



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.30 PM
ON TUESDAY 24 FEBRUARY 2009
IN THE LIBRARY CLASSROOM OF THE SCHOOL

By Who	Action	Reference	Due
Headmaster/Secretary	To provide a list of the Delegated Authorities for the next meeting	1.3	March
BOT	A separate Board meeting be held to go through these including the learning framework and the revisiting of the 10 year property plan.	1.6.1	March
Chairperson, Headmaster, Secretary	To circulate some dates for an evening meeting starting at 4.30pm.	1.6.1	March
Appraisal Committee	To meet to set up the Appraisal process/ action plan for 2009 for the Headmaster	1.6.2	March
J Brady	Steering Committee Report, re The development office carried over to March	1.6.3	March
S Davidson	To verify policies and to be placed on the school website.	1.6.4	March
Headmaster	To report back at the March meeting on what is in place for Health Curriculum	1.6.5	March
P McWilliam	to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval	1.6.6	March
Audit Committee / S Davidson	To review Electronic Surveillance Policy and bring back to Board for ratification	1.6.7	March
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	1.6.8	March
Adams House Committee	Over budget amount of Hostel Manager's home alterations for Board approval.	1.6.9	March
P McWilliam	Draft of the Calendar and Communication Plan for 2009. Still some dates to confirm. This will be circulated to Board members.	1.6.10	ASAP



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 4.30 PM

ON TUESDAY 24 FEBRUARY 2009
IN THE LIBRARY CLASSROOM OF THE SCHOOL

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

IN ATTENDANCE Mrs A Johnston (Secretary), Mr P McWilliam (Deputy Headmaster)
Observers – M Jordan and D Laing

1. ADMINISTRATION MATTERS

S Davidson took the Chair in M Taggart's absence.

1.1 Election of Chairperson

The Secretary took the Chair and called for nominations

Motion: Moved A McPhail Seconded L Dunn

That M Taggart be nominated as the Chairperson of the Board of Trustees.

Carried

There being no further nominations, M Taggart was duly elected.

Election of Deputy Chairperson

Motion: Moved S Davidson Seconded H Tam

That J Brady be nominated as Deputy Chairperson of the Board

Carried

There being no further nominations, J Brady was duly elected

B Keen joined the meeting at 4.35pm

1.2 Board of Trustee Committee Representation

The list of Committees and members on them was reviewed.

Motion: Moved B Keen Seconded A McPhail

That the Committee list of roles and responsibilities as reviewed be approved

Carried

1.3 Delegated Authorities

Motion: Moved Chairperson

That the confirmed delegated authorities at present in place remain. A list of these authorities to be made available for the March meeting.

ACTION Headmaster/Secretary to provide a list of the Delegated Authorities for March meeting

1.4 Apologies – M Taggart for lateness

J Brady for absence

Motion: Moved Chairperson

That the apologies be accepted.

Carried

1.5 Confirmation of Minutes

Motion: Moved T McIntyre Seconded A McPhail

That the minutes of the Board of Trustees meeting held on 19th December 2008, having been circulated, be approved as a true and correct record of that meeting.

Carried

1.6 Matters Arising

1.6.1 Board Self Review Results, Strategic Plan – Agreed a separate Board meeting be held to go through these including the learning framework and the revisiting of the 10 year property plan. Chairperson, Headmaster and Secretary to circulate some dates for an evening meeting starting at 4.30pm.

- 1.6.2 Appraisal Committee** – Appraisal Committee to meet to set up the process/ action plan for 2009.
- 1.6.3 J Brady** – Steering Committee Report, re The development office carried over to March.
- 1.6.4 S Davidson**- to verify policies and to be placed on the school website. Carried over to March.
- 1.6.5 Headmaster** – Consultation with community regarding review of health curriculum. Headmaster to report back at the March meeting on what is in place.
- 1.6.6 P McWilliam** - to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval. P McWilliam to send to S Davidson. Carried to March.
- 1.6.7 Audit Committee/ S Davidson** - to review Electronic Surveillance Policy and bring back to Board for ratification. Carried forward to March.
- 1.6.8 Audit Committee** – Review of Draft School Committee Relationship and Safety Policy. Carried forward to March.
- 1.6.9 Adams House Committee** - Over budget amount of Hostel Manager's home alterations for Board approval – figure not yet available. Carried forward to March.
- 1.6.10 P McWilliam** - Calendar and Communication Plan for 2009. Still some dates to be confirmed. P McWilliam will circulate to Board members asap.
- 1.6.11 Secretary** - To redo roster for Board members to attend PTA meetings 2009. Actioned and emailed out.

1.7 Correspondence

Inwards

- CES form for Board members to complete if they would like their BOT fees direct credited.
- Education Review Office (20/2/09) copy of revised ERO report.
- Canterbury STA, Membership fee 2009 \$150 – approved

Outwards

- Letters giving Board approval for funding applications

Motion: Moved T McIntyre Seconded B Keen

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

2. STRATEGIC GOALS – To be discussed at the Board special meeting to be set.

3. HEADMASTER'S REPORT

A written report had been circulated. T McIntyre spoke to the following:

3.1 Staff Leave Request

Stephen Dods – 1 year

Delia Arnold – 2 months

Motion: Moved S Davidson Seconded A McPhail

That leave without pay as requested above be approved

Carried

3.2 Staffing Levels

The school is fully staffed

3.3 Enrolments

Roll numbers as at 18/2/09

Year 9 261

Year 10 256

Year 11 273

Year 12 266

Year 13 223

Total 1279 (GMFS – 1257)

International Students- 61(expect this number to grow during the year)

3.4 NCEA Results and Data

This information at years 11, 12, 13 was provided and discussed. It was noted that the school results are well above other schools of a similar decile.

