



# CHRISTCHURCH BOYS' HIGH SCHOOL

## ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.30 PM  
ON TUESDAY 4 NOVEMBER 2008  
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Board of Trustees	Board Self Review results, Strategic Plan & ERO report.	1.3.1 Carried Over (MAR)	DEC
Audit Committee	Headmaster's Performance Appraisal Policy – Carried over (Davidson)	1.3.2 Carried Over (MAY)	DEC
Steering Committee J Brady	A Steering Committee meeting to be set and report back re the Development Office.	1.3.4 (3JUL 9.1)	DEC
S Davidson	to verify Policies and that they are placed on the School Website.	1.3.5 (3JUL 9.3)	DEC
S Davidson	Consultation with Community re review of Health Curriculum.	1.3.6 (3JUL 9.5)	DEC
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)	DEC
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)	DEC
Resources & Finances Committees	to review School Donations and bring recommendation to the Board November meeting	4.0	DEC



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.30 PM

ON TUESDAY 4 NOVEMBER 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** Ms K Wilson (Secretary), Mr S Wakefield (Parent on behalf of the Cricket  
Club)

### 1. ADMINISTRATION MATTERS

1.1 Apologies - Nil

1.2 Confirmation of Minutes

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held on 30 September 2008, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

### 1.3 MATTERS ARISING

Covered during the meeting

### 1.4 CORRESPONDENCE

*Inwards*

- ♦ Parent re Junior Dance Fundraiser
- ♦ ERO 16/10/08 re meeting
- ♦ NZSTA 2009 Invoice - \$1057.50
- ♦ STA News -October
- ♦ Cricket Club – concern over Cricket Grounds

Stephen Wakefield tabled this letter and a lengthy discussion was held with points raised in regards to the poor condition of the Cricket Grounds, and the amount of finances available to manage the entire school including curriculum needs and maintenance needs. The Board walked the Cricket Grounds at the conclusion of the Board meeting.

**Motion: Moved Chairperson**

*That the Board acknowledge receipt of the letter from the School Cricket Club, with the information that there is to be a committee formed to review the situation and bring back recommendation. T McIntyre will coordinate this.*

**Carried**

*Outwards*

- ♦ ERO 14/10/08 re concerns in draft report
- ♦ ERO 23/10/08 re meeting
- ♦ Letter to parents re Junior Dance Fundraiser
- ♦ Funding approval letters (4)

**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:

**Fundraising Dances** – The future of this is to be transparent and is close to a final resolution. In order for all dances to have the same quality of event, the current group that is

running the dances will set up guidelines for future dances regardless of who is hosting them. This is to be administered by T McIntyre and P McWilliam.

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

- ♦ Cambridge Exams – these have been completed. Seniors are in NCEA revision mode in preparation for scholarship.
- ♦ Planned Programmes – Meet student needs – Currently HoD's are placing YR 10-12 students in classes for 2009.

### 3.2 Personnel & Staffing (NAG 3)

- ♦ Recruitment – Interviewed for three positions:
  - English 1 YR relieving – 22 applicants - interviewed
  - Mathematics – 1 YR relieving – 20 applicants – interviewed – verbal offer made
  - Agriculture/Science – 12 applicants – interviewed – verbal offer made
- ♦ Appraisal – this is being targeted for after the seniors leave.
- ♦ Professional Development – Thursday 13 November PD Day - 2009 curriculum.
- ♦ 2009 Curriculum to be in place 2010 – there will be an explanation to the Board re New Curriculum.
  - Anticipated that it will not be easy for parents to understand.
  - It will give flexibility of class choices.

### 3.3 Finance (NAG 4)

- ♦ Targeted Temporary Branding Sponsorship - B Keen presented a request for selling wine under the label 'Chateau Straven' with a picture of CBHS in the background as a fundraiser. Objective – Raise funds for Argentina Rugby Tour.

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

*That the Board approve the selling of this wine as a fundraiser as stated above.*

**Carried**

### 3.4 Property (NAG 5)

See Resources Committee meeting minutes.

### 3.5 Compliance (NAG 7)

Enrolment Scheme 2009 - Early Indication of

	School Prediction	GMFS
YR 9	253	253
YR10	255	263
YR11	273	276
YR12	268	258
YR13	<u>211</u>	<u>207</u>
TOTALS	1260	1257

#### Regulations

An application to take a group of French students to New Caledonia in 2009 was attached to the Headmaster's report.

#### **Motion: Moved T McIntyre Seconded B Keen**

*That the New Caledonia trip be approved.*

**Carried**

#### **Motion: Moved T McIntyre Seconded L Dunn**

*That the Headmaster's Report be accepted.*

**Carried**

## 4. RESOURCES

The minutes of the Resources Committee meeting held on 28 October 2008 had been circulated. Discussion followed.

