



# CHRISTCHURCH BOYS' HIGH SCHOOL

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

HELD AT 4.15 PM  
ON FRIDAY 19 DECEMBER 2008  
AT ADAMS HOUSE

By Who	Action	Reference	Due
Board of Trustees	Board Self Review results, Strategic Plan	1.3.1	FEB
Audit Committee	Headmaster's Performance Appraisal Policy – Carried over (Davidson)	1.3.2	FEB
Steering Committee J Brady	A Steering Committee meeting to be set and report back re the Development Office.	1.3.3	FEB
S Davidson	to verify Policies and to be placed on the School Website.	1.3.4	FEB
S Davidson	Consultation with Community re review of Health Curriculum.	1.3.5	FEB
P McWilliam	to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval	1.3.6	FEB
Audit Committee / S Davidson	To review Electronic Surveillance Policy and bring back to Board for ratification at September Board meeting	1.3.7	FEB
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	3.5.8	FEB
Adams House Committee	Over budget amount of Hostel Manager's home for Board approval	6	FEB
P McWilliam	Draft of the Calendar and Communication Plan for 2009	8	FEB
Secretary (CBHS PTA)	To redo roster for 2009 and email out	9	ASAP



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.15 PM  
ON FRIDAY 19 DECEMBER 2008  
AT ADAMS HOUSE

**PRESENT** Mr M Taggart (Chairperson), Mr T McIntyre (Headmaster), Ms J Brady,  
Mr A McPhail, Mr B Keen, Mr L Dunn, Ms S Davidson, Mr H Tam

**IN ATTENDANCE** Ms A Johnston (Secretary), Mr P McWilliam (Deputy Headmaster)

### 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 4 November 2008, having been circulated, be approved as a true and correct record of that meeting with the following amendment. Carried*

### 1.3 MATTERS ARISING

**1.3.1 Board of Trustees** -Board self review results, Strategic Plan is carried over to February.

**1.3.2 Audit Committee**- Headmaster's Performance Appraisal Policy Carried over to February.

**1.3.3 Steering Committee**- J Brady, Steering Committee meeting to be set and report back re- The development office. Report tabled today.

**1.3.4 S Davidson**- to verify policies and to be placed on the school website. To action over the holidays. Carried over to February.

**1.3.5 S Davidson**- consultation with community re Review of Health Curriculum. Carried forward to February.

**1.3.6 P Mc William**- to take Harassment Policy to the Audit Committee for review. Carried forward to February.

**1.3.7 Audit Committee/ S Davidson**- to review Electronic Surveillance Policy. Carried forward to February.

**1.3.8 Resources and Finance Committee**- to review School Donations and bring recommendation to Board. Discussed at Resources meeting and included in their minutes.

### 1.4 CORRESPONDENCE

#### *Inwards*

- Ministry of Education (24/11/08) advising that an application for a maximum role increase from Christchurch Adventist School from 200-230. CBHS had no objections to this increase.
- Ministry of Education (18/11/08) application for a temporary maximum increase from St Thomas of Canterbury College from 485 students – 525 students for 2009 only. CBHS had no objection to this proposal.
- CES advice that due to the current economic conditions and predicted economic outlook, CES will not be paying a rebate to shareholder schools in this calendar year'.
- STA News November/ December 08
- CanSTA offering to conduct one of their meetings at the school and in return listen to the good things that the Board is doing and general discussion.

*Outwards-*

- Funding Approval letters

**Motion: Moved Chairperson**

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

**2. STRATEGIC GOALS – Nil**

**3. HEADMASTER'S REPORT**

A written report had been circulated. The following was discussed:

**3.1 Personnel and Staffing (NAG 3)**

- **Appraisal-** The deadline for clarification of the year's review and next year's goal setting is 17/12/08. The Headmaster will report on completion at the February 2009 meeting.
- **Professional Development Meeting-** The Gifted and Talented contract ceases at the end of this year and the ICT contract has one year to go.

**3.2 Staffing Levels-** The school is fully staffed for 2009.

**3.3 Finance (NAG 4)**

- There have been two significant recent donations- Te Kura Trust \$100,000  
- PTA \$50,000

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

- Two students have been stood down- (Assault on another student/ Harmful and dangerous behaviour).

