



**CHRISTCHURCH BOYS' HIGH SCHOOL**  
**MINUTES OF THE MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD AT 6.30 PM**  
**ON TUESDAY 25 AUGUST 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, Ms S Davidson, Mr R Taylor, Mrs L Todd, Mr H Tam

**IN ATTENDANCE** Mrs A Johnston (Secretary)

**1. ADMINISTRATION MATTERS**

**1.1 Apologies** – Mr M Jordan, Mr P McWilliam

**Motion: Moved Chairperson**

*That the apologies be accepted*

**Carried**

**1.2 Confirmation of Minutes**

**Motion: Moved Chairperson**

*That the minutes of the Board of Trustees meeting held on 28 July 2009, having been circulated, be approved as a true and correct record of that meeting with the following amendments:*

*Item 3. Adams House - 2 should read "the Board should see the Annual Property Plan.*

*Item 5 – R Taylor to draft a one page maintenance report for Adams House*

**Carried**

**1.3 Matters Arising**

**1.3.1 S Davidson** (9.3-3JUL) Verify Policies to be placed on the school website – In progress – Carried forward to September

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

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

**1.3.4 Headmaster** (2.MAR) Bring recommendation re Board's contribution to Long Service Staff Policy. Agenda Item for September Resources Meeting – Carried forward to September

**1.3.5 Headmaster** (1.3JUN) To bring his 2010 Goals.

**1.3.6 Succession Planning** for Board – Elections 2010 – Carried forward to September meeting.

**1.3.7 Hostel Committee** – Draft a 10YPP and Risk Analysis to bring to the Board by the end of the year – December meeting.

**1.4 Correspondence**

**Inwards**

- NZSTA Circulars – Sent by email to the Board during the month

**Outwards**

- Board Approval Letters for the School to seek funding from a number of organisations (tabled)

**Motion: Moved Chairperson**

*That the Outwards Correspondence be approved*

**Carried**

**2. HEADMASTER'S REPORT**

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

**2.1 Assessment**

**Non Achieving/ At Risk/ Special Needs/Maori**

Tu Kanohi Ora Mentoring programme for Year 9 students started on 24 August 2009. This programme is to inspire students to access Tertiary Education.

## 2.2 Strategic Plan, Review, Policies, Community Community Consultation

Consultation on the vision has been undertaken with the Student Forum, Ashburton Old Boys and the staff to date. The Headmaster plans to have the results of the full consultation for the September Board meeting.

**Action: Headmaster to have results of the full consultation for the September Board meeting**

## 2.3 Personnel and Staffing Professional Development

Professional learning groups have been developed in the school. This is the opportunity for staff and small groups to discuss professional issues.

The PPTA recently had a paid union meeting to begin the negotiation process for the next wage round beginning in July 2010.

## 2.4 Health and Safety Student Stand-downs

Two stand-downs – Theft  
Two stand-downs – Alcohol and smoking  
One stand-down – continual disobedience

## 2.5 Compliance Enrolment Scheme

There have been 200 priority applications and 40 students have been taken from the ballot

## Student Absenteeism

After an initial high attendance week 1 term 3, there has been a reasonable amount of illness

## 2.6 Under 16 Football Team Tour to Australia

The Headmaster tabled full details of the proposed tour and advised that the template has been completed and he said the group is well organised.

**Motion: Move T McIntyre Seconded J Brady**

*That the Board give final approval for the tour to proceed.*

**Carried**

## 2.7 ICT

The school has been selected as one of the 11 schools for the advanced programme. The school has to register an agreement in principle and then the network design will be undertaken and a price for this given so the Board can then make a final decision to proceed. It is expected this new system will be in place by Christmas.

**Motion: Move T McIntyre Seconded H Tam**

*That the Board agree in principle to the school network upgrade*

**Carried**

## 2.8 International Partnership Network – 2010 Global Best Awards

P Robson is managing the school's business partnerships with E Deuchrass. She has been invited to submit and entry into these awards and will be entering the work undertaken with CBHS. They are keen to attend the conference in Toronto in 2010 and P Robson has asked for Board support.

The Board gave approval in principle for the Headmaster to continue to put together a detailed costing and proposal that can be considered when the budget is being prepared for 2010.

