



# CHRISTCHURCH BOYS' HIGH SCHOOL

## ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON TUESDAY 29 SEPTEMBER 2009 IN THE LIBRARY CLASSROOM OF THE SCHOOL

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
Audit Committee	To audit Electronic Surveillance Policy and bring back to Board for ratification	1.3.2 (1.3.2 Aug)	Carried Forward Oct
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	1.3.3 (1.3.3Aug)	Carried Forward Oct
Headmaster	to bring 2010 Headmaster's Goals	1.3.5 (JUN1.3)	Carried Forward Sept
Hostel Committee	Draft 10YP & risk analysis to bring to the Board by the end of the year	1.3.7 (1.3.7 Aug)	Dec
Headmaster	To have results of the full consultation of the Vision for next Board meeting	1.3.8 (2.2 Aug)	Oct
Board	Consideration of business partnership awards in Toronto 2010 – Budget	1.3.9 (2.8Aug)	Nov
Audit Committee	To update the Governance Manual	1.3.12 (5.0Aug)	Oct
Audit Committee	3 Policies to be review and bring back to the Board for ratification	2.1	Oct
Headmaster, A Uren, M McClurg	To list essential, should do and discretionary Capital Works & bring back to the Board	3.4	Oct
Headmaster	New carparking ideas	3.4	Oct



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.00 PM

ON TUESDAY 29 SEPTEMBER 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, Mrs L Todd, Mr M Jordan, Mr H Tam

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

### 1. ADMINISTRATION MATTERS

#### 1.1 Apologies – Mr R Taylor

**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 on 25 August 2009, having been circulated, be approved as a true and correct record of that meeting.*

**Carried**

#### 1.3 Matters Arising

**1.3.1(1.3.1Aug)** S Davidson to verify policies placed on the school website – actioned

**1.3.2 (1.3.2Aug)** Audit committee to audit Electronic Surveillance Policy and bring back to Board for ratification – Carried forward October.

**1.3.3 (1.3.3 Aug)** Audit committee to review draft School Committee Relationships and Safety Policy – Carried forward October

**1.3.4 (1.3.4 Aug)** Headmaster to bring recommendation re Board Contribution to Long Service Staff Policy – information in tonight's Board papers.

**1.3.5 (1.3.5Aug)** Headmaster to bring his 2010 Goals – Carried forward October

**1.3.6(1.3.6Aug)** Board Elections 2010 - voting date is Friday 7<sup>th</sup> May 2010.

**1.3.7 (1.3.7Aug)** Hostel Committee draft 10YP & risk analysis to bring to the Board by the end of the year –Due Dec

**1.3.8 (2.2 Aug)** Headmaster to have results of the full consultation for next Board meeting – carried forward October.

**1.3.9 (2.8Aug)** Board consideration of business partnership awards Toronto 2010 – budget – P Robson has put a paper out to the Business Partners with benefits and asked for feedback - carried forward November

**1.3.10 (3.0Aug)** Headmaster to seek information re: Capital Works Summary report for the September meeting – to be discussed tonight under Resources Committee

**1.3.11 (5.0Aug)** S Davidson to check whether the Board have a Credit Card Policy – Carried forward

**1.3.12 (5.0Aug)** Audit Committee to update the Governance Manual – Work in progress – Due October.

#### 1.4 Correspondence

##### **Outwards**

- Number of letters to Funding Groups advising the Board approves the funding application being submitted.

##### **Inwards**

- Toughlove offer to speak – referred to the Headmaster.

**Motion: Moved Chairperson**

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

**Carried**

## 2. HEADMASTER'S REPORT

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

### 2.1 Strategic Plan, Review, Policies, Community (NAG 2)

#### New Polices or Amendments

- Day to Day Expenditure
  - Annual Statements of Account Preparation & Audit Policy
  - Board Contribution to Long Serving Staff
- (Were referred to the Audit Committee)

**Action: Audit Committee for Review and bring back to the Board for ratification - October**

#### Community Consultation - School/ Community Links

The Vision is out for consultation in the latest Newsletter, staff and students have been consulted.

### 2.2 Personnel and Staffing (NAG 3)

#### Head of Department Geography Position

This is being advertised at present.

**Motion: Moved M Taggart Seconded M Jordan**

*That a Board member not be involved in the above appointment*

**Carried**

#### P Comery (Teacher of English)

Has been on study leave to undertake a Diploma of Guidance Counselling. Has applied for funding to complete the second year of the course and was not successful but has requested leave without pay.

**Motion: Moved T McIntyre Seconded L Todd**

*That leave without pay for the 2010 year be approved*

**Carried**

**Action: Headmaster to advise P Comery that leave without pay is approved - ASAP**

### 2.3 Health & Safety (NAG 6)

#### Suspensions and Stand-downs

Three Stand-downs – theft – shopping mall

One Stand-down – assault on another student

### 2.4 Compliance (NAG 7)

#### Enrolment Scheme

250 year 9 students have been enrolled for 2010. 15 have been taken from the ballot list to bring to this number.

#### Under 14 Cricket Tour to Brisbane Australia 6-13 December 2009

The checklist, cost and travel details, RAMS and tour itinerary were circulated and noted.

