



# **CHRISTCHURCH BOYS' HIGH SCHOOL**

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

**HELD AT 6.30 PM  
ON TUESDAY 28 JULY 2009  
IN THE LIBRARY CLASSROOM OF THE SCHOOL**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
S Davidson	To verify policies to be placed on the school website.	1.3.1 (3JUL08-9.3)	Carried Forward AUG
Audit Committee	To audit Electronic Surveillance Policy and bring back to Board for ratification	1.3.2 (8SEP08-3.2)	Carried Forward AUG
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	1.3.3 (DEC08-3.5.8)	Carried Forward AUG
Headmaster	to bring recommendation re Board's contribution to Long Service Staff Policy	1.3.4 (MAR2.)	Carried Forward AUG
Headmaster	to bring 2010 Headmaster Goals	1.3.5 (JUN1.3)	Carried Forward AUG



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.30 PM

ON TUESDAY 28 JULY 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 R Taylor (Staff Trustee), Mrs Liz Todd, Mr M Jordan

**IN ATTENDANCE** Ms K Wilson (Secretary), Mr P McWilliam (Deputy Headmaster)

### 1. ADMINISTRATION MATTERS

1.1 **Apologies** – Mrs J Brady, Mr H Tam (absence)

#### 1.2 Confirmation of Minutes

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held on 30 June 2009, having been circulated, be approved as a true and correct record of that meeting with the following addition:*

*In attendance add: Liz Todd and Mark Jordan*

**Carried**

#### 1.3 Matters Arising

1.3.1 **S Davidson** (9.3-3JUL08) Verify Policies to be placed on the school website.  
Carried Forward August

1.3.2 **Audit Committee** (3.2-8SEP08) to review Electronic Surveillance Policy and bring back to Board for ratification. Carried Forward August

1.3.3 **Audit Committee** (5.8DEC08) to review Draft School Committee Relationship and Safety Policy. Carried Forward August

1.3.4 **Headmaster** (2.MAR) Bring recommendation re Board's contribution to Long Service Staff Policy. Carried Forward August

1.3.5 **Headmaster** (1.3JUN) Headmaster to bring 2010 Goals.

Update: To have an evening for Cashmere YR 8 Parents and students, PTA to organise. Mark Wilson

1.3.6 **Succession Planning** for Board – who is staying on.

#### 1.4 Correspondence

**Inwards** - Nil

#### **Outwards**

- Board Approval Letters for the School to seek funding from a number of organizations

**Motion: Moved Chairperson**

*That the Outwards Correspondence be approved*

**Carried**

### 2. HEADMASTER'S REPORT

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

A vote of thanks to P McWilliam for the very good job he has done managing the Pandemic Plan re Swine Flu and Measles.

#### 2.1 **NAG 2 Strategic Plan, Review, Policies, Community**

The 2009 Action Plan was attached to the Principal's report.

This was discussed and an update given highlighting targets being met.

#### 2.2 **NAG 4 Finance**

Covered in the circulated Resource's Committee Meeting Minutes.

#### 2.3 **NAG 5 Property**

Covered in the circulated Resource's Committee Meeting Minutes.

## 2.4 NAG 6 Health & Safety

### Physical

#### Emergency Procedures

The school is now lock-down capable with the completion of an alarm installation.

#### Evacuation Drill

These are being carried out at regular intervals.

#### Health

- Absentee rate last week of term was moving at about 30%.
- Not many cases of diagnosed Swine Flu.
- 16 cases of Measles reported.
- Working closely with Crown Public Health about tracking students' contacts re measles and information home to parents.
- Website updated regularly.
- Have cancelled 2 dances and assemblies.
- New Caledonia Trip was temporarily cancelled.
- Chile / Argentina trip was shortened due to school in Argentina being closed with Swine Flu.
  - The Rugby Union cancelled the games.
  - CTI has been very supportive re the expenses of the trip being cut short.
- Attendance Week I Term III is back to normal.
- R Taylor reported that 15 – 20 boys were sick at the Hostel and were sent home on Thursday after school, 8 stayed due to length of travel.