**Action: Board consideration of business partnership awards in Toronto 2010 – Budget - November**

## 2.9 Funding Applications

**NZ Community Trust** - \$3,000 – Towards the purchase of 10 Pieps Free Ride Avalanche Transceivers for Outdoor Education students when they go up the mountain for skiing

**Caversham Trust** - \$1,400 – Towards the cost of bus transport for NZSS Track & Field Champs to be held in Timaru in December 2009

**Pub Charity** - \$8,000 – Towards the cost of a new swimming pool cover as the current one is over 10 years old.

**Motion: Moved T McIntyre Seconded A McPhail**

*That the above funding applications be supported by the Board of Trustees* **Carried**

**Motion: Moved Chairperson**

*That the Headmaster's Report be accepted* **Carried**

**3. RESOURCES**

The minutes of the Resources Committee meeting held on 18<sup>th</sup> August 2009 had been circulated.

**Capital Works Summary Report**

M McClurg was to send this to the Secretary for circulation with the Board papers for this meeting. These had not been received.

**Action: Headmaster to seek this information and to be available for the September Board meeting**

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

*That the Resources Committee minutes be accepted.* **Carried**

**4. ADAMS HOUSE**

The minutes of the Adams House Hostel Committee Meeting held on 18<sup>th</sup> August 2009 had been circulated.

**Motion: Moved M Taggart Seconded J Brady**

*That the Adams House Minutes be received* **Carried**

**5. AUDIT COMMITTEE**

The minutes of the Audit Committee meeting held on 4<sup>th</sup> August 2009 had been circulated including the following policies which had been reviewed by the Audit Committee:

• **Student Achievement**

Several amendments were agreed to at the meeting

**Motion: Moved S Davidson Seconded J Brady**

*That the Student Achievement Policy be ratified by the Board* **Carried**

• **Employer Responsibility**

Several amendments were agreed to at the meeting

**Motion: Moved S Davidson Seconded L Todd**

*That the Employer Responsibility Policy be ratified by the Board* **Carried**

• **Student Behaviour Policy**

Several amendments were agreed to at the meeting

**Motion: Move S Davidson Seconded L Todd**

*That the Student Behaviour Policy be ratified by the Board* **Carried**

• **Complaints Policy**

Several amendments were agreed to at the meeting. It was also suggested a cover sheet be developed to attach to the Complaints Policy.

**Motion: Moved S Davidson Seconded R Taylor**

*That the Complaints Policy with amendments suggested at the meeting be ratified by the Board* **Carried**

• **Protected Disclosures**

Several amendments were agreed to at the meeting.

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

*That the Protected Disclosures Policy with amendments suggested at the meeting be ratified by the Board*

**Carried**

• **Public Relations**

Several amendments were agreed to at the meeting

**Motion: Moved S Davidson Seconded J Brady**

*That the Public Relations Policy with amendments suggested at the meeting be ratified by the Board*

**Carried**

- **Theft and Fraud Prevention**

Several amendments were agreed to at the meeting

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

*That the Theft and Fraud Prevention Policy with the amendments suggested at the meeting be ratified by the Board*

**Carried**

- **Credit Card Policy**

**Action: S Davidson to check whether the Board has such a policy – September**

- **Governance Manual**

Audit Committee were asked to update

**Action: Audit Committee to update the Governance Manual - September**

6. **CALENDAR & COMMUNICATION PLAN – Nil**

7. **CBHS PROPOSED DEVELOPMENT OFFICE**

J Brady circulated a paper setting out a proposed solution to rectify the deficit in the level of Ministry funding available to the school to provide an excellent education experience for students. This included the following:

- Proposed Solution
- Next Steps
- A suggested Income and Expenditure Report

J Brady spoke to her paper and asked Board members to come back to her within the next few days if they had any comments.

The next step is to meet with the Steering Committee to discuss the proposed structure and funding of it and ensure there is a desire from each part of the CBHS community to establish and support a Development Office.

8. **CBHS PTA**

- Board representative 1 September meeting – A McPhail
- September Fundraiser "Style Me Right"

9. **GENERAL BUSINESS – Nil**

10. **PUBLIC EXCLUDED SESSION – Nil**

11. **NEXT MEETING**

Adams House	Tuesday 22 <sup>nd</sup> September 2009 at 3pm
Resources Committee	Tuesday 22 <sup>nd</sup> September 2009 at 4.30pm
Board of Trustees	Tuesday 29 <sup>th</sup> September 2009 at 6pm

Meeting closed at 8.30pm

APPROVED ..... 29 September 2009

  
CHAIRPERSON