

CONFIRMED MINUTES

MEETING OF THE CHRISTCHURCH BOYS HIGH SCHOOL BOARD OF TRUSTEES



At the **Meeting of the Christchurch Boys High School Board of Trustees** on **29 Jun 2021** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School
Date:	Tuesday, 25 May 2021
Time:	5:30 pm to 9:01 pm
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Leeann Watson (Chair), Andrew Haig, Mark Zino, Michael Singleton, Mike Medlicott, Nic Hill, Nigel Vernon, Tim Cookson, Tyff Habwe
Attendees:	Kathryn Doig

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed Board members to the meeting. There were no apologies.

1.2 Conflicts of Interest

The Chair asked Board members if they had any conflicts of interest; none were forthcoming.

1.3 Confirmation of Minutes

Meeting of the Christchurch Boys High School Board of Trustees 13 Apr 2021, the minutes were confirmed as presented.



Previous Minutes Confirmed

The minutes of the CBHS Board of Trustees' meeting held on 13 April 2021 were accepted as a true and accurate record of the meeting.

Decision Date:	25 May 2021
Mover:	Andrew Haig
Seconder:	Michael Singleton
Outcome:	Approved

1.4 Action Item List

Due Date	Action Title	Owner
13 Apr 2021	Review terms of reference for each committee Status: In Progress	Kathryn Doig

Due Date	Action Title	Owner
25 May 2021	Circulate desired Board skillsets Status: Completed on 25 May 2021	Kathryn Doig
10 Aug 2021	Communicate co-curricular goals and repeat survey before the end of the winter sports season. Status: Not Started	Nic Hill



Send Resources and Audit Committee TORs to M Medicott

N Hill to send Terms of Reference for Resources and Audit Committees to M Medicott for review at the next meetings.

Due Date: 31 May 2021
Owner: Nic Hill

1.5 Health, Safety and Wellbeing

H&S Committee Meeting Minutes

The Headmaster referred to the H&S Committee minutes attached to the Agenda noting that cellphones and boys having access to inappropriate material were raised by the Guidance team as a H&S issue. Discussion included the effectiveness of banning them and a preference for education around appropriate use.

Concerns about open-plan offices for Deans in the Main Block design have been worked through and resolved, resulting in a better outcome overall. A request to purchase partitions is supported by the Resources Committee.

There was a brief discussion about the different impact of drug testing for boys whose studies involve working offsite.

In response to a question from the Chair as to whether he needed any guidance from the Board around H&S, The Headmaster advised there was nothing specific, but he appreciated their ongoing support.

H&S from the Headmaster's Report

Concerns about behaviour and player and staff safety at the rugby match between CBHS and St Andrews were raised by the Headmaster. He plans to raise the issue with principals of other schools with the aim of collectively working on improving behaviour and sending a message that bad behaviour will not be tolerated. The need for leadership and role modelling from everyone involved in sport was also discussed. The Board noted their support for the initiative; the Headmaster will include their support in his message to the other schools.

He advised that he and the Executive Principal of Christs College have been working together in preparation for the CBHS vs College game next week and is confident that risks around behaviour issues have been addressed. They are meeting again to discuss expectations prior to the game. Christs College's Head Boy is attending CBHS assembly tomorrow and the Headmaster and CBHS Head Boy are attending College's assembly next week. Suggestions in regard to showing leadership at the game were also discussed.

2. Governance

2.1 Succession Planning

As part of the discussion around succession planning, the Headmaster and Board members discussed potential candidates who they felt had relevant financial, business and HR/people skills and experience at Board level.

Following discussion, two potential candidates for co-option to the Board this year were identified and others suggested as possible nominees for Board elections next year. The suggestion at the last meeting in regard to co-opting the current Student Representative for a period of time to transition and assist the new Student Rep into the role was also considered.

Rules around co-options and elected members were discussed and clarified and succession planning and continuity options discussed.



Confirm succession planning for continuity

Discuss and confirm succession planning for continuity at the October and/or November meetings.

Due Date: 26 Oct 2021
Owner: Leeann Watson



Contact potential candidate for co-option to the Board

M Medicott to contact his proposed candidate for Board co-option and seek their interest in being co-opted this year.

If interested, get and circulate their CV to Board members.

Due Date: 29 Jun 2021
Owner: Mike Medicott



Contact potential candidate for co-option to the Board

M Zino to contact his proposed candidate for Board co-option and seek their interest in being co-opted this year.

If interested, get and circulate their CV to Board members.