#### Suspensions and Stand-downs

2 stand-downs – verbal assault on staff.

## 2.5 NAG 7 Compliance

### Enrolment Scheme

- Enrolments have been steady – 300 at the time of writing.
- Enrolments close the end of this week.
- It is expected that there will be 400-500 applications for this year for 250 spaces.

### March/July Return

1 July 2009 has been completed.

## 2.6 Other

### Visitors

Christchurch Boys' High School hosted four staff from Jian Ping High School in Shanghai last Friday. They hosted the last CBHS China trip group.

### IBSC Conference

- Excellent speakers
- Teacher Appraisal  
This is ongoing.

### Boy's Records from other Schools

- Boys from 71 different schools.
- Information accompanying them varies.
- CBHS does an academic test.
- Traveller Programme is good for social issues – outcomes look positive.
- Does CBHS need a contract with 2 or 3 other schools that the school could be running to share 'Good Practice'.

### Tu Kanahi Ora

- Young Māori in tertiary – mentoring YR10 Maori students.
- Identifying goals, aspirations, problems etc.
- Ngai Tahu is keep to know why Māori is out performing European students at CBHS.
- A parent evening is being planned with Pasifika students.

### Form System

A vertical form system is to be looked at in the future.

## **Motion: Moved Chairperson**

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

**Carried**

### 3. ADAMS HOUSE

The Minutes of the Adams House meeting held on 21 July 2009 were circulated.

Noted that the budget does not come before the Board.

The Terms of Reference had been circulated:

- 1) Policies and Procedures of Adams House Board.
- 2) The Board should see the Annual Property Plan.
- 3) New Capital Budget as part of 5YP Plan.
- 4) Need to have a 10YR Maintenance Plan in place to identify for the future.

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

*That the Hostel Committee draft a 10YPP and a Risk Analysis PP and bring back to the Board by the end of the year.* **Carried**

<b>ACTION: Hostel Committee to draft a 10YPP and Risk Analysis to bring to the Board by end of year.</b>
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- 5) R Taylor to draft a one page maintenance report for Adams House.

**Motion: Moved M Taggart Seconded R Taylor**

*That the Terms of Reference be accepted with discussed additions.*

**Carried**

#### **Building Projects – Financial Viability and Sensitivity Analysis**

##### Projects

- 1) Redevelopment of Housemaster Residence- \$110,000 to put second bedroom in to attract married couples.
- 2) Pool - \$116,000 for the benefit of the boys.
- 3) Balcony Extension - \$20,000 As is unable to use most of the year due to cold. To enclose would give a common room for YR10.

##### Impact on ongoing operating costs of Hostel

- 1) Redevelopment of Housemaster Residence
- 2) Pool
  - Heating \$000 cost
  - Consumables \$4,500 estimated
  - Maintenance \$000 cost
- 3) Balcony Extension

##### Funding Options

A variety of funding options were discussed.

Pool – Discussion was held.

- Areas discussed involved whether Hostel funds could or should be brought into CBHS for maintenance etc.
- It was noted that there is no MOE funding for Adams House. That it has to be self sufficient.
- There has to be enough funds to cover all aspects including improvements for Adams House.
- The Parents have donated money on a regular basis with the intent that it would go into a 'swimming pool' fund.
- The income from external hire of the Hostel should be looked at as designated Hostel funds (not unlike MOE funding for CBHS). The MOE replaces School buildings not Hostels
- It is possible that if there is a legitimate surplus of funds, the parents of Adams House, would not be opposed to loaning CBHS money knowing that it would be repaid.
- Adams House is fairly secure at the moment – in 2009 68 boys applied for 28 places.
- It must be remembered that CBHS students do not pay for anything at the Hostel, only the Boarders parents.
- Resource Consent is required for the pool.

- T Harris has analysed the risk.
- 6 week construction time line for the pool.

**Motion: Moved A McPhail Seconded B Keen**

That the above three listed projects recommended by the Hostel Committee be approved.

