008

1.4 CORRESPONDENCE

Inwards

- CES – 2008 AGM to be held Thursday 28 August 4.30pm at their office.
- MOE (8/7/08) – Acknowledging receipt of the School's Charter for 2008 and advising that the Charter meets the provisions outlined in section 61-62 of the Education Act 2001.

Outwards

- Funding Applications – A number of funding Letters to Charities advising the Board's approval of funding applications being submitted.
- Letter to member of the public acknowledging letter of concern re CBHS vs Christ's College Rugby match (2/7/08)

Motion: Moved Chairperson

That the Outwards Correspondence be approved and the Inwards Correspondence Received. Carried

2. STRATEGIC GOALS (Board Action and Annual Timetable) - Nil

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 Recommendations for 2009 - These are shortly to go to the Headmaster's Committee in final form.
- 3.1.2 Assessment Satis and Blis – was undertaken last week.
- 3.1.3 Pasifica – The second Pasifica meeting has been held and this group is working very well together.

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

- 3.2.1 School and Community Links - Work Choice Day 8 August 2008 – All Staff will be out in businesses for a day. A list of companies being used was set out for Board information.

3.3 Personnel & Staffing (NAG 3)

- 3.3.1 Conditions of Work - Some requests are being received for flexible work hours and the Headmaster is looking at ways of possibly meeting this new legislation.

3.4 Health & Safety (NAG 6)

- 3.4.1 Suspensions & Stand-downs - One student suspension – drugs

3.5 Compliance (NAG 7)

- 3.5.1 Enrolment Scheme - Enrolments for YR9 2009 closed last week. In zone enrolments will continue to come in until school starts next year.
- 3.5.2 July Return – The 1 July return has been completed and sent to the Ministry.

3.6 Other

- 3.6.1 International Students
80 - at present in the school
Term III started with students from Argentina, England, France, Italy, Germany, Korea and Hong Kong.
- 3.6.2 Staff Leave
B Harding requesting Leave Without Pay 28 August – 19 September 2008.

Motion: Moved T McIntyre Seconded J Brady

That Leave as requested be approved.

Carried

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 Resources Committee meeting held on 22 July 2008 had been circulated. All Board members had received a copy of the Financial Statements as at June 2008. The following was discussed:

4.1 Funding Applications to be approved by the Board:

- Canterbury Community Trust \$15,000 – Geni for the Hall.
- Eureka Trust \$1,300 – Ice hockey travel and accommodation – South Island Championships
- Lion Foundation \$2,500 – Nick Rennie airfares for World Duathlon Championships
- Perry Foundation \$10,000 – cricket balls and mower

4.2 Annual Leave – A Uren

Recommendation:

That a final settlement of accumulated annual leave be paid out.

Motion: Moved T McIntyre Seconded M Taggart

That the Resources Committee Minutes be accepted and the recommendations therein adopted by the Board.

5. ADAMS HOUSE

The minutes of the Adams House Committee meeting held on 3 July 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 Food Costs – These are still an issue.

5.2 Kitchen Staff – Difficulty of employing suitable kitchen staff.

5.3 Chef – Have appointed an alternative week chef.

5.4 Hostel Manager's House – The alterations are being progressed.

5.5 Hostel Building Leaks – Potential problem in the main Adams House building is to be investigated.

5.6 Hostel Letting – Over the July holidays the hostel was full.

Motion: Moved M Taggart Seconded T McIntyre

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

Carried

6. AUDIT COMMITTEE

6.1 Harassment Policy

This draft policy to be referred by P McWilliam to the Audit Committee for review and brought back to the Board for approval.

ACTION: P McWilliam to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval.

7. CALENDAR & COMMUNICATION PLAN - Nil

8. CBHS PTA

A McPhail attended the July meeting on behalf of the Board.

9. GENERAL BUSINESS

9.1 Te Kura Trust – T McIntyre, M Taggart and S Davidson attended the Te Kura Trust Strategic planning meeting last week and reported back to the Board.

9.2 Education Review Office – Following the recent visit of ERO the four draft recommendations for their written report were tabled and discussed. Minor changes

were

agreed to and the Headmaster to advise ERO of these.

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:-

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

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

under Section 7

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

Resources Committee	Tuesday	26 August 2008	4.30pm
Adams House	Monday	8 September 2008	3:30pm
Board of Trustees	Monday	8 September 2008	4.30pm

SEPTEMBER BOARD MEETINGS

Resources Committee	Tuesday	23 September 2008	4.30pm
Board of Trustees	Tuesday	30 September 2008	4.30pm

The meeting closed at 6.45pm.

APPROVED **8 September 2008**
CHAIRPERSON