



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.15 PM

ON MONDAY 29 MARCH 2010

IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr M Taggart (Chairperson), Mr B Keen, Mr T McIntyre (Headmaster) Mr A McPhail,
Mr R Taylor, Mrs L Todd, Mr M Jordan, Mr G Adams

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

1. ADMINISTRATION MATTERS

1.1 **Apologies** – Mrs S Davidson, Mrs J Brady

Motion: Moved Chairperson

That the apologies be accepted.

Carried

1.2 **Confirmation of Minutes**

Motion: Moved Chairperson

That the minutes of the Board of Trustees meeting held on 1 March 2010, having been circulated, be approved as a true and correct record of that meeting.

Carried

1.3 **Matters Arising**

1.3.1 **(5.8 Dec 08) Audit Committee** – Review of Relationship and Safety policies – Carried Forward - Next meeting

1.3.2 **(1.3 JUN 09) Headmaster** - 2010 Headmaster's Goals – Carried Forward – Next meeting

1.3.3 **(3. JUL 09) Hostel Committee** – draft 10YP and Risk Analysis to bring to the Board – Carried Forward – Next meeting

1.3.4 **(3.0 Oct 09) Headmaster** – To draft a letter to parents re – non staff coaching protocols – Sports committee are drafting this letter – Carried Forward – Next meeting

1.3.5 **(NOV 09) Board Exit Survey** – M Taggart to email to Board members – Report Next meeting

1.3.6 **(1.1.4 - 1MAR) Charter** – Headmaster to present the final format of the Charter – included with his report.

1.3.7 **(1.1.5 - 1MAR) Travel Policy** – Secretary to circulate this information. **ACTIONED**

1.3.8 **(1.1 - 1MAR) Comparative Scholarship Results** – Headmaster to provide at 29 March meeting – included in his report.

1.3.9 **(2.9 - 1MAR) – School Hut** - Headmaster to provide details on more proactive ways to use the school hut. Carried Forward – Next meeting

1.3.10 **(3.3 – 1MAR) Capital Works Plan** – B Keen to update Capital Works Plan – circulated with today's Board papers.

1.3.11 **(3.4 – 1MAR) Financial & Investment Policies** - Audit Committee to review these. Carried Forward – Next meeting

1.3.12 **(3.4 – 1MAR) Investment Policy** - Headmaster to check wording of guideline 5 in the this Policy. Carried Forward – Next meeting

1.3.13 **(5. – 1MAR) Board Annual Calendar 2010** – Secretary to prepare. Carried Forward – Next meeting

1.3.14 **(6. – 1MAR) Development Office** – Development Office Steering Committee update Carried Forward – Next meeting

1.3.15 **(8.3 – 1MAR) ERO** - Headmaster – To finalise ERO documentation – asap – Carried Forward – Next meeting.

1.4 CORRESPONDENCE

Inwards - Nil

Outwards

A number of letters to funding providers giving Board approval for School Management to apply for funding.

Motion: Moved Chairperson

That the Outwards Correspondence be approved

Carried

2. HEADMASTER'S REPORT

A written report had been circulated the following was discussed:

2.1.1 Curriculum Assessment and Reporting (NAG 1)

- YR11 Reports – these are being prepared and sent out.
- YR10 Weekly Note System – Still receiving great reports from parents.
- NCEA Data Comparisons vs with other schools – The data for 2008 and 2009 comparison with four other schools was set out and noted.
- Leaver Destination Graph – This information for 2009 was set out.
- Literacy Project – This is progressing with the students all being tested on Asstle over the last month.
- Non Achieving / at Risk / Special Needs / Maori – Staff have undertaken Professional Development on strategies for teaching Pasifika.

2.1.2 Strategic Plan, Review, Policies, Community (NAG 2)

- The Vision and Action Plan 2010 to include in the Strategic Plan 2010 – 2013 was circulated.
- Reviews
-Kevin Knight has begun his review of the Mathematics Department.
-It is planned to review three departments each year for the next three years. A one page summary of the reviews will come to the Board for their information.

