



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.00 PM

ON MONDAY 1 MARCH 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 M Jordan, Mr G Adams

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 Apology – Mr P McWilliam

Motion: Moved Chairperson

That the apology be accepted

Carried

S Davidson joined the meeting at 6.10pm

1.2 Confirmation of Minutes

Motion: Moved Chairperson

That the minutes of the Board of Trustees meetings held on 23 November 2009 and 15 February 2010, having been circulated, be approved as a true and correct record of those meetings

Carried

1.3 Matters Arising from Minutes November 2009

1.3.1 (1.3.3 Nov) Audit Committee – Review of Relationship and Safety policies – Carried forward until March

1.3.2 (1.3.5 Nov) Headmaster - 2010 Headmaster's Goals – Carried forward March

1.3.3 (1.3.7 Nov) Hostel Committee – draft 10YP and Risk Analysis to bring to the Board – March 2010.

1.3.4 (1.3.9 Nov) Board – Consideration of business partnership awards in Toronto 2010 – Budget – This has been withdrawn

1.3.5 (3.4 Sept) Headmaster – New car parking ideas - to be discussed tonight when looking at the 10YP Plan.

1.3.6 (3.0 Oct) Headmaster – To draft a letter to parents re – non staff coaching protocols – Sports committee are drafting this letter – March

1.3.7 (5. Nov) Resources Committee – to have special meeting to discuss property plan – M McClurg to attend – actioned.

1.3.8 (5. Nov) Board Secretary – email self review to Board members – ASAP

1.3.9 (5. Nov) Board – to have special meeting to discuss Governance Manual/Charter – Actioned

1.3.10 (5. Nov) Secretary to update Board Annual timetable and present - ASAP

1.3.11 Board exit survey – M Taggart to email to Board members - March

1.4 Matters Arising from Special Meeting 15 February 2010

The purpose of this Special meeting was to develop the Charter. This included:

- Overall strategy
- 2010 – 2012 Strategic Plan
- 2010 Action Plan

Action: Headmaster to present the final format of the Charter - March

1.5 Correspondence

Inwards

- Information from Warrick Beatson – re travel policy – the information to be circulated with the Board papers for the March meeting and discussed

Action: Secretary/ Board- to circulate travel policy information and Board to discuss – March meeting

Outwards

- Number of letters to funding providers giving Board approval for School Management to apply for funding.

Motion: Moved Chairperson

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

Carried

2. HEADMASTER'S REPORT

A written report had been circulated and taken as read. The following was discussed:

2.1 Curriculum Assessment and Reporting (NAG 1)

Academic Results

The graphs of 2009 Academic results were included and discussed.

Scholarship Results

These were set out with comparisons for the 2007/2008 years. The Headmaster was asked to provide further data with regard to CBHS results with comparative Schools.

Action: Headmaster – comparative scholarship results - March

2.2 Strategic Plan review policies community

Strategic Targets

Copy of the Action Plan 2009 Analysis of Variance was circulated.

Department Reviews

The Mathematics Department review is being conducted next week by an external reviewer. This is the beginning of a plan cycle of Department reviews over 3 years.

2.3 Personnel and Staffing (NAG 3)

The school is fully staffed and 9 new staff have commenced at the beginning of this year.

Staff Induction

All new staff have been involved in induction programmes.

Professional Development

A full day of Professional Development is being planned for Work Day.

2.4 Health and Safety (NAG 6)

Suspensions and Stand-downs

Suspension – 1 for physical assault on a student

3 Stand-downs - Verbal assault, harassment, physical assault on a student.

2.5 Compliance

Roll 2010 for the March 1 return (approximately)

Year 9	275
Year 10	274
Year 11	261
Year 12	270
Year 13	236
Total	1316

International Students – 56 Students

2.6 School Overseas Trips

CBHS Japan Tour 6-27 April 2010

Full documentation had been circulated

Motion: Moved T McIntyre Seconded S Davidson

That the Board approve the above Japan Tour

Carried

1st 11 Cricket Development Tour, Australia, Term 3 Holidays

Motion: Moved T McIntyre Seconded S Davidson

Subject to full documentation being made available and submitted to the Board – the trip be approved

Carried

2.7 Tri-Annual Elections 2010

An update from the Ministry of Education on the Elections was circulated for Board information.

2.8 Funding Applications

Motion: Moved T McIntyre Seconded B Keen

That the following applications be approved by the Board to be submitted

First Sovereign Trust - \$1,100 – Horse Box for gymnasium

Air Rescue - \$4,000 – Rugby Post Protectors for 2 fields with logos

New Zealand Community Trust - \$3,000 – Technical equipment for Music and Drama

Pub Charity - \$9,000 – Air fares for NZSS Football Championships to be held in Napier August – September 2010

The Trust Charitable - \$8,000 – Air fares for Hockey teams to go to the Rankin Cup being held in Rotorua August – September 2010

Carried

2.9 Utilising of the School Hut

The Board asked the Headmaster to provide a report on more proactive ways that this facility could be used.