- ♦ 2009 Budget
  - Realistic target
  - 5.67% average surplus over the last 10 years.
  - MOE expects that more than ½ the schools will run in deficit this next year – they recommend a serious tightening of schools' budgets.
  - Possible cut in budgets over the next 5 years bringing it up to 5%.
  - In next donation request possibly will include additional request for donation to Development Fund.

Recommendation:

School donations must be increased. B Keen to take this information to Resources with a view to recommending an increase, to be presented at the November meeting.

**ACTION: B Keen to take this to the Resources to review School Donations and bring recommendation to the Board November meeting.**

Recommendation:

That the following funding applications be approved.

First Sovereign Trust	\$2,600	Rugby tape 1 <sup>st</sup> & 2 <sup>nd</sup> XV 2009.
Pub Charities	\$3,500	For Timpani for the Music Department
Eureka Trust	\$2,000	For first aid kits for all students
New Zealand Community Trust	\$6,900	For a Vacuum Former for the metal workshop.
Lion Foundation	\$2,500	For Cricket Coaching for 2009
The Trust Charitable Foundation Inc	\$8,000	Airfares for Athletics team to go to Cambridge for the NZ Athletics Tournament held December 2008
New Zealand Community Trust	\$2,500	Accommodation and travel to Nelson for the Volleyball team to compete 1-4 December at the Junior Volleyball Tournament.
Trillian Trust Inc	\$1,500	Hire of vans to transport Rowing P.O. crew to 3 Regatas in Twizel in January, February and March 2009.
Caversham Foundation	\$3,500	Towards the cost of accommodation for the rowing teams to go to regattas being held in Twizel in January, February and March 2009.

- ◆ Te Kura Trust re Development office – well supported, not maximizing. Paper to be circulated in one week re recommendations for funding etc.
- ◆ Need to be more professional re fundraising for the school.
- ◆ The school is under funded by the MOE approximately \$2.2 million.
- ◆ The additional is made up by a variety of methods ie charities. International students, and A Uren raising funds of up to \$250,000 over the last 5 years.
- ◆ Development Office – Board will have to fund this initially, hire a person etc. Quarter 1 – Create it etc. Quarter 2 Out to Market

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

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

**Carried**

**5. ADAMS HOUSE**

A verbal report of the meeting held prior to tonight's Board meeting was presented.

- ◆ Tracking better than expected.
- ◆ There are heavy bookings of external groups.
- ◆ Discussion re growing the business - R Taylor given approval to look into it.
- ◆ Perhaps provide catering to other schools – can increase capacity or go offsite to accommodate additional business.
- ◆ Consider weekly short term stay.
- ◆ Need to clearly identify needs.
- ◆ Hostel is a business not MOE restricted.
- ◆ Holiday Accommodations subsidise current students.
- ◆ Request for a two Term Sabbatical from R Taylor – Committee agreed.

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

*That the Adams House Hostel verbal report be accepted.*

**Carried**

**6. AUDIT COMMITTEE**

Minutes of the meeting held 20 October 2008 & Proposed changes to Policies reviewed.

- ◆ To be ratified at the December Board meeting.
- ◆ Question raised as to what Policies are required.

- ♦ Electronic Surveillance Policy –referred to Audit Committee for approval.
- ♦ Harassment Policy – Carried forward

**7. CALENDAR & COMMUNICATION PLAN**

- ♦ Self Review to be added to monthly agenda.

**8. CBHS PTA**

J Brady reported on the October meeting.

- ♦ 2008 PTA focused profits on uniform.
- ♦ This has become a sizeable business – new checks and balances are to be put in place. A Uren to be involved with new accounting system.
- ♦ Books are to be audited separately.
- ♦ Has grown beyond the capability of volunteers.

Board member to attend the next meeting:

- ♦ December – M Taggart

**9. GENERAL BUSINESS**

- ♦ **Christmas Function** - Discussion held. Possible dates Friday 19 December 4pm meeting with dinner following.  
-Consideration for a BBQ Potluck at the Hostel.  
- T McIntyre to check with R Taylor and will advise Board.
- ♦ Leaver's dinner 9 December.
- ♦ Letter of thanks to be written to T Ingham for his contribution to the Board.

**Motion: Moved M Taggart Seconded A McPhail**

*That the Secretary write a letter of thanks to T Ingham for his contribution to the Board.*

**Carried**

S Wakefield left the meeting at 6.55pm.

**10. PUBLIC EXCLUDED MINUTES**

**Motion: Moved Chairperson**

*That the tabled minutes of the Public Excluded Session of the meeting held on 30 September 2008 be approved as a true and correct record.*

**Carried**

**11. NEXT MEETING DATES**

Audit Committee	Monday	_____	2008	4.30pm
Resources Committee	Tuesday	_____	2008	4.30pm
Adams House	Tuesday	_____	2008	3.00pm
<b>Board of Trustees</b>			<b>FRIDAY 19 DECEMBER 2008</b>	<b>4.00pm ???</b>

Followed by Christmas dinner

The meeting closed at 7.00pm.

**APPROVED .....**19 December 2008  
**CHAIRPERSON**