



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.00 PM
ON MONDAY 23 NOVEMBER 2009

By Who	Action	Reference	Due
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	1.3.3 (1.3.3Aug)	Carried Forward Feb
Headmaster	to bring 2010 Headmaster's Goals	1.3.5 (JUN1.3)	Carried Forward Feb
Hostel Committee	Draft 10YP & risk analysis to bring to the Board by the end of the year	1.3.7 (1.3.7 Aug)	Feb 2010
Board	Consideration of business partnership awards in Toronto 2010 – Budget	1.3.9 (2.8Aug)	Carried Forward Dec
Headmaster	New carparking ideas	(3.4Sep)	Carried Forward Dec
Headmaster	To draft a letter to the parents re non staff coaching protocols.	(3.Oct)	Dec
Resources Committee	to have a special meeting to discuss Property (5YP & 10YP). M McClurg to be invited.	5.	8 February 2010
Chairperson	to email Self Review form to S Davidson.	5.	ASAP
Resource Committee	to have a special meeting to discuss Governance Manual / Charter.	5.	15 February 2010
Secretary	to bring Annual Timetable to each meeting.	5.	On going



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.00 PM

ON MONDAY 23 NOVEMBER 2009
IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr M Taggart (Chairperson), Mr B Keen, Mr T McIntyre (Headmaster) Mr A McPhail, Mrs S Davidson, Mr R Taylor, Mrs J Brady, Mrs L Todd, Mr H Tam, Mr G Adams

IN ATTENDANCE Ms K Wilson (Secretary), Mr P McWilliam (Deputy Headmaster), Mr G McKenzie (Visitor)

1. ADMINISTRATION MATTERS

- 1.1 **Apologies** – S Davidson (lateness)
M Jordan, A Johnston (absence)

Motion: Moved Chairperson

That the apologies be accepted.

Carried

S Davidson joined the meeting at 6.05pm.

1.2 Confirmation of Minutes

Motion: Moved B Keen Seconded T McIntyre

That the minutes of the Board of Trustees meeting held on 27 October 2009, having been circulated, be approved as a true and correct record of that meeting.

Carried

1.3 Matters Arising

- 1.3.1 (1.3.5 Sept) Headmaster to bring 2010 Headmaster's goals.
Carried Forward – February 2010
- 1.3.2 (1.3.7 Sept) Hostel Committee Draft 10YP & Risk Analysis to bring to the Board –
Carried Forward - February 2010
- 1.3.3 (1.3.8 Sept) Headmaster to have results of the full consultation of the Vision for next Board meeting.
Headmaster's Report.

1.4 Correspondence

Inwards - Nil

Outwards

Various Grant applications.

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 NAG 1 - Curriculum Assessment and Reporting)

- There is concern over boys leaving tests early due to accruing credits it is not necessary to take the entire exam.
- There are measures being taken to raise achievement in literacy and numeracy.
- CBHS has been accepted for the National Literacy Project.
 - The MOE provides \$20 - \$25 and CBHS provides teacher relief.
 - 2 YR9 and 2YR10 teachers will be trained so that they model this throughout the school.
 - The Board's commitment will be \$12,500 for 2010 and \$25,000 for 2011.
- The Headmaster advised the Board that in 2010 there is going to be a programme for assemblies that will include 1 person to be called on to report on a book that he has read. The library will focus on that book during the month.

2.2 NAG 3 - Personnel and Staffing

- **Appointments** have been made in Te Reo (part time), Science (full-time permanent) Head of Department Geography and the Food Technology position.
- **Appraisal**
The annual staff appraisals are under way.
- **Professional Development**
The ICT PD day at the University was a huge success..
- **Staffing Levels**
Fully staffed for 2010.

2.3 NAG 6 – Health & Safety

One stand down – continual unacceptable behaviour.

2.4 Draft Vision 2009

The Headmaster tabled the revised Draft Vision Statement with two alternative layouts included.

- Student comments are to be added.
- No feedback from PTA (parents).
- Anticipated that in early 2010 final draft will be completed.
- H Tam said the students had two concerns:
 - There was a lack of emphasis on tradition.
 - That it could apply to any school – not specific to CBHS.
 - These two issues have been taken on board.

Motion: Moved T McIntyre Seconded B Keen

That the Headmaster's Report be accepted

Carried

3. RESOURCES

The minutes of the Resources Committee meeting held on 17 November 2009 had been circulated including the Financial Statements as at October 2009.

3.1 High Speed Broadband

- The costing for this was discussed.
- Cabling contribution for CBHS 5YP is \$113,204.
- Switching contribution for CBHS is \$13,577.76.
- Switching is not deemed property and the contribution cannot come from 5YP funds.
- A balance of approximately \$50,000 will remain in 5YP until June 2011.

Motion: Moved B Keen Seconded M Taggart

That the Board approve the switching contribution of \$13,577.76 be paid from Uncommitted Funds.

Carried

3.2 Server – Due to age this may become a problem next year with a need to replace.

Discussion was held whether to go out of house for a server or continue to have an in house server. The current network is going on to a system that doesn't provide servers.