2.1.3 Personnel and Staffing (NAG 3)

- Staff Induction - All new staff are undertaking an induction programme.
- Professional Development – Whole staff Professional Development took place on Work Day on Diversity and Inclusion. It involved strategies for teaching Pacifica, Literacy and Moodle.
- Staff Leave

Motion: Moved T McIntyre Seconded M Taggart

That S Dods' leave be extended to 1 September 2010.

Carried

2.1.4 Industrial Issues

- A paid Union meeting was held last week for Secondary Teacher members of PPTA.

2.2 Health and Safety (NAG 6)

2.2.1 Suspensions & Stand-downs

Noted as follows:

- 2 Suspensions – Gross misconduct
- 2 Stand-downs – Smoking marijuana

2.3 Compliance

2.3.1 Enrolment Scheme

The Board discussed the criteria included in the Enrolment Scheme and suggested this could be amended, The Headmaster to investigate.

ACTION: Headmaster to investigate changing the criteria for the school Enrolment Scheme. Next Meeting
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Motion: Moved T McIntyre Seconded B Keen

That the Board confirm that the existing Enrolment Scheme remain in place.

Carried

2.3.2 Tahiti Trip

1 July 2010 – This trip had been approved in principle and final RAMS documentation was sent to the Board for information.

2.3.3 Squash Tour to Malaysia - June 2011

The initial application was noted.

Motion: Moved T McIntyre Seconded R Taylor

That the Board give permission for the Squash Tour to proceed, pending final RAMS documents being presented to the Board.

Carried

2.3.4 1st March Return

This has been completed.

FT regular students	1,312
International Fee Paying Students FTE	<u>56</u>
TOTAL	1,368

2.4 Other

2.4.1 Preferred Travel Company

- The Headmaster said the plan is to have two preferred companies that will quote on all trips.
- The Headmaster and A Uren are working on a schedule of services that companies will be able to quote on.
- A policy document regarding this matter to be available for the next meeting.

ACTION: Headmaster to bring a policy document regarding the 'Preferred Travel Company' to the next meeting.

- The Headmaster to write to Warwick Beatson advising him of the requirements in the future.

ACTION: Headmaster to write to Warwick Beatson advising him of the requirements for travel in the future. ASAP

Motion: Moved T McIntyre Seconded M Taggart

That the Headmaster's Report be accepted

Carried

P McWilliam left the meeting at 7.35pm.

3. RESOURCES

The minutes of the Resources meeting held on 23 March 2010 had been circulated including the following:

- CBHS Annual Management Accounts Year Ended 31 December 2009
- CBHS Annual Statutory Financial Statements
- Draft Statutory Accounts for Adams House
- Consolidated Accounts for CBHS including Adams House

Motion: Moved B Keen Seconded M Jordan

That the Board approve the Annual Accounts for CBHS and Adams House Hostel to be forwarded for audit.

Carried

Motion: Moved B Keen Seconded G Adams

That the Chairperson and Headmaster sign off on the Draft Consolidated Financial Statement for CBHS and Adams House Hostel.

Carried

3.1 Approval of Funding Applications

A number of applications were set out

Motion: Moved T McIntyre Seconded B Keen

That the Board authorize these applications being submitted to funding organisations.

Carried

3.2 Property

B Keen had updated and circulated to Board members the following:

- Capital Working paper 2006 – 2015 – showing work completed. Planned and priorities for work to be undertaken.
- School Funded Projects 2006 – 2015.
- Capital Works Summary sheet – 12 December 2006 (amended April 2007).
- Capital Works working paper as at 1/3/10.

The following was discussed:

- The Headmaster said he was confident that Ministry funded projects set out in the programme would be able to be completed.
- School Management to come back with a recommendation for the exact order of the MOE funded projects.
- Non Ministry funded projects – Staff, PTA and Sports Clubs be circularized asking for

them to come back with a wish list for Capital Works items.

