



CHRISTCHURCH BOYS' HIGH SCHOOL
ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 8 SEPTEMBER 2008
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
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 - SEP
Remuneration Committee	Headmaster's Performance Appraisal Policy – Carried over until S Davidson is available	1.3.4 Carried Over (MAY)	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)	SEP
S Davidson	Consultation with Community re review of Health Curriculum.	1.3.11 (3JUL 9.5)	SEP
P McWilliam	to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval	6.1	SEP
Audit Committee	To review Electronic Surveillance Policy and bring back to Board for ratification at September Board meeting	3.2(SEP)	SEP



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 4.30 PM
ON MONDAY 8 SEPTEMBER 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

J Brady was Acting Chair until M Taggart arrived.

1.1 Apology – Ms S DAVIDSON FOR ABSENCE
MR M TAGGART FOR LATENESS

Motion: Moved Chairperson

That the apologies be accepted.

Carried

1.2 Confirmation of Minutes

Motion: Moved B Keen Seconded A McPhail

That the minutes of the Board of Trustees meeting held on 29 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 provide information on the Cambridge System / Curriculum Review – this was covered in his report.

1.3.2 Board Self Review Discussion of Results – Carried over to separate meeting. To discuss when the ERO written report is received. Noted that the written report has still not been received and this was held over to the September meeting.

1.3.3 Headmaster to report on Learning Framework of Board's Initial Discussion – covered in the Headmaster's Report.

1.3.4 Remuneration Committee - Headmaster's Performance Appraisal Policy – covered during today's meeting.

1.3.5 Audit Committee Annual Timetable (June 7.) – A guideline draft circulated was referred to the Audit Committee to define and report back. Carried over to September.

1.3.6 NZSTA 2008 Membership (3JUL 1.4) – Secretary to ascertain whether this has been paid – carried over to September

1.3.7 Steering Committee J Brady – (3JUL9.1)a Steering Committee meeting to be set and report back on the possibility of a Development Office. Meeting set for 10am 23 September in the Headmaster's Office. Report back September meeting.

1.3.8 Policies on School Website (3JUL 9.3) – referred to September meeting.

1.3.9 Consultation with Community re review of Health Curriculum – (3JUL9.5) referred to September meeting.

1.3.10 P McWilliam to take Harrassment Policy to the Audit Committee for review and report back to the Board for approval – referred to September meeting.

1.4 CORRESPONDENCE

Inwards

- NZSTA – a list of Board Training opportunities. Board members were given this information and discussed training that they thought would be appropriate. They are to return the form setting out the training they wish to attend to the NZSTA Office.

Outwards

- Board approval for various Funding Applications

Motion: Moved Chairperson

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

2. **STRATEGIC GOALS (Board Action and Annual Timetable)** – held over until written ERO report is received.

Action – Board Strategic Goals held over until written ERO Report is received.

3. HEADMASTER'S REPORT

A written report had been circulated. The Headmaster discussed the following:

3.1 Curriculum - Assessment and Reporting (NAG 1)

- 3.1.1 Cambridge Review – this has been carried out with HODs and a copy of the Review Document was attached to the Headmaster's Report. He said it has been agreed to remain with the status quo with regard to Cambridge examinations in the meantime.
- 3.1.2 Learning Framework – there was consultation with parents in the last school newsletter (copy attached to Headmaster's Report). There has also been feedback from students. Board members to progress this in Term 4.
- 3.1.3 Measures taken to Raise Achievement – Literacy and Numeracy. A "core" class is being created at Year 11 next year to meet the specific learning needs of a group of students based around Numeracy, Literacy, Science, Employment Skills and an Option.
- 3.1.4 Programmes Running Within the School – the Waipuna Trust have completed the Year 11 Course and an Awards night has been held. This was deemed a huge success by all in building confidence. The next group of Year 10s is being selected with a focus on leadership. This is being paid for from decile funding.

M Taggart joined the meeting at 4.50pm and took the Chair

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

- 3.2.1 A draft copy of the Electronic Surveillance Policy – was attached to the Headmaster's Report. This has been discussed within the school and was referred to the Audit Committee to look at and bring back to the Board for ratification.

Action – Audit Committee review Electronic Surveillance Policy – bring back to Board for ratification at the next meeting in September

- 3.2.2 Community Consultation – a Maori Whanau meeting is to be held Tuesday 16 September and the third Pasifica meeting was held recently.