3.3 Capital Purchase

It is recommended by the Resource Committee that a Turf Gator be purchased for \$13,850 GST excluded with funding to come from surplus in the Grounds Staff Salaries Budget.

Motion: Moved B Keen Seconded H Tam

That the Board approve the purchase of a Turf Gator for \$13,850 GST excluded with funding from the surplus in the Grounds Staff Salaries Budget.

Carried

3.4 East Wing Development – Holiday Project

- Contract has been let to Contract Construction for \$320,071.

3.5 Tui Street Fence

- Vandalism has been happening to the fence from people climbing over.
- The palings have been bent for ease of access after school hours.
- Discussion was held on the possibility of putting an additional gate in the middle.
- R Taylor is unlocking the gate the days the school is closed for ease of access for Adams Hostel boys.

3.6 Holiday Pay cost Accrual

- The question was raised if there is a need for a policy regarding this.
- Currently staff has to use their holiday within the calendar year, it cannot be accrued.

Motion: Moved B Keen Seconded R Taylor

That the Resources Committee minutes be accepted.

Carried

4. ADAMS HOUSE

The minutes of the Hostel meeting held on 17 November 2009 had been circulated for Board information.

- There are a few vacancies which are expected to be filled.
- A large number of boys are leaving in YR11 & YR12 and YR10. (YR10 leaver's parents are moving in from the country.)
- Exit interviews are carried out.
- The pool is underway and the cost of pool maintenance is in the Budget.
- Broadband to be brought into the Hostel after the school is set up.

Motion: Chairperson

That the above Minutes be received.

Carried

5. AUDIT COMMITTEE

The following was discussed:

Charter 2010 – 2012

This had been circulated for Board information. S Davidson and T McIntyre discussed the following.

- Issues Identified during the Year – This is a living document to be added to by the Board.
- Risk Management – This document needs updating.
- Other Consultation / Reports Undertaken by the Board – This ongoing schedule of events is necessary so as not to lose sight of previous actions.
- Fine Young Man Diagram - to be added
- Strategic Plan – There needs to be agreement between the Issues and Strategic Goals.
-Board to review and discuss all issues and develop.
-There are elements in this that will take significant time to review.
- Resources Meeting – This needs to be a stand alone meeting to discuss Property and prioritize 5YP and 10YP (use of \$91,000).

ACTION: Resources Committee to have a special meeting to discuss Property (5YP & 10YP). 8 February – M McClurg to be invited.

Governance Manual

This has been reviewed. S Davidson said the framework of the Charter is complete the next step is to go through and draw it all together.

- S Davidson would like to include the Self Review form and the School matrix.

ACTION: M Taggart to email Self Review form to S Davidson. ASAP

- S Davidson said she had reviewed the MOE site and there are only 6 NAGS to be included.
- M Taggart thanked S Davidson for her extensive work on this project.
- Board to review and discuss all issues and complete the development at a Special meeting.

ACTION: Resource Committee to have a special meeting to discuss Governance Manual / Charter. 15 February 2010

- This will be presented and signed off at the next Board Meeting.

Annual Timetable

Secretary is to bring this to each meeting.

ACTION: Secretary to bring Annual Timetable to each meeting.

6. CALENDAR & COMMUNICATION PLAN

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

- 1st day of school for staff is 1 February 2010.
- A document entitled *The Straven Road School and its Grounds 1926 - 1934* was tabled by P McWilliam and he spoke to it. This is a history of the CBHS school and site.

7. CBHS PROPOSED DEVELOPMENT OFFICE

Discussion was held re a proposal for support to be taken to Te Kura Trust early next year.

8. CBHS PTA

The raffle was very successful.

9. GENERAL BUSINESS

9.1 Funding Applications

Motion: Moved T McIntyre Seconded M Taggart

That the following applications be approved

Trust	Amount	Purpose
Eureka Trust	\$960	Tennis Coaches wages Term 1 2010
Mainland Foundation	\$3,000	Travel & Accommodation to Dunedin Athletics Championships March 2010
The Charitable Trust	\$2,500	Sound Equipment for Hall & Big Room
First Sovereign Trust	\$3,500	Two Kayaks for Outdoor Education
Trillian Trust	\$1,500	Electronic Balance Science Scales Department
Air Rescue Service Ltd	\$1,100	Horse Box for Gymnasium
New Zealand Community Trust	\$3,000	Cricket coaches wages Jan & Feb 2010
Youthtown Foundation	\$3,000	Rowing Coaches wages March – May 2010

Carried

10. NEXT MEETINGS

Resources Tuesday 15 December 2009 at **5pm**
 Board Christmas Function/ at Adams House Tuesday 15 December 2009
(6pm for drinks, 6.45pm for dinner)

2010

Resources Monday 8 February 2010 at 6pm
 Special Meeting – Property (M McClurg to be invited)
 Resources Monday 15 February 2010 at 6pm
 Special Meeting - Charter (no secretary)
 Resources Monday 22 February 2010 at 5pm
 Adams House Monday 1 March 2010 at 4.30pm
 Board of Trustees Monday 1 March 2010 at 6pm

Meeting closed at 8pm.

**APPROVED1 MARCH
2010**

CHAIRPERSON