



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 5.00 PM

ON WEDNESDAY 5 MAY 2010
IN THE LIBRARY CLASSROOM AT THE SCHOOL

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

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 **Apologies** – Mrs L Todd, Mr P McWilliam

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 29 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 – Discussed tonight under Audit Committee Report.

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 – included with Adams House minutes.

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 – June

1.3.5 **(NOV 09) Board Exit Survey** – Completed by three Board members and results included in Board papers for meeting.

1.3.6 **(2.9 - 1MAR) – School Hut** - Headmaster to provide details on more proactive ways to use the school hut. Carried Forward – June

1.3.7 **(3.4 – 1MAR) Financial & Investment Policies** - Audit Committee to review these. Covered in Audit Minutes circulated with Board papers.

1.3.8 **(3.4 – 1MAR) Investment Policy** - Headmaster to check wording of guideline 5 in the Policy. Advised is satisfactory.

1.3.9 **(8.3 – 1MAR) ERO** - Headmaster – To finalise ERO documentation – asap – Carried Actioned / Information in tonight's Board papers.

1.3.10 **(2.3.1- 29MAR)** - Headmaster to investigate changing the criteria for the school Enrolment Scheme. Covered in Headmaster's Report tonight.

1.3.11 **(2.4.1 -29MAR)** – Headmaster to bring a policy document regarding the 'Preferred Travel Company'. Covered in Headmaster's Report tonight.

1.3.12 **(2.4.1 -29MAR)** – Headmaster to write to Warwick Beatson advising him of the

requirements for travel in the future. Actioned

1.3.13 **(3.2 -29MAR)** – Headmaster to circularize to Staff / PDA / Sports clubs requesting a wish list for Capital Works items. Covered in Headmaster's Report tonight.

1.3.14 **(6.-29MAR)** – Chairperson to progress 'Terms of Reference' re Development Office with J Brady. ASAP

1.4 CORRESPONDENCE

Inwards - Nil

Outwards

A number of letters to various Trusts 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 and T McIntyre spoke to the following items:

2.1 Update Property Plan / Capital Works

The Headmaster is to check with staff, PTA and sports clubs on 'Wish Lists'.

2.2 Enrolment Scheme

Headmaster to prepare a paper for the Board on possible criteria that could be included in the School's Enrolment Scheme.

ACTION: Headmaster to prepare a paper for the Board re possible criteria that could be included in the School's Enrolment Scheme. JUN

2.3 Cross Country Team Travel

Permission to take the Cross Country Team trip to Australia during the Term III 2010 holiday break.

Motion: Moved T McIntyre Seconded G Adams

That the Board approve in principle the Cross Country Team to Australia subject to the risk analysis forms being completed and sighted by the Board.

Carried

ACTION: Headmaster to bring Risk Analysis Forms for Cross Country Trip to Australia during Term III break to Board meeting.

2.4 MOE Training for New Boards of Trustees

Information was tabled.

2.5 BOT Membership of NZSTA

Held over for new Board to make a decision.

ACTION: Headmaster / New Board to decide on Board Membership of NZSTA. JUN

2.6 Circular from MOE re Employment Negotiations for Staff

Held over for new Board.

ACTION: New Board to review Employment Negotiations for Staff circular from MOE. JUN

2.7 Curriculum Assessment and Reporting (NAG 1)

New Courses for 2011 are being sought for approval by the Curriculum Committee.

The Board to look at the possible new courses for 2011 that the school might offer boys and whether the number of courses available remains as broad as it is at present.

ACTION: Headmaster discuss with new Board broad range of courses available. JUN

2.8 UCANDO Programme of promoting study and leaning skills to YR12 has been implemented this year. An introduction at YR10 is given and it was considered a 'booster' at YR12 would be valuable. Sessions were also run for parents.

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

- Education Review Office - The draft response to ERO to the recommendations in the last review was circulated for Board information and comment.

Motion: Moved T McIntyre Seconded S Davidson

That the draft response letter be signed by the Headmaster and Chairperson and sent to ERO.

Carried

2.10 Personnel and Staffing (NAG 3)

- Recruitment – Two new staff – Pamela Ellison and Louette McInnes began this term to cover for Greg Mehrtens and Paul McWilliam who both have a term's leave.
- Conditions of Work – Staff have been offered free flue injections and approximately 50 staff have taken up this offer.
- Staff Achievement – Miranda Satterthwaite recently was awarded a Graduate Diploma in Information and Communications Technology in Education.

