



# CHRISTCHURCH BOYS' HIGH SCHOOL

## ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON TUESDAY 27 OCTOBER 2009

| <b>By Who</b>    | <b>Action</b>   | <b>Reference</b>     | <b>Due</b>             |
|------------------|---|----------------------|------------------------|
| Audit Committee  | Review of Draft School Committee Relationship and Safety Policy.              | 1.3.3<br>(1.3.3Aug)  | Carried Forward<br>Nov |
| Headmaster       | to bring 2010 Headmaster's Goals  | 1.3.5<br>(JUN1.3)    | Carried Forward<br>Nov |
| Hostel Committee | Draft 10YP & risk analysis to bring to the Board by the end of the year       | 1.3.7<br>(1.3.7 Aug) | Feb 2010               |
| Headmaster       | To have results of the full consultation of the Vision for next Board meeting | 1.3.8<br>(2.2 Aug)   | Nov                    |
| Board            | Consideration of business partnership awards in Toronto 2010 – Budget         | 1.3.9<br>(2.8Aug)    | Nov                    |
| Headmaster       | New carparking ideas  | 3.4                  | Nov                    |



# CHRISTCHURCH BOYS' HIGH SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.00 PM

ON TUESDAY 27 OCTOBER 2009  
IN THE LIBRARY CLASSROOM AT THE SCHOOL

**PRESENT** Mr B Keen (Acting Chairperson), Mr T McIntyre (Headmaster) Mr A McPhail,  
Mrs S Davidson, Mr M Jordan, Mr R Taylor, Mr H Tam

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

### 1. ADMINISTRATION MATTERS

1.1 Apologies – M Taggart, J Brady, L Todd, G Adams

**Motion: Moved Chairperson**

*That the apologies be accepted*

**Carried**

#### 1.2 Confirmation of Minutes

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

*That the minutes of the Board of Trustees meeting held on 29 September 2009, having been circulated, be approved as a true and correct record of that meeting with the following amendments*

2.2 Teacher of English name "P Comery"

2.5 Add "The Board discussed reducing the fee for International Students but decided not to change it".

**Carried**

#### 1.3 Matters Arising

1.3.1(1.3.2Sept) Audit Committee to audit Electronic Surveillance Policy and bring back to the Board for ratification – To be actioned tonight

1.3.2 (1.3.3 Sept) Audit Committee to review Draft School Committee Relationship and Safety Policy – Still to be actioned – November.

1.3.3 (1.3.5 Sept) Headmaster to bring 2010 Headmaster's goals – Working through these – November.

1.3.4 (1.3.7Sept) Hostel Committee Draft 10YP & Risk Analysis to bring to the Board – carried forward Feb 2010

1.3.5 (1.3.8 Sept) Headmaster to have results of the full consultation of the Vision for next Board meeting – Headmaster advised there has been no response to the consultation from parents to date – November

1.3.6 (1.3.9 Sept) Board consideration of business partnership awards in Toronto 2010 – Budget. The Headmaster has discussed with Phil – have only had responses from two of the school's business partners and have decided not to proceed. Next conference is in 2012. Will look at strategies and be part of the budget process for 2010.

1.3.7 (1.3.12 Sept) Audit Committee to update the Governance Manual – tonight's meeting

1.3.8 (2.1 Sept) Audit Committee 3 Policies to be reviewed – tonight's meeting

1.3.9 (3.4 Sept) Headmaster, A Uren, M McClug – to list essential should do and discretionary Capital works and bring back to the Board – discuss tonight.

1.3.10 (3.4 Sept) Headmaster – carparking ideas / Memorial lawn – P McWilliam is checking whether the Memorial Lawn could be used for parking– November.

1.3.11(2.5 Sept) Headmaster – information contained in the report from International Students presented at the September meeting - Board information sought – Carried forward November

1.3.12 Headmaster update re high speed broadband – discussed as follows:

- The Scoping has been undertaken. Cost \$590,000 - \$750,000
- This means the Board commitment worst case scenario would be \$140,000 (20% share)
- There would also be a further cost of \$4,000 for getting the cable from the road to the server room.

- Concern that the work involved will take longer than the school holidays to complete and prospect of not having a network in place for the beginning of the school year will be very difficult.
- The Board need to have available \$114,000 - \$140,000 from the 5 year property plan.
- Still have 18 months to go with the current plan. Would have to use contingency fund in the plan.
- M McClurg is writing to the Ministry explaining that the Board is up to date with property matters and to reassure them that the contingency money could be used for this case. Ministry may ask the Board to delay refurbishment of the Social Science block.
- The Board may have uncommitted funds available that could assist.
- The Board decided to hold a decision regard approving the cost of installing the high speed broad band until contract prices are in. As soon as firm figures are available, the Headmaster will get them out to Board members and call a special meeting to approve the figures.
- The Headmaster noted the huge amount of work undertaken by H Dacre and Technical staff with regard to this installation.

