



CHRISTCHURCH BOYS' HIGH SCHOOL

MINUTES OF MEETING OF THE BOARD OF TRUSTEES

HELD AT 6.00 PM

ON WEDNESDAY 2 JUNE 2010

IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Mr M Jordan (Chairperson), Mr T McIntyre (Headmaster), Mr B Keen, Mrs S Davidson, Mr H Matthews, Mrs R Williams, Mr R Taylor

IN ATTENDANCE Mrs A Johnston (Secretary)

1. ADMINISTRATION MATTERS

1.1 Apologies – Nil

1.2 Confirmation of Minutes

Motion: Moved M Jordan Seconded S Davidson

That the minutes of the Board of Trustees meeting held on 5 May 2010, having been circulated, be approved as a true and correct record of that meeting.

Carried

Motion: Moved M Jordan Seconded H Matthews

That the minutes of the Board of Trustees meeting held on 24 May 2010, having been circulated, be approved as a true and correct record of that meeting.

Carried

1.3 Matters Arising

1.3.1 (1.3 JUN 09) **Headmaster** - 2010 Headmaster's Goals – ACTIONED

1.3.2 (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

1.3.3 (2.9 - 1MAR) – **Headmaster** -School Hut - to provide details on more proactive ways to use the school hut. Headmaster reported the hut has been well maintained and is not a financial cost to the school. ACTIONED

1.3.4 (6.-29MAR) – **Headmaster/S Davidson** – To meet with J Brady re Development Office (Terms of Reference / Business Case) July

1.3.5 (6.MAR) **Secretary** to update Annual Timetable. July

1.3.6 (2.2-5MAY) **Headmaster** to prepare a paper for the Board re possible criteria that could be included in the School's Enrolment Scheme. Carried Forward October

1.3.7 (2.3-5MAY) **Headmaster** to bring Risk Analysis Forms for Cross Country Trip to Australia during Term III break to Board meeting. June

1.3.8 (2.4-5MAY) **Headmaster** to discuss with the new Board range of courses available. June

1.3.9 (2.6-5MAY) **Headmaster/ New Board** to decide on Board Membership to NZSTA. Headmaster to provide Board a sheet on Pros & Cons of belonging to CANTSTA and NZSTA. June

1.3.10 (2.7-5MAY) **New Board** to review Employment Negotiations for Staff Circular from MOE. June

1.3.11 (2.10-5MAY) **Secretary** to write Miranda Satterthwaite and congratulate her on her Graduate Diploma in Information & Communications Technology in Education on behalf of the Board. ACTIONED

1.3.12(2.11-5MAY) **Audit Committee** to include Policy on Travel agents in Finance/Asset Policy. Carried Forward - August

1.3.13 (2.12-5MAY) **Headmaster** in Monthly Report to the Board, in future to be reported against the Strategic Goals. To be discussed tonight.

1.3.14 (8.-5MAY) **Secretary** to finalise list of Board members attending PTA meetings in 2010. ACTIONED

1.3.15 (1.3-24MAY) **Secretary** to amend Delegated Authorities and circulate with Board papers for next meeting. Carried Forward June

1.3.16 (1.4-24MAY) **Headmaster** to speak with J Brady re the Development Committee and request the information she discussed at the 5/5/10 Board meeting. Carried Forward June

1.3.17 (1.4-24MAY) **M Jordan** to speak with A McPhail re his possible interest in being

on the Student Discipline Committee.

M Jordan spoke with A McPhail and he is happy to continue on this Committee.

Motion: Moved T McIntyre Seconded B Keen

That A McPhail be co-opted to the Board for the purpose of being the Chair of Student Discipline Committee.

Carried

ACTION: Secretary to write to A McPhail and advise him of his co-option to the Board for the purpose of Chairing the Discipline Committee. ASAP

1.3.18 (1.4-24MAY) Board Members to ratify the BOT Committees list as amended at the next meeting.

Motion: Moved Chairperson

That the amended Board Roles and Responsibilities 2010 be approved.

Carried

1.3.19 (1.6-24MAY) Headmaster to email MOE Board training information to Board members. **ACTIONED**

1.3.20 (1.3-24MAY) Headmaster to email information re NZSTA National Conference In Christchurch 9-11 July 2010 to Board members. Suggested the Board members look at this on the NZSTA website.

1.3.21 (1.8-24MAY) Board Photo to be taken at the 30 June meeting.

ACTION: Board Photo to be taken at the 30 June meeting.

1.4 CORRESPONDENCE

Inwards

- 28/05/10 – MOE Professional Development for New Trustees – Effective Governance. Details to be available shortly.
- A resident in Tui Street dismay over the litter around the school boundaries. A copy of the letter was tabled for Board members and the matter was referred to the Headmaster to action and he has been asked to report back to the Board on actions taken. Secretary to action neighbour.