Motion: Moved Chairperson

That the Board write and congratulate her on this achievement.

Carried

ACTION: Secretary to write to Miranda Satterthwaite congratulate her on her Graduate Diploma in Information & Communications Technology in Education on behalf of the Board. Also to R Taylor mentioned in earlier minutes. ASAP

2.11 Health and Safety (NAG 6)

2.11.1 Suspensions & Stand-downs

Noted as follows:

There has been one 2 day stand down for Gross Misconduct.

2.12 Draft Policy On Travel Agencies When Organising Overseas Trips

A copy was tabled.

Motion: Moved S Davidson Seconded J Brady

This draft to be included in the Finance / Asset Policy – referred to the Audit Committee for inclusion.

Carried

ACTION: Audit Committee to include Policy on Travel agencies in Finance / Asset Policy. JUN

2.13 Headmaster's Monthly Report to the Board in the Future

It was suggested that the Headmaster report against the Strategic Goals in the future.

ACTION: Headmaster Monthly Reports to the Board, in future to be reported against Strategic Goals. JUN

Motion: Moved T McIntyre Seconded M Taggart

That the Headmaster's Report be adopted.

Carried

3. RESOURCES

The minutes of the Resources meeting held on 26 April 2010 had been circulated. B Keen spoke to the following:

- The Financial Statements for February & March 2010 had been emailed to members prior to the meeting.
- The Schedule of Variances over \$5,000 positive / negative were set out.
- Uncommitted Funds - \$400,000 – Noted this is the highest for some years and there was discussion on the possibility of using these funds to undertake some projects.

Recommendation:

That the Financial Statements as at the end of February & March 2010 be accepted.

3.1 2010 Budget

A summary of changes since the November 2009 draft budget were tabled and noted.

Recommendation:

That the 2010 Budget be accepted and it be noted that the Committee is concerned that the 5% Surplus is not being reached.

3.2 School Fee

The Committee discussed the School Fee and it was recommended that this be increased (has not been increased for three years). Prior to such an increase it was agreed that a package / plan needed to be prepared showing how the money would be used and this plan would be required for the 2011 Prospectus.

Recommendation:

That the Headmaster provide a report to the Board meeting with comparative figures from Auckland Grammar and Wellington Boys' and also advise how the additional funding could be spent.

Noted that the Board discussed the School Fee and agrees with the recommendation from the Resources Committee that the fee should be increased.

3.3 Health & Safety

The Headmaster reported there have been three incidents during February / March – two broken bones and one dislocation.

3.4 Approval of Funding Applications

Recommendation:

That the following Funding Applications be approved:

Charity	Amount	Purpose
Eureka Trust	\$1,200	20 First Aid Kits for the sports teams.
Pub Charity	\$5,000	Hockey Galvanised Goal Frames with standard galvanised mesh covers for the school grounds.
Mainland Foundation	\$1,100	Gazebo for cricket players.
Trust Aoraki	\$5,000	Hockey gear and equipment.
Trillian Trust	\$3,000	Music and Drama technical equipment.
NZ Community Trust	\$4,000	Cricket wickets upgrade.

3.5 Property 5YP Funding – The Ministry have advised that funding has been updated and \$37,747 extra funding will be added to the funds received in June 2011.

Motion: Moved B Keen Seconded M Taggart

That the Resource Committee minutes be accepted and the Recommendations therein adopted by the Board.

Carried

4. ADAMS HOUSE

The minutes of the Adams House Hostel meeting held on 26 April 2010 had been circulated. R Taylor spoke to the following:

4.1 Draft 10Y Capital Works Plan and Provision for Future Maintenance 2009 – 2019

These had been circulated with the minutes and discussed.

4.2 Financial Reports

The reports for February and March had been circulated to the Hostel Committee and the Schedule of Variances positive or negative reviewed.

4.3 Hostel Roll as at 26 April 2010

131 boys in the Hostel

4.4 New Entrants 2010

Have received 55 applications for the 28 YR9 places available in 2011.

4.5 Hostel Hire

During the April holidays there were six different groups who hired the Hostel. Most groups had over 40 people. This should provide a gross income of over \$55,000. The July hire group numbers are also going to exceed most vacation periods of previous years.

4.6 Double Glazing

This is being investigated for the majority of windows in A, B & C blocks. The extreme amount of condensation is causing considerable damage to the wooden window ledges, causing the curtains to be covered in mould reducing their life considerably and obviously makes the room very damp.