ACTION: Headmaster circularize to Staff / PTA / Sports clubs requesting a wish list for Capital Works items. Next meeting.

3.3 Music Facilities

An email from a parent regarding the possibility of upgrading the Music Facilities at CBHS was tabled. This to be included on the 'Wish List'.

Motion: Moved B Keen Seconded L Todd

That the Resources minutes and attachments be accepted

Carried

4. ADAMS HOUSE

The minutes of the Adams House Hostel meeting held on 1 March 2010 were circulated for Board information.

5. CALENDAR AND COMMUNICATION PLAN

The following functions were noted:

- Parent Evening – Wednesday 31 March 2010.
- 25 April 2010 – ANZAC Day Service
- 26 April 2010 – The School's Evening
- 3 May 2010 – Old Boys' Association – AGM
- 18 May 2010 – Founders Meeting
- 25 May 2010 – Open Night

6. DEVELOPMENT OFFICE

It was agreed the Board put in place 'Terms of Reference' for the Development Office and that there should be a formal Committee of the Board and co-opted members which reports monthly to Board meetings. M Taggart to progress this with J Brady.

ACTION: Chairperson to progress 'Terms of Reference' re Development Office with J Brady. Next meeting.

7. CBHS PTA

- Noted there is no April meeting.
- S Davidson is on the list to attend the May 2010 meeting.

8. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons.

Carried

While in Public Excluded Session, the Board discussed: PE Minutes, Discipline Minutes and matters, Parental Complaint.

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

9. NEXT MEETINGS

Adams House	Tuesday 26 April 2010 at 3.30pm
Resources	Tuesday 26 April 2010 at 5.00pm
(Apology – L Todd)	
BOT	Wednesday 5 May 2010 at 5.00pm
(Apology L Todd)	Followed by Board Dinner

Meeting closed at 9pm.

**APPROVED5 MAY
2010**

CHAIRPERSON



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON MONDAY 29 MARCH 2010

By Who	Action	Reference	Due
Audit Committee	Review of Draft School Committee Relationship and Safety Policy.	1.3.1 (5.8DEC08)	Carried Forward MAR
Headmaster	to bring 2010 Headmaster's Goals	1.3.2 (1.3JUN09)	Carried Forward MAR
Hostel Committee	Draft 10YP & risk analysis to bring to the Board by the end of the year	1.3.3 (3. JUL09)	MAR 2010
Headmaster	To draft a letter to the parents re non staff coaching protocols.	1.3.4 (3.OCT09)	MAR
Chairperson	To email Board Exit Survey to Board members	1.3.5 (NOV 09)	MAR
Secretary	to bring Annual Timetable to each meeting.	5.	On going
Headmaster	To provide details on more proactive ways to use the school hut.	1.3.9 (2.9-1MAR)	Carried Forward Next Meeting
Audit Committee	To review Financial & Investment Policies	1.3.11 (3.4-1MAR)	Carried Forward Next Meeting
Headmaster	To check wording of guideline 5 in the Investment Policy.	1.3.12 (3.4-1MAR)	Carried Forward Next Meeting
Secretary	To prepare Board Annual Calendar 2010	1.3.13 (5.-1MAR)	Carried Forward Next Meeting
Development Office Steering Committee	Bring update to Board meeting	1.3.14 (6.-1MAR)	Carried Forward Next Meeting
Headmaster	To finalise ERO documentation.	1.3.15 (8.3-1MAR)	Carried Forward Next Meeting
Headmaster	to investigate changing the criteria for the school Enrolment Scheme.	2.3.1	Next Meeting
Headmaster	to bring a policy document regarding the 'Preferred Travel Company'	2.4.1	Next Meeting
Headmaster	to write to Warwick Beatson advising him of the requirements for travel in the future.	2.4.1	ASAP
Headmaster	circularize to Staff / PDA / Sports clubs requesting a wish list for Capital Works items.	3.2	Next Meeting
Chairperson	to progress 'Terms of Reference' re Development Office with J Brady.	6.	Next Meeting