



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.30 PM
ON TUESDAY 31 MARCH 2009
IN THE LIBRARY CLASSROOM OF THE SCHOOL

By Who	Action	Reference	Due
Headmaster /J Brady	Steering Committee re The Development Office to meet with Old Boys' Association and Te Kura Trust	1.3.1 (3JUL08-9.1)	April
S Davidson	To verify policies and to be placed on the school website.	1.3.2 (3JUL08-9.3)	April
Audit Committee / S Davidson	To review Electronic Surveillance Policy and bring back to Board for ratification	1.3.3 (8SEP08-3.2)	April
P McWilliam	to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval	1.3.4 (8SEP08-6.1)	April
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	1.3.6 (DEC08-3.5.8)	April
Adams House Committee	Over budget amount of Hostel Manager's home alterations for Board approval	1.3.7 (DEC08- 6.)	April
Appraisal Committee	Appraisal Committee to meet to set up the process/ action plan for 2009. Chairperson need to complete 2008 appraisal and action 2009 – this to be undertaken after Special Board meeting	1.3.10 (FEB09-1.6.2)	April
Headmaster	to bring recommendation re Board's contribution to Long Service Staff Policy	2.	April
S Davidson	to draft Donations / Development Report and email to T McIntyre.	3.	ASAP
Headmaster	progress re updating school website	9.1	ASAP



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.30 PM

ON TUESDAY 31 MARCH 2009

IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr M Taggart (Chairperson), Mr T McIntyre (Headmaster), Mrs J Brady
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 – Mrs L Todd

1. ADMINISTRATION MATTERS

1.1 **Apology** – Mr B Keen (for leaving early)

Motion: Moved Chairperson
That the apology be accepted.

Carried

1.2 **Confirmation of Minutes**

Motion: Moved M Taggart Seconded L Dunn

That the minutes of the Board of Trustees meeting held on 24 February 2009, having been circulated, be approved as a true and correct record of that meeting.

Carried

1.3 Matters Arising

1.3.1 **Development Office** – (3JUL9.1) J Brady / Steering Committee tabled two possible options for progressing this and the following was discussed:

- Next step consult with Old Boys' Association / Te Kura Trust on the models suggested and the investment required.
- Fundraising dollar is down 20% at present and more people are seeking funding. Could be a good time to progress this initiative as there is a valid reason for asking for funds.
- Would be 18 months before any return.
- Concern that there is no funding provided in the 2009 Board of Trustees Budget and there is no spare funds available.
- School has to decide what it is prepared to invest.
- The Headmaster to find out from other schools the process they went through to set up a Development Office.
- It was agreed that the Headmaster and J Brady meet with the Old Boys' and Te Kura by middle of April to discuss options.

ACTION: Headmaster / J Brady to meet with Old Boys' Association and Te Kura Trust re Development Office. April

1.3.2 **Policies / Website** – (3JUL9.3) S Davidson to verify policies and to be placed on the school website. Carried over to April.

1.3.3 **Electronic Surveillance Policy** – (8SEP3.2) Audit Committee to review and bring back to Board. Actioned – Carried forward – April for ratification.

ACTION: Audit Committee to bring Electronic Surveillance Policy to Board meeting for ratification. April

1.3.4 **Harassment Policy** – (8SEP6.1) Audit Committee to review and bring back to the Board for approval. Actioned - Carried forward – April for ratification.

ACTION: Audit Committee to bring Harassment Policy to Board meeting for ratification. April

- 1.3.5 Health Curriculum** – (FEB1.6.5) Headmaster re consultation with community regarding review of health curriculum, to report back at the March meeting. Headmaster advised he has spoken to Nathan Walsh and he will be undertaking the same process as two years ago, an on line survey and a public information evening for parents to be held in Term II
- 1.3.6 School Committee Relationship and Safety Policy**– (DEC3.5.8) Audit Committee to Review draft. Carried forward to April.
- 1.3.7 Hostel Manager's Home Alterations** – (DEC6.) Adams House Committee over budget amount of alterations for Board approval – figure not yet available. Carried forward - April.
- 1.3.8 Calendar & Communications Plan 2009** – (DEC8.) P McWilliam - Circulated with tonight's Board papers.
- 1.3.9 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 YR Property Plan. Chairperson, Headmaster and Secretary to circulate some dates for an evening meeting starting at 4.30pm. Dates to be set tonight.
- 1.3.10 Principal's Appraisal** – (FEB1.3.2) Appraisal Committee to meet to set up the process/ action plan for 2009. Chairperson need to complete 2008 appraisal and action 2009 – this to be undertaken after Special Board meeting. April

1.7 Correspondence

Inwards

- Various circulars and general information.

