



# CHRISTCHURCH BOYS' HIGH SCHOOL

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

HELD AT 6.30 PM  
ON TUESDAY 26 MAY 2009  
IN THE LIBRARY CLASSROOM OF THE SCHOOL

By Who	Action	Reference	Due
Chairperson	To complete ERO questionnaire and return	2	ASAP
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)	June
Audit Committee	To review Electronic Surveillance Policy and bring back to Board for ratification	1.4.3 (8SEP08-3.2)	June
Audit Committee	Harassment Policy to be reviewed by the Audit Committee	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)	June
Adams House Committee	Over budget amount of Hostel Manager's home alterations for Board approval	1.4.6 (DEC08- 6.)	June
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)	June
Board	further work on Strategic Goals 2010 – 2013	1.4.8 (MAR1.3)	June
Headmaster	to bring recommendation re Board's contribution to Long Service Staff Policy	1.4.9 (MAR2.)	June
Headmaster	Update on progress re updating school website	1.4.11 (MAR9.1)	June
P McWilliam	to advise the date for the CBHS Vision Committee meeting to progress.	10.4	June
P McWilliam	Update on New Zealand Curriculum	4	June
Board	Develop a position around management of hostel funds	5	July
Hostel Committee	Update Terms of Reference	5	July
B Keen	B Keen organise meeting of the Grounds Committee to bring back a recommendation to mapping a pathway forward re the sports fields	6.4	June
T McIntyre	To invite M McClurg to join the June Resources Meeting	6.4	ASAP



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.30 PM

ON TUESDAY 26 MAY 2009

IN THE LIBRARY CLASSROOM AT THE SCHOOL

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

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

### 1. ADMINISTRATION MATTERS

#### 1.1 Apology – Mrs J Brady

**Motion: Moved Chairperson**

*That the apology be accepted*

**Carried**

#### 1.2 Confirmation of Minutes

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held 28<sup>th</sup> April 2009, having been circulated, be approved as a true and correct record of that meetings.*

**Carried**

### 2. CORRESPONDENCE

#### *Inwards*

- 21/4/09 PPTA – Employment Relations Education Leave – advice that under the provisions detailed in Section 74 of the Act there is an entitlement of 11 days of Employment Relations Education Leave available for members at CBHS.
- 27/4/09 St Thomas of Canterbury College advising that they intend to lodge an application with the Ministry of Education for a permanent increase in maximum roll from 525 to 620.

**Motion: Moved Chairperson**

*That the Board does not intend to object to this increase in roll application*

**Carried**

- 27/4/09 A letter from a parent of a year 12 student re the school curriculum. The Headmaster advised he has responded to this letter.
- 31/3/09 ERO – enclosing a copy of the Confirmed Education Review Report including a Community page and a questionnaire. The Chairperson to complete the questionnaire and return.
- PPTA News

**ACTION: Chairperson to complete ERO Questionnaire and return.**

#### *Outwards*

- Letters to various funding agencies advising Board approval for the school's applications.

**Motion: Moved M Taggart Seconded B Keen**

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

### 3. MATTERS ARISING

**3.1 (1.4.10APR)** S Davidson to draft Donation/ Development Report and email to T McIntyre – actioned at tonight's meeting.

**3.2 (1.4.11APR)** Headmaster – progress re updating school website. Headmaster has spoken to technicians and they are going through the website page by page.

**3.3 (4APR)** Resources Committee to review revised 2009 Budget and report back to the Board. Covered under Resources at tonight's meeting.

**3.4 (10.5APR)** Co-option to the Board on the agenda – discussed at tonight's meeting.

#### 4. HEADMASTER'S REPORT

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

##### 4.1 NAG 1 Curriculum

The recent NZQA final data information was circulated with the Headmaster's report and was discussed and noted.

##### 4.2 NAG 3 Personnel and Staffing

###### Staffing Recruitment

It has been difficult to fill the position left by L Dunn and temporary cover has been put in place and the position will be advertised later in the year.

###### Professional Development

ICT PD is continuing this year and last Thursday staff all attended a Canterbury wide "Jumbo Day" on the New Zealand Curriculum.

P McWilliam to provide an update on status of the progress re the New Zealand Curriculum at the June Board meeting.

###### Conditions of Work

School Management continue to develop a model that meets the lunch break provisions of the new Act.