Motion: Moved Chairperson

That the Adams House Report be accepted.

Carried

5. DEVELOPMENT OFFICE

J Brady discussed the following:

Will provide electronically to the Headmaster for the new Chairperson for this Committee:

- Terms of Reference
- Rationale
- Business Case
- Costings

She also said she is happy to be involved in progressing this proposal.

6. AUDIT COMMITTEE

The minutes of the Audit Committee meeting held on 27 April 2010 had been circulated, including the following policies:

- Electronic Surveillance Policy .

Motion: Moved S Davidson Seconded A McPhail

That the above Policy be ratified by the Board.

Carried

- Health & Safety

Motion: Moved S Davidson Seconded M Jordan

That the above Policy be ratified by the Board

Carried

• School Community Relationship Policy

Considered and agreed it was already covered in the Harassment Policy. Also noted this was a Procedure rather than a Policy.

• Financial Audit Policy

Considered and agreed this was covered by the Finance & Assets Policy.

• Investment Policy

Considered and agreed this was covered by the Finance and Assets Policy.

• Terms of Reference for the Audit Committee

It was agreed this should be reviewed by the new Board to ensure that there is a separation between Policies to be reviewed by the Board and Management Procedures. Also the Board need to be assured that there are Procedures in place and that they are

working and are reviewed by school Management on an annual basis.

It was suggested that the Audit Committee list all the Board Policies and develop an audit plan. This should be referred to at monthly Board meetings.

• **Strategic Plan 2010 - 2012**

The final copy of the Plan with the Vision Statement, School Values and Strategic Goals and 2010 Action Plan included, was circulated for Board information.

Motion: Moved S Davidson Seconded B Keen

That the Audit Committee Report be received and recommendations therein adopted.

Carried

7. CBHS PTA

S Davidson represented the Board at the May PTA meeting and reported as follows:

- They have a healthy bank account.
- They have been busy making teas etc for Anzac Day / Open Night functions.
- Looking at food sold in the canteen.
- Fundraising – selling wine etc.
- Planning a raffle in July.
- Suggestion of an Advertising Directory.
- Have asked the Board when the ladies toilets / facilities in the main block will be redecorated.

8. GENERAL BUSINESS

8.1 Items to be addressed with the New Board

- Annual Timetable of work for Board and Committees
- Board Roles and Responsibilities 2010
- List of Board members attending PTA meetings 2010

ACTION: Secretary to address at May meeting – list of Board members attending PTA meetings 2010.

8.2 Appreciation

The Board expressed their sincere thanks to M Taggart, A Brady and A McPhail for the huge contribution they have made while on the Board and for their leadership of various subcommittees.

9. NEXT MEETINGS

To be set by the new Board

10. 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: staff & two letters from parents.

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

Meeting closed at 7.15pm.

APPROVED

2010

CHAIRPERSON



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON MONDAY 5 MAY 2010

By Who	Action	Reference	Due
Headmaster	to bring 2010 Headmaster's Goals	1.3.2 (1.3JUN09)	Carried Forward JUN
Headmaster	To draft a letter to the parents re non staff coaching protocols. Sports Committee is drafting letter.	1.3.4 (3.OCT09)	JUN
Secretary	to update Annual Timetable	5.	JUN
Headmaster	To provide details on more proactive ways to use the school hut.	1.3.9 (2.9-1MAR)	Carried Forward JUN
Chairperson	to progress 'Terms of Reference' re Development Office with J Brady.	6.	ASAP
Headmaster	to prepare a paper for the Board re possible criteria that could be included in the School's Enrolment Scheme.	2.2	JUN
Headmaster	Bring Risk Analysis Forms for Cross Country Trip to Australia during Term III break to Board meeting.	2.3	JUN
Headmaster	Discuss with new Board range of courses available.	2.4	JUN
Headmaster New Board	To decide on Board Membership of NZSTA.	2.6	JUN
New Board	To review Employment Negotiations for Staff circular from MOE.	2.7	JUN
Secretary	to write Miranda Satterthwaite and congratulate her on her Graduate Diploma in Information & Communications Technology in Education and R Taylor, mentioned earlier in the minutes, on behalf of the Board.	2.10	ASAP
Audit Committee	to include Policy on Travel agents in Finance / Asset Policy.	2.11	JUN
Headmaster	Monthly Report to the Board, in future to be reported against the Strategic Goals.	2.12	JUN
Secretary	to address list of Board members attending PTA meetings 2010.	8.	24 MAY