ACTION: Headmaster to report back to the Board re actions taken regarding neighbour complaint. Next meeting

ACTION: Secretary to report back to the neighbour lodging the complaint. ASAP

Outwards

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

Motion: Moved Chairperson

That the Inwards Correspondence be accepted and the Outwards Correspondence be approved.

Carried

2. HEADMASTER'S REPORT

A written report had been circulated, the following matters were discussed:

2.1 Outcomes from the recent Budget changes

- Funding – 4% increase in Operations Grant
- GST – The rise will have a negative impact as the school is a GST negative operation which pays more GST than collected.
- Operations Grant Allocation – Operations Grant and teachers salaries are currently set on 1 March roll return. The Budget announcement was that there will be four funding points during the year thus reflecting variations of student numbers on those dates. For many schools this will mean a significant reduction in funding.
- Utilities – Utility funding is being capped which means that any future overruns in Heat, Light and Water will not be reimbursed.

2.2 ERO Report

The school is in receipt of a confirmed ERO Report and the online version now reflects that the school has been placed on a three year cycle so ERO will be due at the school in 2011.

2.3 Open Night

Was the largest turnout with approximately 600 application packs handed out and early enrolments are strong. Enrolments close at the end of July when the number of Out of Zone students will then be determined.

2.4 2010 Action Plan Update

This was circulated for Board information.

2.5 Headmaster's Reporting to the Board in future

It was agreed that in future the Headmaster report to the Board on the following:

- Progress against the Action Plan (new month 's progress to be highlighted in Bold)
- Report on Compliance document
- Initiatives that have cropped up during the month
- Opportunities / Risks etc

2.6 Departmental Reporting

It was agreed that the various department HOD's give a presentation to the Board on their department at the commencement of the Board meetings based on student achievement. The Headmaster to produce a template for HOD's on what the Board would like them to report on for the next Board meeting. Headmaster to also draw up a timetable for the individual HOD's to report to the Board.

ACTION: Headmaster to produce a template for the HOD's on what the Board would like them to report on. ASAP

ACTION: Headmaster to draw up a timetable for the individual HOD's to report to the Board. ASAP

2.7 Policies

The following Policies had been circulated for Board information:

- Appointments
- Leave

2.8 Approval of Funding Applications

Recommendation:

That the following Funding Applications be approved:

Charity	Amount	Purpose
Eureka Trust	\$4,000	Airfares and accommodation for Touch Team at Palmerston North
Mainland Foundation	\$1,000	Towards the cost of organisation requirements for the 2010 Canterbury Secondary Duathlon
Trillian Trust	\$5,000	Airfares, Mini Bus costs for Basketball Palmerston North.
Youthtown Foundation	\$1,300	Hall sound equipment - crossover
The Southern Trust	\$19,000	Technical equipment, Balance Scales, Bowling Machine, Cricket Frame Cover, Gazebo
The Trust Charitable	\$3,000	Accommodation, Mini Van & Trailer and Ferry for the National Cycling Tournament at Palmerston North 23 – 28 September 2010.
First Sovereign Trust	\$6,000	Upgrade of Cricket Wicket facilities

Motion: Moved T McIntyre Seconded R Taylor

That the Board approve the above funding applications being submitted.

Carried

Motion: Moved T McIntyre Seconded M Jordan

That the Headmaster's Report be accepted.

Carried

3. RESOURCES – The Committee have not met

- The Financial Statements for 30 April 2010 had been circulated.
-The amounts owing to the school shown in the Statement of Financial Position were noted which relate mainly to Sports Uniforms, Stationary, etc.
- The Resources Committee to discuss whether the school fee should be included with the activity fee and amounts owing by students at their next meeting.

ACTION: Resources Committee to discuss whether the school fee should be included with the activity fee and amounts owing by students. Next Resource meeting.

Motion: Moved B Keen Seconded M Jordan

That the April Financial accounts be received.

Carried

4. ADAMS HOUSE COMMITTEE

Met prior to tonight's meeting and minutes will be circulated with the papers for the next Board meeting.

5. AUDIT COMMITTEE – Have not met.

6. CALENDAR & COMMUNICATION PLAN

This to be included with the papers for the next meeting.

- Board Annual / Monthly Timetable

This is to be amended and sent out with the next Board papers.

ACTION: Secretary / The Calendar & Communication Plan & the Board Annual / Monthly Timetable to be circulated with the Board papers for the next meeting. 30 JUN

7. DEVELOPMENT OFFICE

The Headmaster, S Davidson and J Brady have reviewed the Terms of Reference and the draft Business Case for Board consideration is to be circulated with the Board papers for the 30 June meeting.