###### Health and Safety

Preliminary requests were brought to the Board for the following trips:

- CBHS under 16 football team to attend the Champions Cup on the Gold Coast from 23 September – 4 October 2009.
- Under 16 A rugby team tour to Australia 5-11 July 2009.

###### Motion: Moved Chairperson

*That approval in principle be given for the above 2 trips and full documentation has been requested to be sighted by the Board.*

**Carried**

<b>Action: Board to receive full documentation re sports trips approved in principle at 26/5/09 Board meeting.</b>
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**Student Suspensions and Stand-downs – Nil**

##### 4.3 NAG 7 Compliance

###### Enrolment Scheme

The Enrolment Scheme for 2010 is in place and Open Night is next Thursday.

Letters of offer of place have gone out to 28 (17 brothers) hostel families out of 65 plus applications.

###### Student Absenteeism

The Headmaster said this is a concern due to the fact cheap holiday packages out of school holiday time has increased the request for this leave.

###### Founders Day and Anzac Day

These were both very successful ceremonies.

###### Student Achievement

Ha Young Shin has made the New Zealand Mathematics Olympiad team as a year 11 student - An outstanding effort.

###### Audited Annual Accounts for the Year ended 31 December 2008

The audited accounts have not yet been received. The Headmaster advised that he has received the Auditor's report and letter which states there are no major concerns.

Board expressed concern that they had not yet seen a copy of the full Annual Accounts for the 2008 year.

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

*That the Headmaster's Report and attachments be accepted*

**Carried**

**5. ADAMS HOUSE**

The Minutes of the Adams House meeting held on 19<sup>th</sup> May 2009 were tabled and the following discussed:

**5.1 Foodstuffs Shares**

These should be in the School's name not the Hostel. The auditor has pointed this out and R Taylor is checking with Foodstuffs whether the shares need in fact to be held to obtain a rebate. T McIntyre is also checking this out with the Ministry of Education.

**5.2 Financial Reports**

The Management Reports for March and April had been circulated. At the end of April the Total Operating Year to Date Surplus including external hire income was \$110,900, less budgeted year to date surplus \$43,320, positive variance \$68,580.

**Hostel Occupancy**

There are 131 boys

**5.3 Prep Data-Base**

R Taylor was given approval for expenditure of \$3,000 for the purpose of developing prep data base. This data base will provide daily records on student prep performance. The cumulative records will be readily available for students, parents and staff. The average grade over a 2 week prep cycle will be used to provide both positive acknowledgment and rewards for excellent performance or penalties for those whose performance is below the expected standard. This system will be unique to Adams House and the package may be able to be sold on to other Boarding Hostels/ Schools.

**5.4 Building Development**

Two quotes have been received from building companies for the re development of the House Master's accommodation and the balcony in A Block. R Taylor is discussing one of the quotes received with the building company.

**5.5 Swimming Pool**

For the next Adams House meeting R Taylor is to provide a recommendation re progressing this.

**5.6 Accommodating Additional Students**

R Taylor said there were various potential scenarios for accommodating more students that wish to attend Adams House. The most effective way would be a second floor to C Block at Adams House and this would fulfil the following needs:

- The old end of C Block, which is in need of refurbishment, would be redeveloped.
- An appropriately sized common room area for the year 11 boys could be built
- Additional rooms of approximately 10 beds could be provided which could self fund the entire project.

R Taylor was given permission to further investigate this proposal and bring a recommendation to the June meeting.

**5.7 Hire of Hostel during the April Holidays**

The hire numbers were an all time high. Over one particular 6 day period accommodation for 136 people was provided and over 550 meals per day were made. The July hire group numbers are also going to exceed most vacation periods of previous years.

The Board questioned whether a policy should be formulated re the Hostel contributing to the School fund. This to be an item for the July Board meeting.

**5.8 Terms of Reference for the Hostel**

These to be updated .