Due Date: 29 Jun 2021
Owner: Mark Zino

2.2 Future Strategic Agenda Items

Board members discussed, ratified and prioritised a strategic work programme to focus on over the next few years, as follows:

1. The changing environment - positioning ourselves to prepare and equip our boys and staff:
 - a. to be morally courageous and relevant in a changing environment and society
 - b. to have the right guidance, development and support
 - c. to teach and learn a relevant curriculum that improves academic knowledge and attainment, and student engagement, and provides options for students with different learning needs and aspirations
 - d. with the right facilities for now and the future.
2. What do we want to be known for - and how do we change perceptions (school-led communication with the community, branding etc)?
3. Financial sustainability
4. Succession planning and growing the next layers of leadership and culture.

Discussion included seeking meetings with the Ministry about each priority to discuss how they can assist in terms of curriculum and other changes and creating a framework for running strategic sessions around each priority at forthcoming Board meetings.

The Headmaster will develop a 'one pager' of reference sites/thought provoking statements on the changing environment and engage someone to facilitate the sessions.

K Doig will put together a list of topics with Board meeting discussion dates and add each as an item at the start of Board meeting agendas.

The Chair and M Singleton will define a discussion framework for the sessions. Position statements will be produced from the sessions.



Develop a list of reference sites relating to the 'changing environment' and select a facilitator

The Headmaster to develop a 'one pager' of reference sites/thought provoking statements on the changing environment and engage someone to facilitate the sessions.

Due Date: 29 Jun 2021

Owner: Nic Hill



List priority goals with Board Meeting Dates and add as agenda items for future meetings

K Doig to put together a list of topics with Board meeting discussion dates and add as an item at the start of Board meeting agendas.

Due Date: 29 Jun 2021

Owner: Kathryn Doig



Define a discussion framework for priority goal strategy sessions

The Chair and M Singleton to define a discussion framework for the priority goal strategy sessions.

Due Date: 29 Jun 2021

Owner: Leeann Watson

3. Headmaster's Report

3.1 Headmaster's Report

The Headmaster's Report was taken as read.

Two recommendations were discussed. The first related to the Headmaster making a submission to the Ministry on behalf of the school in response to their proposal to change the priority categories for out of zone enrolments in state schools (the ballot). The Headmaster is in favour of the status quo and wants to also encourage the community to make their own submissions. If adopted, the change would affect 20-30 students a year.



Submission to the MOE Consultation on Zoning Approved

Moved that the Headmaster make the attached submission to the MOE consultation on zoning on behalf of the Board.

Decision Date: 25 May 2021

Mover: Nic Hill

Seconder: Mike Medicott

Outcome: Approved

The Headmaster's second recommendation - to enrol 275 Year 9 students next year to balance the number of Year 11 students this year was briefly discussed and agreed to.



Request to Increase Year 9 Enrolments in 2022 Approved

Moved that the Board of Trustees approve a target of 275 Year 9 enrolments for 2022.

Decision Date: 25 May 2021

Mover: Nic Hill

Outcome: Approved

Kaitiaki's progress and future development was discussed, including workloads, distractions such as cellphones, behaviour and confidence around discussing issues outside of their teaching expertise. The Chair offered the Board's continuing support and assistance with professional development if required.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 25 May 2021
Mover: Nic Hill
Seconder: Mark Zino
Outcome: Approved

3.2 Student Representative Report Back

T Habwe reported positively on student perspective on senior management initiatives over the last couple of weeks, including eg, rainbow, violence against women, media reports and a Pink Shirt fundraiser last Friday. They have prompted ongoing conversation in his Kaitiaki.

He advised that a rainbow themed mufti day is planned for week 8. He commented on the amazing costumes worn on Pink Shirt Day.

4. Sub-Committees

4.1 Adams House

The attached minutes were taken as read and M Singleton highlighted the following points:

- The conversation around making sure the Committee has assurance of sign offs from a H&S perspective, including that sign-offs are reviewed by various external agencies.
- The effect of having the parents' dinner offsite on funding for the Parents' Association.
- The hostel is starting to see the benefits of working more closely with the school.
- The Committee was assured by the new Head of Strategy and Finance's comments that she has found all was in order with respect to the hostel's finances.

M Zino advised that the Parents Association had been asked to vote on funding an ice machine for the hostel, which they subsequently agreed to. It has been purchased and the boys love it.



Adams House Report Accepted

Moved that the Adams House Report be accepted.

Decision Date: 25 May 2021
Mover: Michael Singleton
Seconder: Tim Cookson
Outcome: Approved

4.2 Resources Committee (inc. Property Steering Group)

Property

A Haig reported on discussions prompted by questions and concerns from the Committee regarding the peer review of the air conditioning option chosen by the Ministry for the Main Block, and whether the chosen option is the 'greenest' one which according to one of the project team is a top priority for the Ministry. A Haig is seeking a statement from the Ministry about their requirements for "the greenest system".