ACTION: Secretary to circulate the Development Office -Terms of Reference and the draft Business Case with the Board papers. 30 JUN

The Headmaster to ask J Brady if she would like to attend the next meeting and speak to the Business Case.

ACTION: Headmaster to invite J Brady to attend the next Board meeting and speak to the Development Office Business Case. ASAP

8. CBHS PTA

T McIntyre reported on the meeting earlier in the week.

- The PTA group are a very active group.
- They have some fantastic ideas for fundraisers.
- 40 or 50 members attend each month.

9. GENERAL BUSINESS

9.1 Board Professional Development – Carried Forward to next meeting.

ACTION: Board to discuss Professional Development. 30 JUN

9.2 Social Development (Email from M Taggart 20/05/10)

This was referred to the Headmaster to respond.

ACTION: Headmaster to respond to Social Development information received by email. ASAP

9.3 Property Plan

Motion: Moved H Matthews Seconded M Jordan

That the Board delegate to the Headmaster and B Keen authorization to submit the 5YR Property Plan to the Ministry by 30 June 2010 to enable funding to be made available.
Carried

10. NEXT MEETINGS

Resources Wednesday 30 June 2010 5pm

Apology R Taylor

Board of Trustees Wednesday 30 June 2010 6pm

Apology R Taylor

Adams House Friday 23 July 2010 2pm

11. 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: Minutes/Student Discipline/Staff Matters.

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 8.00pm.

APPROVED **30 JUNE 2010**
CHAIRPERSON



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON MONDAY 2 JUNE 2010

By Who	Action	Reference	Due
Headmaster	To draft a letter to the parents re non staff coaching protocols. Sports Committee is drafting letter.	1.3.2 (3.OCT09)	30 JUN
Headmaster S Davidson	To meet with J Brady re Development Office (Terms of Reference / Business Case)	1.3.4 (6.-1MAR)	JUL
Secretary	to update Annual Timetable	1.3.5 (6.MAR)	30 JUN
Headmaster	to prepare a paper for the Board re possible criteria that could be included in the School's Enrolment Scheme.	1.3.6 (2.2-5MAY)	Carried Forward OCT
Headmaster	Bring Risk Analysis Forms for Cross Country Trip to Australia during Term III break to Board meeting.	1.3.7 (2.3-5MAY)	30 JUN
Headmaster	Discuss with new Board range of courses available.	1.3.8 (2.4-5MAY)	30 JUN
Headmaster New Board	To decide on Board Membership of NZSTA. To provide Pros & Cons of CANTSTA & NZSTA	1.3.9 (2.6-5MAY)	30 JUN
New Board	To review Employment Negotiations for Staff circular from MOE.	1.3.10 (2.7-5-MAY)	30 JUN
Audit Committee	to include Policy on Travel agents in Finance / Asset Policy.	1.3.12 (2.11-5MAY)	Carried Forward AUG
Board members	That the Delegated Authorities be ratified at the next Board meeting.	1.3.15 (1.3-24MAY)	Carried Forward 30 JUN
Headmaster	To speak with J Brady re the Development Committee and request the information she discussed at the 5/5/10 Board meeting.	1.3.16 (1.4-24MAY)	Carried Forward 30 JUN
Secretary	to write to A McPhail and advise him of his co-option to the Board for the purpose of Chairing the Discipline Committee.	1.3.17 (1.4-24MAY)	ASAP
Board Members	Board Photo to be taken at the 30 June meeting	1.3.20 (1.8-24MAY)	Carried Forward 30 JUN
Headmaster	to report back to the Board re actions taken regarding neighbour complaint.	1.4	30 JUN
Secretary	to report back to the neighbour lodging the complaint.	1.4	ASAP
Headmaster	to produce a template for the HOD's on what the Board would like them to report on.	2.6	ASAP
Headmaster	to draw up a timetable for the individual HOD's to report to the Board	2.6	ASAP
Resources Committee	to discuss whether the school fee should be included with the activity fee and amounts owing by students.	3.	Next Resources Meeting
Secretary	to arrange for the Calendar & Communication Plan & the Board Annual / Monthly Timetable to be circulated with the Board papers.	6.	30 JUN
Secretary	to circulate the Development Office -Terms of	7.	30 JUN

	Reference and the draft Business Case with the Board papers.		
Headmaster	to invite J Brady to attend the next Board meeting and speak to the Development Office Business Case.	7.	ASAP
Board	to discuss Professional Development.	9.1	30 JUN
Headmaster	to respond to Social Development information received by email.	9.2	ASAP