Outwards

- New Zealand Community Trust – Board approving application for \$2,000 for accommodation and playing shirts for the finals of the New Zealand Community Trust Cricket Competition in Taupo 23 -26 March 2009.

Motion: Moved A McPhail Seconded H Tam

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

2. HEADMASTER'S REPORT

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

NAG 1 Curriculum Assessment & Reporting

Curriculum Coverage

Non Achieving – at Risk – Special Needs – Maori

Tu Kanohi Ora programme has been initiated for 2009. 25 students will be on an intensive mentoring programme to support them to tertiary training.

NAG 2 Strategic Plan, Review, Policies, Community

- The Analysis of Variance for 2008 – this had been circulated and the targets and the progress towards them was discussed at the Board meeting. Headmaster reported that most targets had been achieved but there are some that are a 'work in progress' and some that were not achieved.
- Education Review Office – The letter of response to the Review Co-ordinator (26/03/09) was circulated for Board information. The Headmaster thanked the Board for their feedback. To date he has not heard back from ERO.

NAG 3 Personnel & Staffing

Staff Leaving

- L Dunn has resigned to take up the position of Deputy Principal at Tikipunga High School. The Board congratulated Lindsay on his appointment and thanked him for the contribution he has made while at the school and as the Staff Trustee on the Board.
- By-Election for Staff Trustee

Motion: Moved M Taggart Seconded S Davidson

That the Board appoint Anne Johnston as Returning Officer for the Staff Trustee By-Election. Carried

- Richard Harrison has formally resigned his position. Richard has been teaching at the school for 30 years. A presentation is to be made to him on Wednesday 8 April at 11am.
Board members were asked if they could also attend.

Staff Achievements

- Wayne Waller has been accepted on to the Aspiring Principals' programme.

Board Contribution to Long Service Staff Policy

The present policy was circulated and it was agreed that the amount contributed by the Board had not been reviewed for a number of years. The Headmaster to bring back to the Board a recommendation on the value of the Board's contribution to the next meeting.

ACTION: Headmaster to bring recommendation re Board's contribution to Long Service Staff Policy – April.

NAG 4 Finance

See Resources Committee Minutes

NAG 5 Property

See Resources Committee Minutes

NAG 6 Health & Safety

The Headmaster reported on 4 student Stand-downs – 3 for 2 days and 1 for 1 day. The were for assault on a student / theft.

NAG 7 Compliance

Enrolment Scheme

- Suggested amendments to the Enrolment Scheme for 2010 were tabled and discussed.
- Noted that applications for 2010 'out of zone' places for YR9 must be received by 31 July 2009 and for YRs 10-13 by 9 October 2009.
- It was noted that the following number of places are likely to be available for 'out of zone' students in 2010.
YR9 – 20 YR12 – 10 YR13 – 10
In all cases the exact number of places will depend on the number of applications from students who live within the school's zone.
- If a ballot for 'out of zone' places is required, this will be held on 5 August 2009 for YR 9 and 14 October for Yrs 10-13 and a waiting list will be established for unsuccessful candidates.

Motion: Moved T McIntyre Seconded L Dunn

That the Enrolment Document presented to the meeting be used as discussed and the numbers and dates as set out above be the Enrolment Scheme for 2010.

Carried

YR9 Enrolment Trends

- This information since 2002 - 2009 was set out showing the March 1 Roll, Total Roll, Priority, No Priority, Hostel numbers

Ministry Letter

re Application for a Temporary Maximum Roll Increase from the Proprietor of Middleton Grange School

The current maximum roll is 1140 and the Proprietor has applied for a temporary maximum roll increase to 1200 students. The letter was discussed and the Board agreed that this increase in numbers would not effect CBHS.