**Motion: Moved Chairperson**

*That the Adams House Hostel Minutes and reports be received*

**Carried**

**6. RESOURCES**

The minutes of the Resources Committee meeting held on 19<sup>th</sup> May 2009 had been circulated including the following:

- Operating Statement for the four month period ended April 2009
- The adjusted 2009 budget

**6.1 Operating Statement as at April 2009**

BOT Operating Year to Date Surplus (excluding specific income funds) \$110,048

Add budgeted year to date surplus \$52,130

Variance positive \$57,918

The Schedule of Variances over \$5,000 positive or negative was reviewed and the following positive variances noted:

- Repairs and Maintenance \$4,806
- Teacher Relief \$13,430
- Electricity and Heating \$133
- Overseas net surplus \$5,370
- Donations budgeted \$2,360

Negative Variances

- Human Resources Learning (\$6,765)
- Interest Income (\$ 1,643)

**6.2 Statement of Uncommitted Funds as at 30 April 2009**

This showed funds uncommitted of \$228,230

**6.3 Revised Adjusted 2009 Budget**

This was circulated showing as follows

- Uncommitted Net Surplus per November draft budget \$9,313
- Adjustments since May \$30,799
- Adjusted 2009 Budgeted Uncommitted Net surplus \$40,112

**Motion: Moved B Keen Seconded H Tam**

*That the 2009 Final Budget as presented be approved*

**Carried**

**Tui Street Fence**

Project has not yet been started

**Sports Fields**

The report from OPUS was received today and is now to be referred to the Grounds Committee to bring back a recommendation for the pathway forward. Suggested C Johnston be involved, B Keen to organise.

**Action: B Keen organise meeting of the Grounds Committee to bring back a recommendation to mapping a pathway forward re the sports fields**

**10 YP Plan**

M McClurg to be invited to the next Resources Committee meeting to discuss this plan

**Action: T McIntyre invite M McClurg June Resources meeting**

**6.5 Approval of Funding Applications**

- Pub Charity \$800
- Mainland Foundation \$400
- Lion Foundation \$2,000

**6.6 Resources Committee Terms of Reference 2009**

These were reviewed and amended – copy tabled for Board members information

### **6.7 Determination of Policies Relating to Future Revenue (Paper prepared by S Davidson)**

The Board had previously discussed future revenue and agreed some guidelines should be formulated regarding increasing school donations and the profit to be aimed in determining the school's Annual Budget.

Increase of School Donations

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

*That the Board consider increasing on an annual basis the school donations for the next financial year by a minimum of the inflation rate (CPI)* **Carried**

### **6.8 Budget to have Surplus of 5% of Operating Grant**

#### **Motion: Moved S Davidson Seconded H Tam**

*That the Budget be prepared annually and that the Board aim to make a surplus equating to 5% of the Operating Grant* **Carried**

### **6.9 Funding of Development at the School of way of Voluntary Donations**

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

*That the Board encompass the ability for parents to make donations by adding a note on normal invoice in bold that voluntary donations can be made to aid in the current and future property development of the school and that it would be appreciated if an additional \$500 can be contributed*

**Carried**

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

*That the Resources Committee Report be accepted*

**Carried**

## **7. STRATEGIC GOALS REVIEW**

The Draft Strategic Goals 2010 -2013 reviewed to date had been circulated. There are still 3 or 4 goals to review and it was agreed that a Special Board meeting be held to undertake this. After the goals have all been reviewed, P McWilliam is to organise a meeting with C LeCren to discuss them with representatives of Board, Staff, Students, PTA and Old Boys for comments and then report back to the Board for final approval

## **8. AUDIT COMMITTEE – Nil**

## **9. CALENDAR & COMMUNICATION PLAN**

Update given by P McWilliam

- School open evening Thursday 28<sup>th</sup> May
- CBHS vs Christ College rugby match Wednesday 1<sup>st</sup> July

## **10. DEVELOPMENT OFFICE**

Report back at June meeting

## **11. CBHS PTA**

Next meeting Tuesday 2<sup>nd</sup> June. M Taggart to attend on behalf of the Board

## **12. GENERAL BUSSINESS**

### **12.1 NZSTA Annual Fee**

Secretary has checked with A Uren and the 2009 fee has not been paid to NZSTA only the copyright fee.

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

*That the Board decline joining NZSTA for the 2009 year as they have access to the information they require through other channels.* **Carried**

### **12.2 Funding Applications**

#### **Motion: Moved T McIntyre Seconded H Tam**

*That the following Funding Applications be approved* **Carried**

- The Charitable Foundation Inc \$3,000 – Trailer for Outdoor Education Dept

