



# CHRISTCHURCH BOYS' HIGH SCHOOL

## ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES HELD AT 4.00 PM ON TUESDAY 30 SEPTEMBER 2008 IN THE LIBRARY CLASSROOM AT THE SCHOOL

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
Board of Trustees	Board Self Review results, Strategic Plan & ERO report.	1.3.1 Carried Over (MAR)	NOV
Audit Committee	Headmaster's Performance Appraisal Policy – Carried over (Davidson)	1.3.2 Carried Over (MAY)	NOV
Steering Committee J Brady	A Steering Committee meeting to be set and report back re the Development Office.	1.3.4 (3JUL 9.1)	NOV
S Davidson	to verify Policies and that they are placed on the School Website.	1.3.5 (3JUL 9.3)	NOV
S Davidson	Consultation with Community re review of Health Curriculum.	1.3.6 (3JUL 9.5)	NOV
P McWilliam	to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval	1.3.7 (8SEP 6.1)	NOV
Audit Committee / S Davidson	To review Electronic Surveillance Policy and bring back to Board for ratification at September Board meeting	1.3.8 (8SEP 3.2)	NOV



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.00 PM

ON TUESDAY 30 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 L Dunn, Ms S Davidson

**IN ATTENDANCE** Mrs A Johnston (Secretary)

### 1. ADMINISTRATION MATTERS

1.1 Apologies – Mr H Tam, Mr T Ingham (absence)

1.2 Confirmation of Minutes

#### **Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held on 8 September 2008, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

### 1.3 MATTERS ARISING

1.3.1 **Discussion of Results** – Board Self Review, Strategic Plan, ERO report.  
Carried forward November.

1.3.2 **Remuneration Committee - Headmaster's Performance Appraisal Policy** –  
Carried forward November.

1.3.3 **NZSTA 2008 Membership** (3JUL 1.4) – Secretary to ascertain whether this has  
been paid – This has been paid but not the Canterbury School Trustees  
Membership.

1.3.4 **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. Carried forward November.

1.3.5 **Policies on School Website** (3JUL 9.3) – S Davidson to verify Policies and that  
they are on the School Website. Carried forward November.

1.3.6 **Consultation with Community** (3JUL9.5) - re review of Health Curriculum.  
Carried forward November

1.3.7 **P McWilliam to take Harassment Policy** (8SEP 6.1)- to the Audit Committee for  
review and report back to the Board for approval – Carried forward November.

1.3.8 **Electronic Surveillance Policy** (8SEP3.2.1)– Audit Committee – S Davidson,  
Review policy and bring back to Board for ratification. Carried forward  
November.

1.3.9 **Whanau meeting** – L Dunn reported back on this recent meeting:

- ♦ Approximately 40 people attended – excellent meeting.
- ♦ Meeting was to introduce parents to the programme where students have a mentor that comes into the school and connects with the boys. The boys enjoy his presence and the overall project is to mentor boys from YR9 through beyond school to the University years.
- ♦ Group of boys have been identified who want to be part of this programme and are confident a lot more will come on board once they see what it involves.
- ♦ As a result of the meeting a number of parents want to start a Maori parents support group.
- ♦ L Dunn is putting things in place to meet with that group next Term.

### 1.4 CORRESPONDENCE

#### **Inwards**

- ♦ STA News – September
- ♦ M Thornton & Associates – re school fundraising
- ♦ Boardview – (in the 8/9/08 Education Gazette)
- ♦ PPTA News – August
- ♦ NZ Secondary Principals' Council – re SchoolsPlus

- ◆ PPTA – Youth Policy
- ◆ NZEI - Notification of paid union meetings for school support staff during the period 20 October – 7 November 2008.
- ◆ IPENZ – Engineers New Zealand – re technology curriculum.
- ◆ Letters from Parents – re Junior Dance fundraising. The letters were tabled and the Headmaster discussed the process he has put in place after meeting with a group of parents and Chris Todd.
  - The Cross Country / Athletics consider they have exclusive rights to run the dances as a fund raiser for their trip but the school procedures say that no one has these exclusive rights.
  - A proposal has now been drafted and sent out to the parent group setting out that some of the dances are to be put out to tender for other groups to run with in the school.
  - The Athletics would put out the parameters of how these should be run so everyone keeps to the same standard.
  - Athletics would retain 4 of the dances exclusively and 3 of the dances would be available to other groups.