**Carried**

**Against – S Davidson**

**Action: That in the future the Board is to revisit the issue of the separateness of the finances of Adams House and CBHS.**

**Motion: Moved M Taggart Seconded T McIntyre**

*That the Adams House Hostel Committee Minutes of 21 July 2009 be accepted.*

**Carried**

B Keen left the meeting.

**4. RESOURCES**

The following had been circulated:

- Minutes of the Resources Meeting held on 21 July 2009.
- CBHS Building Projects Report July 2009
- Capital Works Summary Sheet.

**Noted in the minutes were the following:**

- Approval of Funding Applications by the Board were noted.
- 5YP – Project Manager – M McClurg to attend the next meeting.
- Injuries July – Nil

**Building Projects Report**

- Tui Street Fencing – This is being progressed by Falcon Hamersley, fences have been fabricated and are being hot dip galvanised and powder coated before site erection. Installation is expected mid August.
- East Wing Redevelopment Roofing Repairs – 7 Social Science rooms and create new technology classroom. With the number of roof leaks in this area it is recommended that the main block roof be repaired at the same time and the Caldwell block be deferred until the contingency portion of the 5YA funds can be accessed.  
The IT cabling in the East wing refurbishment should be part of the MOE programme for data cabling upgrades and CBHS will need to have this work included in their programme to get 80% funding.
- 5YA Property Plan – The proposed East wing refurbishment is above the funds allocated and the 5YA Plan has been amended to have funding available for this work with the remaining art, technology and commerce rooms moved into the next 5 year period.

**Discussion held:**

- Student Donation payments are falling away.
- Capital Works Summary sheet is being revised – the full Board needs to discuss what is to be spent in the next 5 years.
- MOE rules have changed – Amount of 5YP money available is dependent on when the plan is into the MOE.
- Should have solid plan in place before Board Elections.

**Motion: Moved Chairperson**

*That the Resources Committee report, documentation be accepted and funding recommendations approved.*

**Carried**

**5. AUDIT COMMITTEE - Nil**

**6. CALENDAR & COMMUNICATION PLAN UPDATE - Nil**

**7. DEVELOPMENT OFFICE - Nil**

**8. CBHS PTA**

Next meeting 7.30pm Tuesday 4 August 2009. S Davidson to attend on behalf of the Board.

**9. GENERAL BUSINESS**

**9.1 Funding Applications**

**Motion: Moved T McIntyre Seconded M Taggart**

*That the following Funding Applications be approved by the Board:*

The Trust Charitable Foundation Inc	\$3,000	1 <sup>st</sup> XI Cricket Coaching wages from October – December 2009
Air Rescue Service Ltd	\$1,500	Senior Cricket Coaching wages from October - December 2009
Youthtown Foundation Inc	\$2,000	Junior Cricket Coaching wages from October – December 2009
Pelorus trust	\$4,000	Accommodation in New Plymouth for the U15 Rugby Tournament held 30 August – 4 September 2009
New Zealand Community Trust	\$2,000	To purchase Football Playing Jerseys for the Junior teams

**9.2 Staff Drinks & Nibbles**

21 August 2009 3.30pm - Friday afternoon drinks & nibbles with Staff.

**ACTION: T McIntyre to organize drinks & nibbles for staff.**

**ACTION: R Taylor to organise food for 21 August drinks & nibbles with Staff.**

**9.3 Returning Officer Student Elections**

Paul McWilliam to be the Returning Officer.

**Motion: Moved Chairperson**

*That P McWilliam be the Returning Officer for the 2009 Student Elections.*

**Carried**

**9.4 BNZ**

Rang A McPhail to enquire if the school is interested to chat re review of banking service provided. Will refer to T McIntyre if contacted again.

**10. PUBLIC EXCLUDED SESSION – Nil**

**11. NEXT MEETINGS**

Adams House Tuesday 18 August 2009 at 3.00pm  
Resources Committee Tuesday 18 August 2009 at 4.30pm  
Board of Trustees Tuesday 25 August 2009 at 6.30pm

Meeting Closed at 9.05pm.

**APPROVED .....25 August 2009**  
**CHAIRPERSON**