

# 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 **17 Aug 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Christchurch Boys' High School
<b>Date:</b>	Tuesday, 29 June 2021
<b>Time:</b>	5:30 pm to 9:30 pm
<b>Location:</b>	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
<b>Board Members:</b>	Leeann Watson (Chair), Andrew Haig, Michael Singleton, Mike Medlicott, Nic Hill, Nigel Vernon, Tim Cookson, Tyff Habwe
<b>Attendees:</b>	Kathryn Doig
<b>Apologies:</b>	Mark Zino

### 1. Administration Matters

#### 1.1 Attendance/Apologies

M Zino's apologies 'in person' were noted and accepted. He attended some of the meeting via phone.

#### 1.2 Welcome Guests and introductions

The Chair welcomed two potential new Board members as guests, and Board members and guests introduced themselves.

She highlighted the inclusion of the strategic item, 'Facilitated Discussion' and noted other strategic items to be included in forthcoming meetings.

#### 1.3 Conflicts of Interest

The Chair asked whether Board members had any interests to declare.

A Haig noted that his company, Rubix, has been appointed project manager for the CGHS school rebuild and the Headmaster noted that Christchurch Electrical have lent him a car, short term, whilst his car is being repaired.

#### 1.4 Confirmation of Minutes

**Meeting of the Christchurch Boys High School Board of Trustees 25 May 2021**, the minutes were confirmed as presented.



## Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees' meeting on 25 May 2021 be approved as a true and accurate record of the meeting.

**Decision Date:** 29 Jun 2021  
**Mover:** Mike Medicott  
**Seconder:** Tim Cookson  
**Outcome:** Approved

The success of the annual CBHS vs Christs' College rugby match in terms of event preparation and reflection on the school was noted and the Headmaster congratulated. He will forward the Board's thanks to everyone involved.

## 1.5 Health, Safety and Wellbeing

The Headmaster's Health, Safety and Wellbeing report was reviewed and discussed, including special character-related areas that have been highlighted in the media in relation to male violence and focus on the wellbeing of the boys; the standard of the current gym in terms of its health and safety risk; and an increase in harassment of staff from students and parents in the context of student discipline.

Suggestions for improving staff interactions with parents were discussed, including finding out from parents what their expectations of teachers are in relation to addressing behavioural issues, extending the code of conduct to include parents/caregivers. The Board asked the Headmaster to outline the support required from them in this area.

## 1.6 Action Item List

Due Date	Action Title	Owner
10 Aug 2021	Communicate co-curricular goals and repeat survey before the end of the winter sports season. <b>Status:</b> In Progress	Nic Hill

Action items were reviewed and updated.

## 1.7 Terms of Reference

Terms of Reference for the Audit and Resources committees were submitted for approval by the Board after having been reviewed at the respective sub-committee meetings.

No changes were made to the Audit Committee Terms of Reference. Two changes were made to the Resources Committee Terms of Reference - removing health and safety as this is now reviewed at monthly Board meetings, and adding a clause about long term sustainability of school facilities.

The Resources Committee Terms of Reference will be updated to include the Property Steering Group Terms of Reference.



## Audit Committee Terms of Reference Approved

Moved that the Audit Committee Terms of Reference be approved as they are, with no changes.

**Decision Date:** 29 Jun 2021  
**Mover:** Mike Medicott  
**Seconder:** Nigel Vernon  
**Outcome:** Approved



### **Moved that the Resources Committee Terms of Reference be approved...**

Moved that the Resources Committee Terms of Reference be approved.

**Decision Date:** 29 Jun 2021  
**Mover:** Mike Medlicott  
**Seconder:** Andrew Haig  
**Outcome:** Approved

## 2. Strategic Input - Future Strategic Issues and Challenges

### 2.1 Strategic Work Programme

### 2.2 Facilitated Discussion

N Vernon led the discussion and presented feedback from a series of online activities that staff and Board members had participated in the weeks prior to this meeting.

Discussion centred around a shift in accountability over the years - from students to teachers; the definition and diversity of the school environment, including students, teachers, staff, buildings, governmental influence and change, wellbeing, health and safety, relationships with other schools and organisations; the impact of the CGHS sexual harassment survey results; and retaining quality teachers.

