



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
HELD AT 6.00 PM
ON MONDAY 15 FEBRUARY 2010
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 G Adams

IN ATTENDANCE Mr P McWilliam (Deputy Headmaster)

APOLOGY Mr M Jordan

The Purpose of this Special Meeting was to develop the Charter of Christchurch Boys' High School.

- The Charter is required by the MOE annually.
- The Charter was reviewed and links between the overall CBHS Vision and the CBHS Strategic Goals were more clearly defined.
- The detail of which policies and plans supported the related Strategic Goals of the school was to be reported on in the policy rather than in the Strategic Plan itself. The Audit Committee will be responsible for this.
- Issues that had arisen during the year were discussed and it was agreed these should be reflected in the Action Plan 2010, but not form part of the Charter discussion.

The Board has identified the following issues that will need to become part of the school's Action Plan for the future:

NAG 1

- Level of Pacifica achievement needs to be improved as this group is behind in achieving. Further consultation will be needed.
- Development of the NZ Curriculum to be introduced into schools in 2010.
- New legislative requirements for HODs to report more specifically on learning and teaching in years 9 and 10.
- The boys' level of literacy is higher than at other similar graded schools, however, the school wants to improve on this and reinforce literacy within all subjects.
- Students believing that achieved is good enough rather than striving for merit or excellence.
- Courses may be restricted due to lack of numbers or ability to fund the subjects.

NAG 2

- ERO report identified that there was no coordination of assessment data that could be used consistently for comparison as to progress in year 9 and 10 levels.

NAG 4

- There has been a large number of complaints as to the condition of the grounds for all sports. Any upgrade was not planned for in the original property plan and the Board will need to look to provide for this as the need is becoming more pressing.
- The Board recognizes the need to give the boys more recreation areas within the school and is trying to improve the use of space by limiting car access within the school.
- It has been difficult to provide funding to the level required from current donations and MOE funding. The Board recognizes the need to generate alternative funding in the future.

NAG 6

- The school needs to continue to monitor truancy / absences. The school has introduced notification to parents of absenteeism and to seek a response, which in turn should reduce truancy. Initial analysis has been done of data.

The risk management schedule, consultation undertaken and past reports requested was discussed and it was agreed these should be detailed within the relevant policy as it made sense that future Boards understand what has been considered and what work has been undertaken to ensure the school's risks have been mitigated.

The following information was detailed as needing to be transferred into the relevant Board policies by the incoming, Board Audit Committee.

Risk Management –produced by Board in 2006

	Risk	Action
1	Negative impact on school from accident, physical injury or inadequate prevention or response to either	Health & Safety plan has been created and implemented. Health and safety audit report -Safe and Sound solutions report was received in Sept 2006 The recommendations in the audit report are to be used to create an action plan, and that plan then implemented
2	Negative impact on school from emotional harm or inadequate prevention or response	A Pastoral Care review was completed in late 2005. Some of the recommendations have been implemented (eg regular form time, absence reporting). Consultation on other proposed actions has been completed. Results of review implemented 2007.
3	Loss of school documentation and records	Business continuity plan & back up storage are items raised by the Board in 2005. The Resources Committee needs reports on how this risk might be mitigated & the feasibility of taking these specific actions
4	Loss of income due to sudden reduction in number of overseas students	Overseas student management plan (marketing strategy). - where are students from? - what market exposure does the school have? - what plan is in place to handle loss of market & how is this being managed? Adequate financial reserves
5	Drugs and alcohol use (possibly the impact on learning)	Appropriate rules, consequences and discipline measures, health programme. School Policy revised in 2009. Rules provided in homework diary & overseas tour template. Consultation on Health Curriculum occurred in 2006.

Other consultation/reports undertaken by the Board that have input into action plans and will be detailed against the policy to show what the Board did to investigate or mitigate the risk:

2006	Charles de Lambert Health and Safety check
2006	McGinn report on staff appraisal and development was received in 2006 and actioned .
2008	Consultation-Uniform changes
2006	10 year property plan consulted on
2009	Consultation-Strategic Plan- Vision

The Action Plans were the last item needed to be discussed to ensure they met the overall strategic vision and goals and will be discussed at the next meeting.

Meeting closed at 8.25pm.

**APPROVED1 MARCH
2010**

CHAIRPERSON