

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **17 May 2022** these minutes were **confirmed with the following changes:**

4.1 *Headmaster's Report, change the last sub-heading heading to 'Report to Board on Māori and Pasifika Voice in Leadership'.*

4.2. *Change the start of the first sentence from, "An incident involving students drinking at the school...", to read, "An incident involving current and former students...".*

Name:	Christchurch Boys' High School
Date:	Tuesday, 12 April 2022
Time:	5:30 pm to 8:39 pm
Location:	Straven Block, Christchurch Boys High School, Main Entrance off Te Kura Street
Board Members:	Michael Singleton (Chair), Analisa Elstob, Andrew Haig, Faraj Abbasi, Leeann Watson, Mark Zino, Mike Medicott, Nic Hill, Nigel Vernon, Tim Cookson
Attendees:	Steve Fraser, Kathryn Doig

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting. He noted that being well informed is an important part of our governance function and, going forward, he will add any information items he receives as inwards correspondence at Board meetings and will circulate matters requiring more urgent attention via email separately between meetings.

There were no apologies to note.

1.2 Conflicts of Interest

The Chair asked Board members if they had any interests to declare; there were no changes.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 15 Mar 2022, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees meeting on 15 March 2022 be accepted as a true and accurate record of the meeting.

Decision Date: 12 Apr 2022

Mover: Mark Zino

Seconded: Andrew Haig
Outcome: Approved

1.4 Action Item List

Due Date	Action Title	Owner
22 Feb 2022	Think about how stand down and suspension information can be used. Status: In Progress	Nic Hill
15 Mar 2022	Consider an external provider for guidance on cultural and gender diversification change Status: Completed on 12 Apr 2022	Nic Hill
12 Apr 2022	Provide report on Pasifika Status: Completed on 17 May 2022	Nic Hill

Action items were reviewed and updated.

2. Student Representative Report

2.1 Student Representative Report

F Abbasi provided a verbal report, noting the following.

Students are excited for the holidays.

A Student Executive Group (SEG) has been established to organise events and provide opportunities for students to have input into school strategy and operations. F Abbasi rep will report on SEG meetings at monthly Board meetings. He explained the selection process for membership of the group and noted a good level of interest and widespread representation from all year groups.

Items discussed at the first SEG meeting included: students would like to return to 8.45am starts; the Headmaster confirmed that this will be happening and vaping - the SEG believes consequences for students caught vaping should be stronger to discourage the practice and stop it spreading throughout the school.

A student's paper to the Board regarding Maori and Pacific representation throughout the curriculum was tabled, noting a broader discussion was scheduled for later in the meeting. The Headmaster updated the Board on his meeting today with F Abbasi and the author of the paper and commitment to meet with a larger group of boys next term to address issues. The Board were invited to take advantages of opportunities such as this to meet with the boys at school, i.e on their turf, to allow constructive engagement. Avenues for enhancing Maori and Pasifika representation on the Board were discussed.

They also, via F Abbasi, acknowledged the excellent paper from the student and his work to date noting this will remain an area of interest and focus for the Board. F Abbasi and the SEG were thanked for their initiatives to improve student voice in the school.

3. Governance

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster spoke to his recommendation for approval for the International Director to travel to Adelaide to represent the school's international programme to international student agents at an education event, noting that the attendance cost (excluding airfares and accommodation) were previously approved and a credit with the organiser. He and Board members discussed the importance of attracting a range of students from different cultures in alignment with the work

being done around Belonging, Inclusion and Diversity, and also retaining the quality of the school's offering when NZ's borders re-open.



International Travel Approved

Moved that the Board approve international travel for the International Director to attend the ANZA Education Event 15 -17 June 2022 in Adelaide.

Decision Date: 12 Apr 2022
Mover: Nic Hill
Seconder: Leeann Watson
Outcome: Approved

CBHS Board Belonging, Inclusion and Diversity Strategy April 2022

The Headmaster spoke to his Belonging, Inclusion and Diversity Strategy paper, noting it as a strong foundation for the school taking small, strategic steps towards belonging, inclusion and diversity. A recent incident was provided as an example of how the the document would be used and assist in future incidents. He outlined the background to developing the strategy, which includes feedback from boys to the school's response to the graffiti incident and the Ask Your Team survey last year as well as discussions at the last Board meeting of 2021.

Discussion also included inclusion on the Board, schools having a role being inspirational and aspirational in regard to societal issues, use of gender references in school documentation and creating a safe environment for conversations where everyone has a say.

The Board fully endorsed the direction of the strategy and the importance of developing and implementing it with the engagement of all relevant stakeholders in the community. The Headmaster will discuss the paper with staff and bring an updated version to the May Board meeting as well as thoughts on implementation.