Gym Rebuild

The Headmaster advised he has followed up with D Hobern regarding the timeline for the new gym, which was promised by Sam Fowler; he will escalate the request if the timeline is not forthcoming.

H&S concerns around the current state of the gym were discussed. The Ministry will be advised of the concerns and asked for assurances as to how H&S requirements will be met if the gym rebuild is not being undertaken in the near future.

A Haig advised that C Dunnett is working on finalising project defects on Caddick and Caldwell, and that the Caddick and Caldwell buildings won a building award. The Headmaster will draft a letter for the Board thanking and congratulating the project team and C Dunnett.



Draft a letter thanking and congratulating the Caddick and Caldwell project team

N Hill to draft a letter thanking and congratulating the Caddick and Caldwell project team in regard to the building award.

Due Date: 29 Jun 2021

Owner: Nic Hill

Resources

M Medicott reported that the new Head of Strategy and Finances attended her first Resources Committee meeting. The only areas of note were banked staffing, which will be adjusted before the end of the year, and that international student numbers are down and are not expected to be back to previous levels for some time. Strategies around international students will be considered further.

Recommendations from the Resources Committee for ratification by the Board were approved as follows.



Transfer of CAPEX funding for Kidson House to a New Water Source Approved

Moved that the Board approve the spending of approved CAPEX funding, 2021 (Kidson House) up to \$30,000 ex GST to be transferred to funding a new water source from Kahu Road for the pool and D Block.

Decision Date: 25 May 2021

Mover: Mark Zino

Seconder: Mike Medicott

Outcome: Approved



Spending on New Furniture for the Deans Area Approved

Moved that the Board approve the spending of \$ \$9,500 incl GST on new furniture (dividers) for the Deans area in F4 from the CAPEX Budget.

Decision Date: 25 May 2021

Mover: Tim Cookson

Seconder: Andrew Haig

Outcome: Approved



Funding to Upgrade Adams House Camera System Approved

Moved that the Board of Trustees approve expenditure from the 2021 Adams House capital expenditure budget of \$21,970 for security camera upgrade and extension whilst remaining within the overall capital expenditure budget of \$64,190.

Decision Date: 25 May 2021

Mover: Andrew Haig

Seconder: Mark Zino

Outcome: Approved

The popularity of the new bike area is causing H&S issues with boys accessing it from all school entrances in preference to using other bike areas. A solution is being worked on.

M Medicott is sending a letter to the Heads of Art and Technology to thank them for moving areas.



Resources Committee Report Accepted

Moved that the Resources Committee be accepted.

Decision Date: 25 May 2021
Mover: Mike Medicott
Seconder: Mark Zino
Outcome: Approved

4.3 Audit Committee



Draft Accounts Approved and Authority to Sign Off Delegated

The Board noted that the final accounts will be received between Board meetings and moved that they approve the draft accounts and delegate authority to the Chair of the Audit Committee to sign off on the final accounts if he is comfortable with them.

Decision Date: 25 May 2021
Mover: Tim Cookson
Seconder: Mark Zino
Outcome: Approved

4.4 High School Old Boys

A new president, Simon Carter, has been appointed. The Headmaster will send letters of congratulation and thanks to the new and previous presidents respectively on behalf of the Board.



Send letters of congratulation and thanks to the new and previous presidents of the HSOB Association

N Hill to send letters of congratulation and thanks to the new and previous presidents respectively on behalf of the Board.

Due Date: 29 Jun 2021
Owner: Nic Hill

4.5 Te Kura

The May meeting has been postponed.

4.6 PTA

There is a meeting tonight.

The Headmaster will send letters of thanks and congratulations to the previous and new Committee chairs.



Send letters of thanks and congratulations to the previous and new PTA Committee chairs

N Hill to send letters of thanks and congratulations to the previous and new Committee chairs on behalf of the Board.

Due Date: 29 Jun 2021

Owner: Nic Hill

5. General Business

5.1 Correspondence Inwards

Inwards correspondence was noted and accepted. One item was moved into Public Excluded Session.

5.2 Correspondence Outwards

6. Public Excluded Session

6.1 Motion to Exclude



Moved that the meeting move into Public Excluded session for reas...

Moved that the meeting move into Public Excluded session for reasons of legal and professional privilege and to protect the privacy of natural persons, to discuss employment and legal matters.

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

Decision Date: 25 May 2021
Mover: Leeann Watson
Outcome: Approved

7. General Business

7.1 General Business

T Cookson noted receiving feedback from parents about the excellent communication from CBHS compared with other schools.

Staff travel to attend conferences in Australia was briefly discussed. It was agreed that travel can be made as long as it is absolutely essential and staff travelling must have been fully vaccinated for COVID prior to travelling.

8. Meeting Close

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____