The feedback had been analysed and consolidated into main themes and challenges and Board members participated in an exercise to prioritise them. Changes in society and how these impact on our students and community support were identified as being key focus areas.

The Chair commended N Vernon on his facilitated discussion and preparation.

How the Board can support the Headmaster and SLT to work on the key focus areas will be discussed at the next meeting.

The earlier Health, Safety and Wellbeing discussion was referenced and N Vernon suggested training for staff on coping mechanisms could be useful, based on his experience having worked with similar challenges in London schools.

## 3. Headmaster's Report

### 3.1 Headmaster's Report

The Headmaster's Report was taken as read. He acknowledged the contribution and perspective of the 24/7 Youth Workers.

The Headmaster will add 'Reputational risk' to the Risk Register, and the words, 'Diversity and Inclusion' in his report heading, 'Special Character'.

How the boys are coping in relation to the CGHS survey results release was also discussed. Opportunities have been, and will continue to be, taken to discuss the topic of sexual harassment and male violence with the boys, whilst being mindful of the impact of overloading them with too much information. Positive messaging about sports captains' attributes as men and leaders of great teams was suggested.



### **Headmaster's Report Accepted**

Moved that the Headmaster's Report be accepted.

**Decision Date:** 29 Jun 2021  
**Mover:** Nic Hill  
**Seconder:** Tim Cookson  
**Outcome:** Approved



### **Add 'Reputational Risk' to the Risk Register**

Add 'Reputational risk' to the Risk Register.

**Due Date:** 17 Aug 2021  
**Owner:** Nic Hill



### **Include 'Diversity and Inclusion' to the heading, 'Special Character'**

Include Diversity and Inclusion in the report heading, 'Special Character' in the Headmaster's Report.

**Due Date:** 17 Aug 2021  
**Owner:** Nic Hill

## **3.2 MOU with CGHS**

The school's Memorandum of Understanding with CGHS was briefly discussed and will be revisited later in the year.



### **Discuss MOU with CGHS**

Discuss MOU with CGHS later in the year.

**Due Date:** 26 Oct 2021  
**Owner:** Leeann Watson

## **4. Sub-Committees**

### **4.1 Adams House**

The Adams House Committee Report was taken as read.

A request to have the Headmaster, as the Adams House licence holder, replace the the previous hostel manager as the Ministry's contact person was discussed and agreed.



### **Headmaster Confirmed as the Adams House Contact for the Ministry**

Moved that the Headmaster replace the previous hostel manager as the Ministry of Education's contact person in relation to hostel matters.

**Decision Date:** 29 Jun 2021  
**Mover:** Michael Singleton  
**Seconder:** Andrew Haig  
**Outcome:** Approved



### **Arrange change in hostel contact person for the Ministry**

N Hill to advise the Ministry that he is now the Ministry contact person for Adams House matters.

**Due Date:** 17 Aug 2021  
**Owner:** Nic Hill

The Head of Boarding advised that, generally, the boys are doing well. He will be paying special attention to Year 12 boys to make sure they are feeling settled.



### **Head of Boarding's Report Accepted**

Moved that the Head of Boarding's Report be accepted.

**Decision Date:** 29 Jun 2021  
**Mover:** Michael Singleton  
**Seconder:** Andrew Haig  
**Outcome:** Approved

## 4.2 Resources Committee

### Property

A Haig reported on a good meeting, with the highlight being confirmation from the Ministry that the school can make the final decision on the mechanical solution around HVAC. Following significant research by C Dunnett, the school will confirm the decision to go ahead with the Hydronic solution.

The Main Block has been decanted. Work will potentially be delayed due to the change HVAC systems, however, work on other areas of the Main Block project should be able to proceed in the meantime.

Concern was expressed at the lack of attention to addressing defects in the Caddick and Caldwell buildings, particularly issues with the toilets. The Headmaster has escalated the lack of progress and the contract for the Main Block project to a senior Ministry official in Wellington.

