



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES

**HELD AT 6.30 PM
ON TUESDAY 28 APRIL 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	1.4.1 (3JUL08-9.1)	June
S Davidson	To verify policies and to be placed on the school website.	1.4.2 (3JUL08-9.3)	May
Audit Committee / S Davidson	To review Electronic Surveillance Policy and bring back to Board for ratification	1.4.3 (8SEP08-3.2)	May
P McWilliam	to take Harassment Policy to the Audit Committee for review and bring back to the Board for approval	1.4.4 (8SEP08-6.1)	May
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	1.4.5 (DEC08-3.5.8)	May
Adams House Committee	Over budget amount of Hostel Manager's home alterations for Board approval	1.4.6 (DEC08- 6.)	May
Appraisal Committee	to meet to set up the process/action plan for 2009 Principal's Appraisal. Chairperson need to complete 2008 appraisal and action 2009 – this to be undertaken after Special Board meeting	1.4.7 (FEB09-1.6.2)	May
Board	further work on Strategic Goals 2010 – 2013	1.4.8 (MAR1.3)	May
Headmaster	to bring recommendation re Board's contribution to Long Service Staff Policy	1.4.9 (MAR2.)	May
S Davidson	to draft Donations / Development Report and email to T McIntrye.	1.4.10 (MAR3.)	May
Headmaster	progress re updating school website	1.4.11 (MAR9.1)	May
Resource Committee	review revised 2009 Budget and report back to the Board.	4.	May
Board members	response to ERO final report.	10.2	May
P McWilliam	to advise the date for the CBHS Vision Committee meeting to progress.	10.4	ASAP
Secretary	Co-option to the Board on the agenda	10.5	May



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.30 PM

ON TUESDAY 28 APRIL 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)

1. ADMINISTRATION MATTERS

1.1 Apologies – Nil

1.2 Confirmation of Minutes

Motion: Moved M Taggart Seconded L Dunn

That the minutes of the Board of Trustees meeting held on 31 March and 20 April 2009 having been circulated, be approved as a true and correct record of those meetings.

Carried

1.3 Strategic Goals 2010 – 2013

The Board discussed the following goals:

- Excellence in Learning
- Attract, Grow, and Retain Outstanding Teaching and Support Staff
- Excellence in Educational Achievement

Still further goals to review. School Management to obtain feedback on the above three draft goals and the Board further work on the goals at the May meeting.

ACTION: Board further work on Strategic Goals 2010 – 2013 at May meeting.

1.4 Matters Arising from the Previous Minutes

The matters arising were carried forward to the next meeting. (See Action list attached.)

2. CORRESPONDENCE

Inwards

Ministry / NZSTA Circulars – circulated to all BOT members

Outwards

Board approval for Funding Applications

Motion: Moved A McPhail Seconded H Tam

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

3. HEADMASTER'S REPORT

A written report had been circulated. The following matters were discussed:

NAG 1 Curriculum Assessment & Reporting

Curriculum Coverage

Non Achieving – at Risk – Special Needs – Maori

20 young men completed a Life Skills course at Burnham over a long weekend in the holidays. These young men were from a variety of backgrounds and the course was paid for out of the school's Targeted Funding Pool. The course was very well received by those students who participated.

Report Evenings

Interim reports were sent out at the end of Term I for YR9 – 11 students.

- Full reports for seniors go out beginning of Term II.
- Parent Teacher evenings are being organised for early Term II.

NAG 3 Personnel & Staffing

Recruitment

A replacement for Lindsay Dunn who leaves at the beginning of Term II is being progressed.

Professional Development

All staff will participate in the PPTA Whole Day Professional Development on the New Zealand Curriculum in May.

Conditions of Work

School Management are still working through the Break Legislation requirements with staff and PPTA representatives.

Staff Achievements

3 staff are attending the International Boys' School Conference in Hastings in July. All 3 are presenting Workshops – the most of any school in New Zealand.