3.3 Personnel & Staffing (NAG 3)

- 3.3.1 Professional Development – Last week Hugh Dacre and Miranda Satterthwaite did a "show and tell" session where six staff and students shared their ICT experience. This was well received by the staff.

There was also a "Teachers at work" day which received excellent feedback from those who attended.

3.3.2 Staff Leave

- Peter Comery was successful with his application for study leave for 32 weeks in 2009.
- Keith Thomson was successful with his one term's sabbatical application.
- Ray Nicholson has had his four hours per week study leave extended.
- Kent O'Malley and Matt Burden have both applied for leave in 2009.

Recommendation: That this be approved by the Board.

3.4 Health & Safety (NAG 6)

- 3.4.1 Stand-downs – There have been three two day stand-downs for theft.

3.5 Compliance (NAG 7)

- 3.5.2 Enrolment Scheme – There are 200 priority entry students at enrolment date and 40 have been taken from Out of Zone to give a total number of 240.

3.6 General

3.6.1 2008 China Trip

The full information regarding this trip was tabled for Board information.

3.6.2 A Board approval for funding application to be submitted.

Motion: Moved T McIntyre Seconded B Keen

That the Board approve a funding application being submitted to Air Rescue Services for \$1,300 for cricket coaches wages from October 2008 until February 2009 be approved.

Carried

3.6.3 NZ Secondary Principals Council – a letter from the Chairperson dated 3/9/08 was tabled for Board information. The Headmaster discussed the letter which referred to education and training for 16-18 year olds which is to be a subject of lively debate between the major political parties in the period leading up to the election and that the Council endorse the need for new thinking and new initiatives in this area.

Motion: Moved T McIntyre Seconded B Keen

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

Carried

4. FINANCE / PROPERTY / HEALTH & SAFETY REPORT

The minutes of the Resources Committee meeting held on 26 August 2008 had been circulated and noted.

Motion: Moved B Keen Seconded L Dunn

That the minutes be accepted.

Carried

5. ADAMS HOUSE

The minutes of the Adams House Committee meeting held on 29 July 2008 had been circulated.

The Headmaster 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 Alterations – Have been completed.

5.2 Hostel Manager's House - Does not have the "leaky home" situation, it was a leaking pipe in the wall and this has now been remedied.

5.3 R Taylor is looking at a capital expenditure plan for the Hostel and the financial implications of it over the next 10 years.

5.4 Number of Boys in the Hostel – There are 132 boys in the Hostel.

5.5 In the process of negotiating a new Collective Agreement for Food Workers and Cleaners Union.

5.6 Looking at cost of putting in a swimming pool and running costs with regard to this and the impact it would have on Hostel costs.

5.7 Hostel Parents Dinner – Held recently – excellent attendance 120 parents.

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 Headmaster's Performance Appraisal Policy

Draft was circulated and referred to the Audit Committee for discussion and bring back to the Board for ratification.

Action – Audit Committee – Headmaster's Performance Appraisal Policy – bring back to Board for ratification for October meeting
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7. **CALENDAR & COMMUNICATION PLAN** – P McWilliam reported as follows:

- **Student Elections 12 September** – 3 nominations have been received for the position. Process for meeting candidates was explained.
- **Term 3 Holidays 29 September – 13 October 2008**
- **CBHS/CGHS School Production – A Big Nite Out Concert** – Wednesday 24 September.
- **Board/Staff Drinks** – Friday 26 September 3.00pm

8. CBHS PTA

B Keen reported on attending this meeting on behalf of the Board.

- Currently have \$17,000 of funds available and their main fundraiser is new school uniforms.

9. GENERAL BUSINESS

Nil

10. PUBLIC EXCLUDED SESSION

Motion: **Moved M Taggart** **Seconded J Brady**

That the minutes of the Public Excluded Session of the meeting of the Board of Trustees held on 29 July 2008 as tabled be signed as a true and correct record.

Carried

11. NEXT MEETING DATES

Resources Committee	Tuesday	23 September 2008	4.30pm
Adams House	?		
Board/Staff Drinks	Friday	26 September 2008	3.00pm
Board of Trustees	Tuesday	30 September 2008	<u>4.00pm</u>

The meeting closed at 6.40pm.

APPROVED **30 September 2008**

CHAIRPERSON