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

*That the Board approved the Under 14 Team Tour as set out in the information provided to the Board*

**Carried**

#### 2010 Staffing and Operational Grant Entitlement

A copy of these grants was included with the Headmaster's report for Board information.

### 2.5 International Students

A report on 2010 Marketing, International Students Budget Information for 2010 and beyond was circulated from Tracey Hames and discussed.

The Headmaster was asked to provide the following information:

- Whether an exit survey is conducted with past international students
- A breakdown of the additional facilities suggested in her report.
  
- The Board also discussed reducing the fee for International students but decided not to change it.

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

*That the Headmaster's Report be accepted*

**Carried**

**3. RESOURCES**

The minutes of the Resources Committee meeting held on 22 September 2009 had been circulated. The following was discussed :

**3.1 Funding Applications – Board Approval**

**Motion: Moved B Keen Seconded L Todd**

*That the applications listed in the Resources minutes be approved by the Board*

**Carried**

**3.2 Financial Statements as at the end of August 2009**

These had been circulated and noted.

**3.3 Schedule of Variances over \$5,000 Positive or Negative**

These were reviewed.

**3.4 Capital Work Summary Sheet dated 17 September 2009**

The Headmaster went through the items listed, and the year proposed that the work take place.

The Board asked that a list of key priority items and also a list of discretionary items be prepared.

The Headmaster, M McClurg and A Uren to prepare this information from 2011 – 2015 and submit to the Board for their next meeting.

<b>Action: Headmaster, A Uren, M McClurg list essential and discretionary capital works – October meeting.</b>
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The Board also asked for more information regarding new car parking ideas and options that are available.

<b>Action: Headmaster New car parking ideas - October</b>
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**3.5 High Speed Broad Band**

The Headmaster advised that the school has been selected as 1 of 14 schools from throughout New Zealand. The main reason for selection is that the school is a city school and the buildings are old. The Government will pay for 80% of the major refit and the school 20%. Expected costs are being worked out at the moment and will then go out to tender. It is expected the work will be completed by Christmas time.

Enable Networks are putting high speed cables in Christchurch and one will run between CBHS and CGHS. Also negotiating that the cable goes as near as possible to Adams House.

**Motion Moved: Chairperson**

*That the Resources Committee minutes be accepted*

**Carried**

**4. ADAMS HOUSE**

The minutes of the Adams House Hostel Committee Meeting held on 22 September 2009 had been circulated for Board information

**Motion: Chairperson**

*That the above Minutes be received*

**Carried**

**5. AUDIT COMMITTEE - Nil**

**6. CALENDAR & COMMUNICATION PLAN**

An update of forthcoming events was given by P McWilliam

**BOT Student Trustee 2009 - 2010**

The elections have recently been held and the new Trustee will attend the October meeting. H Tam to continue to attend Board meetings until the end of the year.

**7. CBHS PROPOSED DEVELOPMENT OFFICE**

A copy of the report to gain funding to establish a Development Office at Christchurch Boys' High School prepared by Jo Brady was circulated to the Board. This paper had been presented to a Stakeholders group previously.

J Brady went through the paper that she had presented to the Stakeholders and said that she had received good support from the various groups making up this committee. Out of that meeting it was agreed that she would change some of the wording in the proposal and also revisit the proposed budgets for years 1 & 2. Overall there was very good support for the concept and everyone could see the advantages.

The structure for the Development Office is still to be determined.

A job description, job specification and critical path needed to be developed.

The next step is to have a further meeting with Te Kura Trust after the above suggested changes are made and this meeting to involve M Taggart, J Brady, S Davidson, T McIntyre, A Uren, H Dacre and the Te Kura Trust Representatives.

The Board agreed that any shortfall of funding to commence this office would be met by the Board and when the budget for 2010 is prepared this needs to be accommodated in it. It was also agreed that the Development Officer appointment would be a Board appointment and there would be monthly reports from that person to the Board.

The Board thanked J Brady for the effort she has put into presenting this paper to the other groups.

**8. CBHS PTA**

The minutes of the PTA meeting held on 4 August 2009 were circulated for Board information.

M Jordan to attend the October PTA meeting on behalf of the Board

**9. CBHS BOARD VISION**

The staff consultation response was tabled. The consultation with parents and students has also been undertaken.

The consultation from the various groups is now to be put together and presented at the October Board meeting.

**Action: Headmaster CBHS Vision - October**

**10. GENERAL BUSINESS – Nil**

**11. PUBLIC EXCLUDED SESSION – Nil**

**12. NEXT MEETING**

Adams House	Tuesday 20 <sup>th</sup> October 2009 at 3pm
Resources Committee	Tuesday 20 <sup>th</sup> October 2009 at 430pm
Board of Trustees	Tuesday 27 <sup>th</sup> October 2009 at 6pm
Board Christmas Function/ Meeting at Adams House	Friday 18 <sup>th</sup> December 2009

Meeting closed at 8.30pm

**APPROVED** .....**27<sup>th</sup> October 2009**  
**CHAIRPERSON**