

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 **26 Oct 2021** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School
Date:	Tuesday, 21 September 2021
Time:	5:30 pm to 8:37 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, Analisa Elstob, Tyff Habwe
Attendees:	Kathryn Doig

1. Administration Matters

1.1 Attendance/Apologies

An apology for lateness was received from M Singleton.

The Chair welcomed new Board member, Analisa Elstob, to the meeting.

T Habwe advised that his successor has not been appointed as yet due to the COVID-19 lockdown. At the last meeting, T Habwe will continue as student representative under co-option until the new student representative is elected.

1.2 Conflicts of Interest

1.3 Health, Safety and Wellbeing

Health, safety and wellbeing is reported in the Headmaster's Report and was taken as read.

Of particular note were the recent updates to the school's COVID-19 Alert Level 2 plan, there have been no site incidents since the last Board meeting and all required safety checks have been completed and signed off.



Health, Safety and Wellbeing Report Accepted

Moved that the Health, Safety and Wellbeing report be accepted.

Decision Date:	21 Sep 2021
Mover:	Nic Hill
Seconder:	Mark Zino
Outcome:	Approved

1.4 Confirmation of Minutes

Meeting of the Christchurch Boys High School Board of Trustees 17 Aug 2021, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees' meeting on 17 August 2021 be accepted as a true and accurate record of the meeting.

Decision Date: 21 Sep 2021
Mover: Tim Cookson
Seconder: Mike Medicott
Outcome: Approved

1.5 Action Item List

Due Date	Action Title	Owner
17 Aug 2021	Arrange change in hostel contact person for the Ministry Status: Completed on 22 Oct 2021	Nic Hill
27 Aug 2021	Draft letter to Ministry Status: Completed on 26 Oct 2021	Andrew Haig
26 Oct 2021	Discuss MOU with CGHS Status: On Hold	Leeann Watson

2. Strategic Items

2.1 Ask Your Team Results

The Headmaster spoke to the Ask Your Team survey results data, which was received just prior to the meeting. He noted that the results of this survey were a snapshot and that every score has improved except one, which was only 1% lower than the previous survey. The results will be analysed against four criteria: annual plan; how to increase student voice; respect for women and diversity; and culture. The Headmaster has asked Ask Your Team for benchmarking information.

Board members noted the improved survey scores and commended the Headmaster on the school's efforts, particularly in challenging times.

2.2 Report in Response to Letter from Minister Tinetti

The Headmaster spoke to a letter to all schools from Minister Tinetti regarding MOE guidelines and a workshop around consent. He noted that responses to a survey question about consent showed that 88% of boys said they know what consent is. He outlined the school's plans for working with all year groups around consent. No Board action is required at this stage.

2.3 COVID-19 Impact Report

The Headmaster gave a brief update on COVID-19 impacts, including the wellbeing of some international students who have not been home for two years, staffing challenges and prioritising curriculum delivery.

3. Headmaster's Report

3.1 Headmaster's Report

The Headmaster's report was taken as read. He will add the delay to the annual accounts - which are awaiting completion by the auditors - to the risk register. The reasons for the delays, which are outside of the school's control, were discussed.



Add 'Annual Accounts' to the Risk Register

N Hill to add the delayed annual accounts to the risk register.

Due Date: 26 Oct 2021

Owner: Nic Hill

The Chair offered the Board's support in regard to the annual accounts and international students. The Headmaster noted that international students are eligible for the same pastoral support as domestic students, and the impact of staff changes on students and staff. He will communicate changes to parents. MOE assistance for schools who have gone into debt was discussed.