P McWilliam is in the process of collecting data at year 9 and 10 and will make this available to the Board.

School management are working on an action plan on further work required of students based on the results achieved.

3.5 Cambridge Results

These were noted and especially the two students identified as top performing students in New Zealand. T Burgess – AS level Top in World - Mathematics and J Ralston –A level Top in World - Thinking skills.

3.6 Scholarship Results

The results for 2008 were noted, 14 scholarships received and 2 outstanding scholarships.

3.7 Attachments to the Headmaster's Report

3.7.1 Youth Apprenticeship Scheme information (tied in with Gateway programmes)

3.7.2 Variation to Contract for the provision of services for ICT PD cluster programme between the Ministry of Education and Christchurch Boys' High school. Noted this is the third year of the contract and the school works in conjunction with Shirley Boys' High School and St Bedes College.

3.7.3 Itinerary for the Christchurch Boys' High School Squash Tour December 2009 – January 2010. New York / Edinburgh. Noted this tour has already been approved by the Board but was providing the Board with full tour details.

3.7.4 CBHS Rugby Tour 1/7/09 – 16/7/09 to Argentina.

Motion: Moved T McIntyre Seconded A McPhail

That the CBHS Rugby Tour to Argentina from 1/7/09 – 16/7/09 be approved and the Board note that the full documentation regarding the tour has to be submitted to them and reviewed.

Carried

3.7.5 Board View- Ministry of Education newsletter keeping Boards up to date

3.7.6 Note from A Tolley- New Minister of Education

Motion: Moved T McIntyre Seconded B Keen

That the Headmaster's Report be accepted.

Carried

4. RESOURCES

The Minutes of the Resources meeting held on 18th February 2009 and the Financial Statements (Interim Report) for the period ended December 2008 had been circulated.

The following was discussed.

4.1 Interim Result for the year – Operating Deficit (\$78,769) but a refund of approximately \$65,000 is expected for heat, light and power but this will not be received until the middle of the year.

4.2 Property – A written report had been circulated from M McClurg showing the following,

- Caddick Block Lift final cost -\$448,900 (MOE funded)
- Tui Street Fence – Tenders have been sent out and closed 19/2/09
- 5YP- 10YP property plan to be updated
-

Motion: Moved B Keen Seconded L Dunn

That the Resources minutes be accepted.

Carried

5. ADAMS HOUSE

The minutes of the Adams House meeting held on 18 February 2009 had been circulated.

The following was noted,

- Hostel Hire is at an all time high
- A computerised leave system has been installed

- Building Development – Vision for Adams House. Report was presented and R Taylor is to obtain some costing re swimming pool, house renovations to accommodate families, and the balcony in A Block to be turned into a conservatory.

Motion: Moved S Davidson Seconded H Tam

That the Adams House Report be accepted.

Carried

6. AUDIT COMMITTEE – Nil

7. CALENDAR AND COMMUNICATION PLAN REVIEW

P McWilliam advised of the following events and functions at the school,

- Athletics Sport 26/2/09
- PTA AGM
- Work day – 13 March
- At today's Assembly a group of ten students and 4 teachers from Mosso Northern Italy were in attendance. A film is being made and the reason for the assembly and the programme while this group were here was explained.

8. BOARD SELF REVIEW – Nil

9. DEVELOPMENT OFFICE – Nil

10. CBHS PTA

There was a large number of parents at the first meeting this year.

M Taggart joined the meeting at 5.45pm

11. FUNDING APPLICATIONS

The following applications required Board approval,

NZ Community Trust	\$3,000	Trailer for Outdoor Education
Pub Charity	\$8,000	10 Data Projectors for classrooms
Trillian Trust Inc	\$2,500	Gymnastics mats for Gymnasium
Eureka Trust	\$2,000	Soccer Balls and equipment
Mainland Foundation	\$2,000	AMI Stadium hire for Rugby Tournament 2009
Youthtown	\$6,000	Bowling machine for junior cricket
Air Rescue Services LTD	\$2,000	Football playing uniforms for junior students

Motion: Moved A McPhail Seconded S Davidson

That the above applications be approved

Carried

12. GENERAL BUSINESS

12.1 Education Review Office Written Report

The Headmaster and Chairperson met with I Sinclair- Irwin in response to the Board letter sent asking for some clarification. They pointed out that they were unhappy with the variation between the verbal report back and the first written report received.

The Headmaster tabled a copy of the revised report (just received) and the Board need to respond to ERO within a fortnight whether they accept it.

It was agreed that the Board take this away and feedback any comments to the Chairperson/ Headmaster within the next week.

12.2 Dates for 2009

The Board discussed meeting dates for 2009 and it was agreed that the Board meeting be on the last Tuesday of the month commencing at 6.30pm and the Adams House and Resources meeting be the week before except where there are 5 Tuesdays and these two meeting would be on the 3rd Tuesday of the month.

13. NEXT MEETINGS

Adams House	17 th March 2009 at 3pm
Resources	17 th March 2009 at 4.30pm
Board of Trustees	31 st March 2009 at 6.30pm

14. 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:-

<i>General subject of each matter to be considered</i>	<i>Reasons for passing this resolution in relation to each matter</i>	<i>Ground(s) under Sections 48 (1) for the passing of this resolution</i>
<i>Hostel matter</i>	<i>Good reason to withhold exists under Section 7</i>	<i>7 (2) (a) 48 (1) (a)</i>

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

The meeting closed at 6.15 pm.

APPROVED31 March 2009
CHAIRPERSON