School Roll Projections (retaining a roll of approximately 1300 students)

This information from 1998 through to predictions up to 2012 was circulated for Board information.

Leavers Destinations

A graph showing students from 1994 – 2008 who had gone on from the school to undertake degrees, attend polytechs, apprenticeships, employment, other Christchurch Schools and other New Zealand Schools was set out for Board information.

Board View

Newsletter Included in the Education Gazette. A copy of this newsletter was circulated for Board information.

Annual Return at Secondary Schools as at 1 March 2009 (RS40)

This return which has been sent to the Ministry of Education was tabled for Board information and noted.

Funding Applications

Motion: Moved T McIntyre Seconded H Tam

That the following applications be approved for submission to various funding organisations:

Agency	Value	Use
NZ Community Trust	\$3,000	Wet Weather Gear for 1 st XV Rugby Team
The Trust Charitable Foundation	\$2,000	Uniforms for Junior Football teams at CBHS
Caversham Foundation	\$1,000	Hire of Mini Bus for 1 st XI Football team going to Nelson for the NZ Tournament in August
Air Rescue Services Ltd	\$400	Hire of 12 seater van for our Squash team travelling from Palmerston North to Wellington to catch the plane
Mainland Foundation	\$2,673	Hire of coach for Press Cup to go to Waimea College 29 May & West Coast High School on 12 June 2009.
Trillian Trust	\$2,000	Towards cost of Gym Mats
First Sovereign Trust	\$5,000	One man Scrum Machine for Rugby
Pub Charity	\$3,000	Towards accommodation for the Cross Country Team going to Nelson 20 June for the New Zealand Secondary Schools Cross Country Championships

Carried

Other

International Students

There are 56 FTE's in the school at present (budget set at 55).

B Keen left the meeting at 7.25pm.

Motion: Moved T McIntyre Seconded L Dunn

That the Headmaster's Report and attachments to it be accepted.

Carried

3. RESOURCES

The Minutes of the Resources meeting held on 17 March 2009 had been circulated. Draft YR End Accounts – 31 December 2008, these had been circulated and noted the operating deficit for the year was (\$131,766) compared with a forecast of (\$133, 157). and the Financial Statements (Interim Report) for the period ended December 2008 had also been circulated.

Operational funding – The Headmaster tabled two documents:

- Polson Hicks and the Ministry of Education Survey on funding for New Zealand schools, for Board information

Report on Budget Actions from Board (discussed at February's Resources Meeting)

- on a surplus of 5%
- School fees increase 2010
- Donations / development – S Davidson to draft this report and forward to T McIntyre.

ACTION: S Davidson to draft Donations / Development Report and email to T McIntyre. ASAP

Motion: Moved Chairperson

That the Resources minutes which had been circulated be accepted.

Carried

4. ADAMS HOUSE

The minutes of the Adams House Hostel meeting held on 17 March 2009 had been circulated.

- 5. AUDIT COMMITTEE –** S Davidson advised there was nothing to report at this stage and will report further next meeting.

6. CALENDAR AND COMMUNICATION PLAN

The 2009 Calendar had been circulated and P McWilliam discussed forthcoming events.

- 7. DEVELOPMENT OFFICE –** Covered in Matters Arising

8. CBHS PTA

A McPhail attended the March meeting and advised the PTA is well supported and attendance is good. Election of officers to the various committees was undertaken.

9. GENERAL BUSINESS

9.1 School Website

Noted that this is well out of date. The Headmaster advised a group is being developed within the school to look at how to manage updating the website and maintaining the latest information on the Website.

ACTION: Headmaster progress re Website re updating school website.

10. NEXT MEETINGS

Special Meeting of the Board Monday 20 April 2009 at 4pm – 8pm
Resources Tuesday 21 April 2009 at 4.30pm
Board of Trustees Tuesday 28 April 2009 at 6.30pm

11. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

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>Student matters</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 8.00pm.

APPROVED**28 APRIL**
2009

CHAIRPERSON