It was noted that there are issues with the toilets in the Straven Block as well.

### Resources

M Medicott reported on the Resources section of the meeting, including that R Milne attended her first Resources meeting and the finances are tracking well. She is following up on the audited accounts. Enrolments are going well.

C Dunnett is arranging a morning tea on behalf of the Board for staff who moved out of Main Block. The Chair will attend if she is available.

Concerns about the health and safety status of the gym were discussed. Significant remediation costs vs the costs of building a new gym do not make it viable to repair. The Headmaster has escalated these concerns to the senior official at the Ministry as well.

In response to a question about the reduction in international students, the Headmaster advised that the impact will be discussed later in the year.



### Resources Committee Report Accepted

Moved that the Resources Committee Report be accepted.

**Decision Date:** 29 Jun 2021  
**Mover:** Mike Medicott  
**Seconder:** Andrew Haig  
**Outcome:** Approved

## 4.3 Audit Committee

M Medicott advised that policy recommendations scheduled for this meeting are still work in progress and will come back to the Audit Committee before being recommended to the Board.



### Audit Committee Report Accepted

Moved that the Audit Committee Report be accepted.

**Decision Date:** 29 Jun 2021  
**Mover:** Mike Medicott  
**Seconder:** Michael Singleton  
**Outcome:** Approved

#### 4.4 High School Old Boys

The Headmaster reported that the HSOB Committee is going well and running very successful events. They are also getting a greater diversity in membership. Membership is now a right of every CBHS school leaver, as opposed to being subscription based.

#### 4.5 Te Kura

The Headmaster reported that Te Kura have approved a grant to the school that was recommended in the April meeting.

#### 4.6 PTA

The PTA meeting was postponed until tomorrow night. A successful fund raising event has been held recently .

#### 4.7 Student Representative Report

T Habwe gave a verbal report, summarised below.

Boys would like future direction from the school in regard to Pride Week and the CGHS article. Many feel overwhelmed and targeted with messaging around these topics and he requested that leaders consider the effect on all boys in future.

He noted how well the Pride Week and Quiz Night events went, including promoting Pride Week, which made it very visible. He asked if there is something we can do for the boys in a few weeks time in case they feel the need to reach out for support. The Headmaster advised that he is working with a minister who runs a church group at school to provide support and R Archibald is supporting the hostel boys. T Habwe noted that girls have had some horrific situations, but boys have also been victimised and been victims themselves.

In response to a question about reporting from Board meetings, T Habwe said he passes on information that he can from the Board meetings and explains that issues are discussed and are being worked on, but that there is a process, which can sometimes take time.

Five key points will be identified at the end of future meetings for T Habwe to pass on to students and the Chair will add, 'Student Representative Report' to future agendas.

The process for electing the Student Board representative was discussed. T Habwe will speak about the role at assembly and encourage people to stand for election. Having a Board member also speak at assembly was suggested. The Headmaster will advise which assembly to speak to. T Habwe will attend the first few meetings with the new Student Rep to transition them.



#### **Identify 5 key points for the Student Rep and add the Student Rep Report to future agendas**

Chair to identify 5 key points at the end of future meetings for communicating to students and add, 'Student Representative Report' to future agendas.

**Due Date:** 17 Aug 2021

**Owner:** Leeann Watson



#### **Advise which assembly to speak to students about standing for Student Rep election**

Headmaster to advise T Habwe and the Board which assembly they can speak to students at about standing for Student Board Rep.

**Due Date:** 17 Aug 2021

**Owner:** Nic Hill

## 5. General Business

### 5.1 Correspondence Inwards

There was no inwards or outwards correspondence.

The two guests left the meeting at this point.

### 5.2 Correspondence Outwards

## 6. Public Excluded Session

### 6.1 Motion to Exclude



#### Moved into Public Excluded Session

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:** 29 Jun 2021  
**Mover:** Leeann Watson  
**Outcome:** Approved

## 7. Meeting Close

### 7.1 Close the meeting

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

The Chair thanked the guests for attending and advised that she will contact them after the meeting. The guests left at the end of the Public meeting at 7.30pm.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_