Action: Headmaster – More proactive ways to utilise the school hut - March

Motion: Moved T McIntyre Seconded M Taggart

That the Headmaster's Report be accepted

Carried

3. RESOURCES

The following had been circulated:

3.1 Minutes of the Special Property meeting held 8 February 2010

Matters Arising

Recommendations:

- Board approval of Funding Applications.
- Approval of CES being the Returning Officer for the Board/ Staff Tri-Annual Elections to be held in May 2010.

3.2 Minutes of meeting 15 February 2010

Matters Arising

- Adoption of the common election date for Board/ Staff Tri-Annual Elections – Friday 7 May 2010.
- Financial Statements as at November 2009 had been circulated and accepted and the Schedule of Variances over \$5,000 positive or negative noted.
- Board approval sought for funding applications to be submitted.
- Tahiti Trip – to take place in July 2010. Trip approved in principle subject to full documentation being sighted.

3.3 Minutes of meeting 22 February 2010

Matters Arising

- Financial Statements as at 31 January 2010 had been circulated.
- The Schedule of Variance over \$5,000 positive or negative noted.
- Capital Works plan 2006-2015 – the plan set out:
 - Work completed.
 - Possible additions to the plan.
 - Work Prioritised
- Noted that between July 2011 and July 2012, 90% of the 5YP funds provided by the Ministry can be spent.

The Board discussed the items listed to be actioned on the plan and suggested priorities. B Keen to update the plan and allocate the various priorities discussed and circulated prior to the March Board meeting so members can review in advance.

Action: B Keen – Update Capital works plan - March

Also suggested that B Keen undertake two capital works plans, one setting out items that will be Ministry funded and one Board funded.

3.4 Policies

Financial Audit Policy

Referred to Audit Committee to review

Action: Audit Committee to review Financial policy - March

Investment Policy

Referred to Audit Committee to review. The Headmaster to check the wording of guideline 5 as it appears to be incomplete.

Action: Headmaster – to check wording of guideline 5 in the Investment Policy - March

Action: Audit Committee – to review Investment Policy - March

Motion: Moved Chairperson

That the above Resources minutes be accepted

Carried

4. ADAMS HOUSE

M Taggart gave a verbal report on the meeting held prior to the Board meeting as follows:

- Progressing 10Year Capital Works and Provision for future Maintenance Plans - These will be available for the 29 March Board meeting.
- The Hostel is full and there is ongoing enquires for beds.
- The NZRPBA hired the Hostel from January 10 – 15 with 105 people and an additional 30 having meals.
- Hostel Hire for the April & July holidays is full
- Disappointing that 3 groups pulled out over the Christmas holidays.
- R Taylor was congratulated on passing his Social Science degree with High Distinction.

5. CALENDAR AND COMMUNICATION PLAN – Nil

6. BOARD ANNUAL CALENDAR

The Secretary to prepare a Calender for 2010 and present at the March meeting

Action: Secretary – prepare Board Annual Calendar 2010 – March meeting

7. DEVELOPMENT OFFICE

J Brady reported as follows:

- Things are progressing
- Detailed business case requested by Te Kura has been developed and will go out to the Steering Committee shortly.
- J Brady to meet with N Barnett of the Old Boys' Association to update him on what is proposed.

- Steering Committee to meet towards the end of March and will update the Board in April

Action: J Brady – Development Office Steering Committee update – April.

8. CBHS PTA

The Minutes of the PTA meeting held on 2 February 2010 were circulated for Board information. M Taggart to be the Board representative at the 2 March PTA meeting.

9. GENERAL BUSINESS

9.1 Parent/ Staff Tri-Annual Elections

Voting day is 7 May 2010.

The Secretary briefed the Board on the timeline and process for the Elections.

9.2 Profile of School House System

Discussed ways to improve the profile of the School House System.

9.3 Education Review Office

The Headmaster advised that the previous ERO Report has not yet been given the next ERO review date as ERO are waiting for documentation from the school on actions taken following the recommendations in the review. This to be progressed.

Action: Headmaster – finalise ERO documentation – asap

10. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the public be excluded from the following proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:-

<i>General subject of each matter to be considered</i>	<i>Reasons for passing this resolution in relation to each matter</i>	<i>Ground(s) under Sections 48 (1) for the passing of this resolution</i>
<i>Student matters</i>	<i>Good reason to withhold exists under Section 7</i>	<i>7 (2) (a) 48 (1) (a)</i>

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

For reasons of professional and legal privilege and to protect the privacy of natural persons.

Motion: Moved Chairperson

Out of Public Excluded Session.

Carried

11. NEXT MEETINGS

Adams House Tuesday 23 March 2010 at 3.30pm
Resources Tuesday 23 March 2010 at 5.00pm
BOT Monday 29 March 2010 at 6.15pm

APPROVED29 MARCH 2010

CHAIRPERSON