Report to Board on Maori Voice in Leadership

The Headmaster spoke separately to his reports. Prompted by F Abbasi, Board members discussed the number of different national initiatives and pilots in this area, vs action, and the value of exposure to conversations such as those discussed at Board meetings to encourage thinking. There was also a discussion on how students add to our school culture in a unique way and also the need to be aware of the unique factors that can impact upon the ability of some of our boys to participate in a meaningful way in school and co-curricular activities. Availability of computer hardware was noted as an example of this.

The efforts of staff including Daniel Hapuku and Ed Finch in fostering meaningful relationships with our Maori and Pasifika students was acknowledged.

The Headmaster will continue to report on supporting our Maori and Pasifika students and communities in his monthly Board report for discussion.



Headmaster's Report Accepted

Moved that the Headmaster's Report, including the Health, Safety and Wellbeing report, be accepted.

Decision Date: 12 Apr 2022
Mover: Nic Hill
Seconder: Andrew Haig
Outcome: Approved

4.2 Health, Safety and Wellbeing

Health, Safety and Wellbeing were discussed in the Headmaster's Report, noting in particular:

- An incident involving students drinking at the school on a weekend and entering the Main Block building site. A follow-up process has been completed, including the contractors upgrading security in terms of inappropriate access to the site.

- Though below their threshold for involvement, the school sought and received Police advice re a student incident. Aviva also provided advice. The student and family have been supported by the school.
- There were 35 active cases of COVID at school today.
- Proposed design changes to Te Kura Street road markings have been received today.

5. Strategic Items

5.1 COVID-19 Planning

Covered in the Headmaster's and Health, Safety and Wellbeing reports.

6. Sub-Committees

6.1 Adams House Committee

T Cookson advised there was no Adams House Committee meeting in April due to COVID and the close timing of the March meeting. He noted that everything is tracking well at the hostel, with the only issue being the demand for hostel places in 2023 outstripping supply as has been the case in recent years. The Resources Committee is working on a comprehensive business case and plan to address future demand for Board consideration.



Adams House Committee Report Accepted

Moved that the Adams House Committee Report be accepted.

Decision Date:	12 Apr 2022
Mover:	Tim Cookson
Seconder:	Mark Zino
Outcome:	Approved

6.2 Resources and Property Committee

Property

A Haig noted that there was no Property section in April's Resources Committee meeting and that the MOE's revised scope had been received. Whilst not the original scope agreed by the school, it is more clearly defined and includes more in-scope items than recent versions. He also noted that, being a historic building, work on strengthening and upgrading the Main Block will take time.

The Big Room tower and deck are being removed as part of a school H&S project.

Resources

As noted in the Adams House Committee report, the Resources Committee is working on a business case around future demand for Adams House places.

The financial report presented to the Resources Committee meeting was positive, and staff who have stepped up to help with relief were acknowledged. The Operations Report noted good progress on Caddick and Caldwell defects and improvements to the area behind the cricket pavilion. Costs in regard to grounds maintenance may be impacted by the removal of a shed used by the grounds contractor, as the provision of storage was reflected in his charges. Processes for awarding contracts for services to the school were discussed, noting the need to continue to ensure robust and transparent policies and processes are followed.

The Board was made aware of potential costs to repair or replace a 20 year old washing machine at Adams House that has broken down, and the financial impact of a last minute decision to postpone school camps due to a COVID outbreak at one camp. The Operations Manager is

seeking quotes for painting the exterior of the gym, following updates to the interior which have been favourably received.



Resources and Property Committee Report Accepted

Moved that the Resources and Property Committee Report be accepted.

Decision Date: 12 Apr 2022
Mover: Andrew Haig
Seconder: Analisa Elstob
Outcome: Approved

6.3 Audit Committee

No meetings were scheduled since the last Board meeting.

6.4 High School Old Boys

The Headmaster noted that HSOB is advancing plans regarding their website and data base and working on new initiatives, such as producing life-size stickers of recent old boys with notes about their business successes and displaying them around the school.

6.5 Te Kura

No meetings have been scheduled since the last Board meeting.

6.6 PTA

The Headmaster noted the PTA's upcoming AGM and that they are providing voluntary catering to Chris Parker's shows in the second week of the holidays. He also noted that this year's ANZAC Day service is being split, with one service at school for Year 9 boys on the Thursday before Anzac Day, and a community service on the day.

7. General Business

7.1 Correspondence Inwards

Eight items of inwards correspondence were received and noted. The Headmaster spoke briefly to one item just received, notifying of changes to the ERO review process. He will find out more about the new process.

7.2 Correspondence Outwards

There were no items of outward correspondence.

8. Public Excluded Session

8.1 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: 12 Apr 2022
Mover: Michael Singleton
Outcome: Approved

9. Meeting Close

9.1 Close the meeting

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

Signature: _____

Date: _____