- Richard Taylor (Hostel Management)
- Linda Pears (Gifted & Talented)
- Lila Price (Business Partnerships for Learning)

NAG 6 Health & Safety

Suspensions & Stand-downs

2 Students were suspended at the end of Term I with regard to drugs.

Attachments to the Headmaster's Report

- Teaching & Learning Goal discussion paper.
- Information on Determination of Policies relating to future revenues.
- MOE Board Training and Support Programme available in July
Any Board members who would like to be involved to advise the Headmaster.
- NZ Education Gazette Article - Board View

Motion: Moved Chairperson

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

Carried

4. RESOURCES

The Minutes of the Resources meeting held on 21 April 2009 had been circulated and noted. Including:

- Financial Statements as at March 2009.
- Revised 2009 Budget
- Summary of Changes to the Budget since the November 2008 Draft.

The revised budget information had been emailed to Board members and was referred to the Resources meeting for consideration at their 19 May 2009 meeting.

ACTION: Resources Committee review revised 2009 Budget and report back to the Board. May

Motion: Moved Chairperson

That the Resources minutes which had been circulated be accepted.

Carried

5. ADAMS HOUSE

- Have not met.
- The Parents' Association AGM was held Sunday 26 April 2009 and there was a excellent turnout of parents.

6. AUDIT COMMITTEE – Nil

7. CALENDAR AND COMMUNICATION PLAN

Board reminder of the following events:

- Monday 18 May 2009 Founders' Day – Altiora Peto Assembly – Old Boys' 10.30am.
- Thursday 28 May 2009 Open Day – 4-7pm.
- Friday 1 May 2009 10.50am - Farewell Morning Tea for L Dunn (Board members invited to attend).

8. DEVELOPMENT OFFICE – T McIntyre and J Brady to have a report for the June meeting.

9. CBHS PTA

T McIntyre to be the Board representative at the meeting next week. M Taggart may also be able to attend.

10. GENERAL BUSINESS

10.1 L Dunn

The handing over of L Dunn to take up the position as Deputy Principal at Tikipunga High School. The Headmaster, H Matthews and H Tam will be accompanying L Dunn to his new position on Monday 4 May 2009.

10.2 ERO REPORT

A final copy to go on the Website. Any response from Board members to the final copy to be discussed at the May meeting.

ACTION: Board members response to ERO final report. May

10.3 Pandemic Response Plan

The Headmaster advised the Board that there is a plan in place if it is required.

10.4 Develop the Vision for CBHS

C Le Cren has offered to help with this. The Board members to be on the Committee to

- be as follows:
- J Brady
 - B Keen
 - A McPhail
 - H Tam

ACTION: P McWilliam to advise the date for the CBHS Vision Committee meeting ASAP

10.5 Co-option to the Board

Some parents have expressed interest and this to be an agenda item for the May Board meeting.

ACTION: Co-option to the Board on the agenda for May Board meeting. Secretary

11. FUNDING APPLICATIONS

Motion: Moved T McIntyre Seconded B Keen

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

Agency	Value	Use
Pub Charity	\$5,000	Purchase One Man scrum Machine with Digital Readout
Trillian Trust	\$6,900	Purchase Vacuum Former for Metal Workshop
NZ Community Trust	\$6,000	Purchase a bowling machine for the cricket teams
Lion Foundation	\$15,000	Airfares to LA for the Squash team
Youthtown Foundation	\$2,500	hire of bus for the Athletics team in Nelson
The Trust Charitable Foundation	\$4,000	Towards the cost of accommodation for U15 Rugby in New Plymouth
Caversham Foundation	\$2,000	Squash Coaching
First Sovereign Trust	\$2,000	Football balls and training equipment
Eureka Trust	\$2,000	Rugby Balls
The Trust charitable Foundation	\$3,000	Accommodation for the Cross Country team travelling to Nelson
Air Rescue Service Ltd	\$4,000	Squash Playing Equipment

Carried

12. BEST WISHES – L Dunn

The Board extended their very best wishes to L Dunn in his new position at Tikipunga High School and thanked him for the contribution he has made while at CBHS.

13. 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>Approve Minutes</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

14. NEXT MEETINGS

Adams House	Tuesday	19 May 2009 at 3.00pm
Resources	Tuesday	19 May 2009 at 4.30pm
Board of Trustees	Tuesday	26 May 2009 at 6.30pm

The meeting closed at 9.00pm.

**APPROVED26 MAY
2009**

CHAIRPERSON