The high number of stand downs and suspensions was noted, and accepted as being related to the school's deliberate stance on highlighting the seriousness of vaping as an issue. Without vaping, the number of stand downs and suspensions would be on par with other schools.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 21 Sep 2021

Mover: Nic Hill

Seconder: Andrew Haig

Outcome: Approved

4. Sub-Committees

4.1 Adams House

M Singleton reported on September's Adams House Committee Meeting, which was held online due to COVID-19 lockdown. The minutes of the meeting were taken as read. The meeting had focused on preparations for the boys' return to the hostel post-lockdown; M Singleton noted the thinking around processes to mitigate risk, such as isolating boys who become ill and requiring parents to collect them and take them home or to a doctor, rather than involving staff.

Finances are tracking well. Hostel subsidies, fees and the potential for government support were discussed, including the desire to pass any financial gains on to parents. A decision about a fee refund will be made once the level of government support is known. The Headmaster will manage communication with parents; the communication around COVID refunds in 2020 was noted as being excellent.



Calculation of Adams House Fees Refund

Moved that N Hill and R Milne calculate an Adams House COVID-19 lockdown fees refund using the same methodology as for 2020 for sign-off by the Adams House Committee.

Decision Date: 21 Sep 2021

Mover: Mike Medicott

Seconder: Mark Zino

Outcome: Approved



Adams House Report Accepted

Moved that the Adams House Report be accepted.

Decision Date: 21 Sep 2021
Mover: Michael Singleton
Seconded: Andrew Haig
Outcome: Approved

4.2 Resources Committee

Resources

M Medicott spoke to the minutes of the meeting, including a discussion about exploring the potential for increasing capacity at Adams House. The Committee agreed to analyse trends over the last 5 to 10 years to understand the demand.

The schools' financials continue to track well. The draft budget was discussed in broad terms and in regard to international students. R Milne sought the Committee's view on maintaining the status quo, which was agreed. It was noted that a deficit similar to last year will be budgeted for.

The Operations Manager is frustrated with the delays in resolving Caddick and Caldwell building defects.

The Capex budget for 2022 included approval to purchase a school van for \$25K. A recommendation from the Resources Committee to increase the budget to \$43K to purchase two vans was discussed and agreed.



Capex Budget Extended to Purchase Two Vans

Moved that the Board extend the approved capex budget of \$25,000 for the purchase of one van to \$43,319 plus GST to purchase two vans, subject to increased PTA funding.

Decision Date: 21 Sep 2021
Mover: Tim Cookson
Seconded: Mike Medicott
Outcome: Approved

Following discussion of the Rowing Club's budgets and an application to purchase rowing equipment, it was noted that the 2021/22 capital expenditure budget had already been approved by the Board. At this meeting, the Board approved unbudgeted capex of \$5,805 in the 2021/22 budget to purchase erg sliders. Other items are to be included in the Club's 2022/23 budget for Board approval.

The Board commended the Rowing Club's work on the 2022/23 budget and noted the challenges in relation to the timing of budgets and the rowing season.

The process for approving unbudgeted capex was explained for A Elstob. She and M Medicott will discuss this separately, as well as her involvement with the Resources and Audit committees.

Property

The Property section of the Resources Committee meeting had been cancelled prior to the meeting. A Haig reported on the reasons for the cancellation and on a subsequent meeting to discuss the contract and budget for the Main Block project. The MOE is committed to having a signed contract in 6 weeks. Board members discussed different budget review options and strategies to get the best outcome for teaching and learning now and into the future, decision-making and Board approval throughout the project, maintaining quality and targeting 'reserves' funding to additional items such as FF&E. Board members offered their support to the Headmaster in regard to project negotiations.



Unbudgeted Capex for Erg Sliders Approved

Moved that the Board approve unbudgeted capex of \$5,805 plus GST for 18 Erg sliders.

Decision Date: 21 Sep 2021
Mover: Nic Hill
Seconder: Andrew Haig
Outcome: Approved



Resources Committee Report Accepted

Moved that the Resources Committee Report be accepted.

Decision Date: 21 Sep 2021
Mover: Mike Medicott
Seconder: Andrew Haig
Outcome: Approved

4.3 Audit Committee

Policies

The below policies were reviewed at September's Audit Committee meeting and submitted for Board approval and/or discussion.