**3.5 Compliance (NAG)**

- Enrolment scheme- Predicted roll numbers 2009 GMFS

	<b>2009 GMFS</b>	<b>CBHS totals 10/12/08</b>
Year 9 -	253	251
Year 10 -	263	254
Year 11 -	276	273
Year 12 -	258	281
Year 13 -	207	225

- **International Students**

Predicted numbers 2009

43 Returning

25 New

68

The Budget has been worked on 65 students

**3.6 Attachments to the Headmaster's Report**

**3.5.1** Hagley Community College/ ITM allocation and entitlement transfer agreement relating to the staffing of Itinerant Teachers in Music for 2009

**3.5.2** History/ Classical studies Europe trip 2009, Overseas pre tour check list.

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

*That the above trip to take place 3/4/09 – 30/4/09 be approved by the Board*

**Carried**

**3.5.3** Learning Framework- The Headmaster explained the survey undertaken by

- Old Boys
- Parents
- Students

**3.5.4** Marketing Report- Chile and Argentina/ October 2008. Undertaken by T Hames.

**3.5.5** Report on International Student Numbers for 2009. A swot analysis.

**3.5.6** Marketing Travel 2009.

**3.5.7** Board View (Ministry of Education newsletter keeping Boards up to date).

**3.5.8** Survey- Year 10 Boys who enrolled after the first day of year 9.

**3.5.9** Draft School Community Relationship Safety Policy. This was referred to the Audit Committee for their Review.

**3.5.10** Education Review office Report. Report back on Board meeting to discuss the Draft Report. A response to I Sinclair-Irwin letter of 17<sup>th</sup> November 2008 had been drafted following the special Board meeting to discuss the report. The Headmaster tabled a copy

for Board members to read through and to get back to him if they have any comments as he plans to send to ERO at the beginning of next week.

**4. RESOURCES COMMITTEE-** The minutes of the meeting held on 25 November 2008 had been circulated.

These minutes included,

- Staffing paper setting out roll reduction impact at the commencement of 2008 and the staffing to be included in the Budget for 2009.  
The Headmaster spoke to this paper
- Building Report November 2008- This has not yet been reviewed (by the Resources Committee) This to be discussed at the February Resources meeting.

**Recommendation-** That the Board write and congratulate departments, at the Headmaster's discretion, who have come under their budget for the 2008 year. This to be discussed at the February Resources meeting.

**5. CBHS DEVELOPMENT OFFICE IMPLEMENTATION** – J Brady tabled recommendations and noted that there would be a two year commitment to develop this proposal. The next stage would be,

- Term one- arrange a meeting with Auckland Grammar / Otago Boys High to discuss their models and determine the model that would best suit CBHS.
- Scope the role and identify the priorities ie- determine the Person Specification
- Secure the funding and recruit for a mid year start.

It was envisaged the initial focus would be,

- Fundraising/ Development of the Strategy and co-ordination of its implementation (eg. Advancement programmes).
- Old Boys Association Liaison, database development and development of an alumni engagement programme.
- CEO role of Te Kura Trust.

**6. ADAMS HOUSE** – The minutes of the Adams House meeting held on 4<sup>th</sup> November 2008 had been circulated. M Taggart gave a verbal report back on the Adams House Meeting held prior to today's Board Meeting as follows.

- Problem that has developed over the past few years is, students leaving hostel at end of term 3 and it is too late in the year to replace them so there is a funding shortfall. It has been suggested, to counteract this, there be a flat payment of the fee over the first three terms and no payment in term 4. Direct debit of fees due to some being late at paying these. If payment is not received at a designated date during the term the Headmaster to write to those concerned and say that they must be paid before the student returns at the beginning of the next term.
- Draft budget for 2009 was reviewed. Budget is showing a net surplus for the year of \$17,730.
- Next meeting will discuss the additional cost of building renovations for R Taylor's house. This has gone over budget and the amount of the over budget to be brought to the Board for approval at the next meeting.

**7. AUDIT COMMITTEE-** The following policies were circulated,

- Student Assessment
- International Fee Paying Students
- School Donations
- Civil Emergency
- Administration

**Motion: Moved S Davidson Seconded J Brady**

*That the above policies be ratified by the Board subject to small alterations noted at the meeting*

**Carried**

**8. CALENDAR AND COMMUNICATION PLAN-** P McWilliam to bring a draft of the 2009 plan to the February meeting.

**Action: P McWilliam- Draft of the Calendar and Communication Plan for 2009**

**9. CBHS PTA-** Did not meet in December.

**Action: The Secretary to redo the Board roster for 2009 and email out.**

**10. GENERAL BUSINESS**

- At the February meeting (first meeting of 2009)
- Review composition of the Board committees.
- Elect Chairperson, Deputy Chairperson for the 2009 year.
- School December newsletter article from the Chairperson of the Board saying the Board would welcome approaches to current Board members in the new year regarding parents being interested in possible cooption to the Board in 2009.

**11. Next Meeting Dates**

Adams House- Wednesday 18<sup>th</sup> February 2009 at 3pm  
Resources Committee- Wednesday 18<sup>th</sup> February at 4.30pm  
Board of Trustees – Tuesday 24<sup>th</sup> February at 4.30pm

The meeting closed at 6.00pm.

**APPROVED** .....**CHAIRPERSON**.....**24 February 2009**