**Motion: Moved M Taggart Seconded L Dunn**

*That the Board acknowledge receipt of the letters from some parents and advise that they understand there is a draft document sent out to interested parents for discussion and the Board supports the process to resolve this issue as discussed at the Board meeting by the Headmaster. Carried*

**Outwards**

- Letters giving approval for the school to apply for funding.

**Motion: Moved Chairperson**

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

**2. STRATEGIC GOALS – held over.**

**3. HEADMASTER'S REPORT**

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

**3.1 Curriculum - Assessment and Reporting (NAG 1)**

- ◆ Senior Examinations – These were held last week of Term. These are the final school practise examinations prior to the end of year NCEA exams.
- ◆ YR 10 Parents Curriculum Evening – This was held.

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

- ◆ Community Consultation – Learning Framework – A dozen returns from the newsletter consultation document have been received.

**3.3 Personnel & Staffing (NAG 3)**

- ◆ Three positions have been advertised for 2009.
  - Science, Agriculture
  - Mathematics (1 YR relieving)
  - English (1 YR relieving)

**3.4 Health & Safety (NAG 6)**

- ◆ As reported at the Resources meeting, there have been no incidents.
- ◆ Student Suspensions & Stand-downs – Nil

**3.5 Compliance (NAG 7)**

- ◆ Enrolment Scheme – The YR 9 entrants for 2009 are at 240 with 5 on standby until visits to local intermediate schools are completed early Term IV.
- ◆ SchoolsPlus has been announced and the details from the Prime Minister dated 19 September 2008 were attached to the Headmaster's Report for Board information.
- ◆ Education Review Office Report – The draft written report has just been received and copies were tabled. The recommendations listed in the report were discussed. Board members considered that the verbal report back from ERO after their review and the draft written report vary considerably and this was a concern.

The Headmaster and Chairperson to respond to ERO discussing these concerns and ask that the ERO team meet with the full Board to discuss the issues set out.

**Motion: Moved T McIntyre Seconded M Taggart**

*That the Headmaster's Report be accepted.*

**Carried**

#### 4. RESOURCES

The minutes of the Resources Committee meeting held on 23 September 2008 had been circulated. B Keen spoke to the following:

- ♦ **Maintenance Grant for Old Buildings at the School** – M McClurg has gone through the maintenance report and noted a number of buildings that require painting that are not included in the grant.
  - The Headmaster to now make a claim to the Ministry and ask them to review the maintenance figure and that it be backdated.
  - It was noted that some of the areas have 50 – 60% paintwork required.
- ♦ **Financial Statements as at August 2008** – these had been circulated and were discussed.
  - Concerns were expressed by the meeting about the financial position shown at this stage of the year.
  - Headmaster has asked S Fraser a paper for the next Finance meeting setting out the reasons for the staffing deficit shown.
  - The main reasons for this were explained.
    - Staffing being paid for by the Board
    - Carried over Banked staffing
    - Costs associated with splitting class sizes.
- ♦ **Approval of Funding Applications** – A number of applications are to be submitted and were recommended for Board approval.

**Motion: Moved B Keen Seconded S Davidson**

*That the Resources Committee minutes be accepted and recommendations approved by the Board.*

**Carried**

#### 5. ADAMS HOUSE

The minutes of the Adams House Committee meeting held on 8 September 2008 had been circulated.

**Motion: Moved M Taggart Seconded T McIntyre**

*That the Adams House Hostel report be accepted.*

**Carried**

#### 6. AUDIT COMMITTEE - Nil

#### 7. CALENDAR & COMMUNICATION PLAN – Nil

#### 8. CBHS PTA

Board members to attend the meetings:

- ♦ October – J Brady
- ♦ November – S Davidson
- ♦ December – M Taggart

#### 9. GENERAL BUSINESS

- ♦ **Board / Staff Drinks Function** - this was held on Friday the last day of Term III and was enjoyed by all.

#### 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*