Legal Responsibilities Policy

Approved.

Self Review Planning and Reporting Policy

Approved.

Draft CCTV Policy

Discussed the policy's purpose, operational process, access and privacy, a process to consider any concerns raised and training in policy compliance. The Headmaster will provide an updated draft, based on the Board's comments.

Personnel Policy

Approved. Discussed vetting process responsibilities and requirements in relation to teaching and non-teaching staff.

Credit Card Policy

Approved.

Draft Anti-bullying and Harassment Policy

Discussion included the use of positive language to emphasise creating a safe and inclusive environment; clarifying the first bullet in the Sexual Harassment section; adding the word 'discrimination' with anti-bullying and harassment statements throughout the policy; checking that the policy consistently covers staff and students; adding reference to the complaints process.

It was noted that working on related process may further refine the policy.

T Habwe raised the issue of the school's jurisdiction over students outside of school and responsibilities in relation to reporting policy breaches (eg, social media posts).

The Board approved the draft Anti-bullying and Harassment Policy in principle and delegated approval to the Audit Committee if required before the next Board meeting.

General

Work on bringing school and Adams House policies together under one policy is underway. A separate Adams House policy is being developed by the Headmaster to address hostel-specific

policy requirements. The Head of Boarding is working on an Operations Manual. M Zino noted that policies and manuals should reflect that Adams House is the boys' home.



Legal Responsibilities Policy Adopted

Moved that the Legal Responsibilities Policy be adopted by the Board.

Decision Date: 21 Sep 2021
Mover: Michael Singleton
Seconder: Nigel Vernon
Outcome: Approved



Self Review Planning and Reporting Policy Adopted

Moved that the Self Review Planning and Reporting Policy be adopted by the Board.

Decision Date: 21 Sep 2021
Mover: Nic Hill
Seconder: Mike Medlicott
Outcome: Approved



Personnel Policy Adopted

Moved that the Personnel Policy be adopted by the Board, subject to updating reference to the Privacy Act 2020 and Education and Training Act 2020.

Decision Date: 21 Sep 2021
Mover: Nic Hill
Seconder: Mike Medlicott
Outcome: Approved



Credit Card Policy Adopted

Moved that the Credit Card Policy be adopted.

Decision Date: 21 Sep 2021
Mover: Michael Singleton
Seconder: Mike Medlicott
Outcome: Approved



Moved that the Audit Committee Report be accepted.

Moved that the Audit Committee Report be accepted.

Decision Date: 21 Sep 2021
Mover: Mike Medlicott
Seconder: Analisa Elstob
Outcome: Approved

4.4 High School Old Boys

No High School Old Boys' Committee meetings to report on since the last Board meeting.

4.5 Te Kura

No Te Kura meetings to report on since the last Board meeting.

4.6 PTA

No PTA meetings to report on since the last Board meeting.

4.7 Student Representative Report

T Habwe advised that student representative elections have not gone as expected. He has not heard much from students re the election, but is aware of some boys who are running for election and has had a lot of questions about the position. Most boys are focusing on exams and the return to school after lockdown has gone reasonably well. During lockdown, students appear to have done either a lot of work or very little.

N Vernon noted that he has received videos from 5 contenders for the Board Student Rep position. He has asked S Fraser for an outline of the election process and dates. Boys will see the videos on Thursday, as well as the public via the BOT article.

5. General Business

5.1 Correspondence Inwards

One item of inwards correspondence regarding paid union meetings for support staff was noted for the Board's information.

5.2 Correspondence Outwards

No outward correspondence.

5.3 Staff Assistance During Lockdown

The excellent work by staff during the COVID-19 lockdown was acknowledged, especially given the standing start.



Send email to staff acknowledging their work during lockdown

The Chair to send an email to all staff thanking them for their excellent work during lockdown.

Due Date: 25 Oct 2021

Owner: Leeann Watson

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: 21 Sep 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.

Signature: _____

Date: _____