**Action: Headmaster to get BOT final installation figures for approval - ASAP**

T Harris joined the meeting at 6.30pm

## 2. FIRST DRAFT OF BUDGET 2010

The first draft had been circulated with the Board papers and noted it has been reviewed by the school Finance Committee. Overall, the Budget surplus is heading in the right direction. The following questions were discussed:

- Overseas Student Costs – Headmaster to go through with these with T Hames – noted have budgeted on 55 students in 2010 which is considered a conservative figure.
- The electricity figure budgeted is cost only
- The increase in student number in income.
- Aim is a 5% surplus at the end of the year

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

*That the Board accept the first draft of the Budget for 2010*

**Carried**

At this stage the budget is showing a net cash operating surplus before Provision for Future Maintenance of \$96,725. Provision for Future Maintenance is \$50,000 which make a Uncommitted Net Surplus of \$46,000

T Harris left the meeting at 6.55pm

## 3. CORRESPONDENCE

### ***Inwards***

- Letter from parent – this had been circulated. Headmaster advised that he has met with the parent and he is happy with the outcome of this meeting. The Headmaster is to discuss with the Sports Committee regarding protocols for non staff coaches and will report back further to the Board on these with regard to dress/language etc.

**Action -Headmaster – protocols regarding non staff coaches - November**

### ***Outwards***

- A number of applications for funds to various organisations which have received Board approval.

### **Motion: Moved Chairperson**

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

**Carried**

#### 4. HEADMASTER'S REPORT

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

##### 4.1 Curriculum Assessment and Reporting (NAG 1)

###### Whole School Literacy Project for 2010

This has been applied for to raise achievement in literacy and numeracy, as yet have not heard back.

###### ICT Professional Development

This 3 year programme draws to an end this year. There is a gathering of the 3 schools involved at NZ13 on 12 November to celebrate the progress made (teacher only day). Board invited to attend between 10 – 12.30pm to look at the work staff have developed out of this. Board members to contact the Headmaster if they wish to attend.

**Action: Board members to notify Headmaster if they wish to attend the NZ13 celebration- Asap**

##### 4.2 Personnel and Staffing (NAG 3)

The Headmaster has been busy with appointments. At the time of writing 7 appointments in English and Physical Education have been made – 2 of these are permanent.

###### Appraisal

The annual staff appraisal cycle will be completed after the seniors leave the school.

###### Professional Development

The professional learning groups continues to develop in the school. This is where small classes of teachers meet and discuss a range of issues to do with learning.

###### Staff Resignation

David Neighbours (Food Technology teacher) is resigning to take a primary teaching position at Waikawa Bay.

###### Industrial Issues

The NZPPTA have advised of a paid staff union meeting to be held on Thursday 19<sup>th</sup> November in the afternoon. The school will close early that day.

###### Headmaster's Professional Development Project

The Headmaster reported on his involvement with this group and advised that when the data being set up will be useful for the Board to see when they are setting targets for next year

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

*That the Headmaster's Report be accepted*

**Carried**

#### 5. RESOURCES

The minutes of the Resources Committee meeting held on 20 October 2009 had been circulated including the Financial Statements as at September 2009 prepared by T Harris.

##### Capital Works – 10YP Spread Sheet

The Headmaster had circulated a revised copy setting out the status of various work or work planned. The items in categories 4,5,6,7 & 8 are open for debate in the future. The following was noted:

- If the Board have their next 5YP plan into the Ministry by June 2010 the Board will be able to spend 70% of the money to be received in the first year.
- Next step is clarification as to whether the Memorial Lawn could be used for additional carparking.
- At the next Board meeting it was agreed that half an hour be set aside for prioritisation of the future property plan.

**Action: Board to set aside half an hour to discuss prioritisation of the Capital Works Property Plan at the next meeting - November**

### **Deloitte – Auditor Terms of Engagement**

Their letter of 16 October 2009 was tabled advising that the Auditor General has appointed Grant Jarrold, to use the staff and resources of Deloitte, to carry out the annual audits of the Board's Financial Statements for the three years ending 31 December 2009 – 2011. The purpose of the letter was to outline the terms of the auditors engagement including the nature and limitations of the annual audit and the responsibilities of the Auditor and the Board's responsibilities.

### **Funding Applications**

A list of funding applications for Board approval was set out

#### **Motion: Moved B Keen Seconded R Taylor**

*That the Resources Committee minutes be accepted*

**Carried**

#### **6. ADAMS HOUSE – Have not met**

#### **7. AUDIT COMMITTEE**

The minutes of the meeting held on 12 October 2009 had been circulated.

The following Policies were reviewed

#### **Finance and Assets Policy**

#### **Motion: Moved S Davidson Seconded M Jordan**

*That the Finance and Assets Policy be ratified by the Board*

**Carried**

#### **School Donations Policy**

This was reviewed.

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

*That the School Donations Policy be ratified by the Board*

**Carried**

#### **Electronic Surveillance Policy**

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

*That the Electronic Surveillance Policy with amendments discussed during the meeting be ratified by the Board*

**Carried**

#### **Credit Card Policy**

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

*That the Credit Card Policy with amendments agreed to at the meeting be ratified by the Board*

**Carried**

The policies ratified by the Board to be included on the school website.

### **Annual Timetable of Work for Board and Committees**

This had been reviewed and circulated. Board members were asked to look through this during the month and to bring back to the November meeting for discussion and ratification.

As part of the Board's Annual Calendar it was agreed that the following be included:

- "Review risks" analysis/ audit priorities.
- That names be taken out in the Governance Manual.

### **Governance Manual – Board of Trustees 2009**

This was reviewed and a number of changes agreed to. S Davidson to make the changes and this to be signed off at the November Board meeting.

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| <b>Action: S Davidson to make the agreed changes to the Governance Manual - November</b> |
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#### **8. CALENDAR & COMMUNICATION PLAN**

P McWilliam updated the Board on school events until the end of the year

#### **9. CBHS PROPOSED DEVELOPMENT OFFICE - Nil**

