CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING

At the **CBHS Board of Trustees Meeting** on **15 Nov 2022** these minutes were **confirmed as presented.**

Name:	Christchurch Boys' High School
Date:	Tuesday, 18 October 2022
Time:	5:30 pm to 8:17 pm (NZDT)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Al Drayton, Analisa Elstob, Andrew Haig, Emily Flaszynski, Faraj Abbasi, Mark Zino, Matt Horn, Nic Hill, Tim Cookson
Attendees:	Steve Fraser, Kathryn Doig

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting. There were no apologies.

1.2 Conflicts of Interest

The Chair asked for conflicts; none were declared.

1.3 Confirmation of Minutes

Special Board Meeting 28 Sep 2022, the minutes were confirmed as presented.

CBHS Board of Trustees Meeting 6 Sep 2022, the minutes were confirmed as presented.

6 September 2022 Minutes Approved

Moved that the minutes of the CBHS BOT Meeting on 6 September 2022 be approved as a true and accurate record of the meeting.

Decision Date:	18 Oct 2022
Mover:	Mark Zino
Seconder:	Tim Cookson
Outcome:	Approved

28 September 2022 Minutes Approved

Moved that the minutes of the CBHS BOT Special Meeting on 28 September 2022 be approved as a true and accurate record of the meeting.

Decision Date: 18 Oct 2022
Mover: Al Drayton
Seconder: Emily Flaszynski
Outcome: Approved

1.4 Action Item List

Due Date	Action Title	Owner
13 Dec 2022	Diarise induction review meetings with new Board members. **Status:** Not Started	Kathryn Doig

The Headmaster confirmed that the Board election cycle will return to the pre-COVID cycle, i.e., in May rather than September. Therefore the current BOT term will be 2.5 years, instead of 3 years.

2. Student Representative Report

2.1 Student Representative Report

M Horn reported that students are preparing for exams.

F Abassi noted that International week, held at the end of term 3, was an excellent way to showcase the school's international group via performances, sumo wrestling with staff and food trucks. The organisers were commended.

3. Governance

3.1 BOT Induction

The Chair checked in with new Board members, who were happy with the induction process to date.

3.2 Co-option

M Singleton and E Flaszynski updated members on the selection process for co-opting an additional member to the Board, conducted with two excellent candidates prior to the meeting. Nathan Mauger was selected to be co-opted to the Board. The Chair will communicate the decision to both candidates.

Nathan Mauger Co-opted to BOT

Moved that having paid attention to Schedule 23 (1) of the Education and Training Act 2020, the ethnic and socio-economic diversity of the student body of the school, need for the right skills, capabilities and supports to create culturally responsive and responsible environment, and provide for better representation of the School’s Maori and Pasifika community on the Board, that the Board of Trustees co-opt Nathan Mauger to the Board of Trustees for a period the period of the current Board term.

Decision Date: 18 Oct 2022
Mover: Emily Flaszynski
Seconder: Al Drayton
Outcome: Approved

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's Report was taken as read.

He outlined the background and consultation process in regard to his recommendation for changes to the Annual Plan 2023, noting that the first two items are based on feedback from the Ask Your Team survey. Funding to assist teachers with additional work was discussed. The Headmaster advised that some resources have been directed in the budget, as well as increased release time and the creation of a role to assist the Head of the Maori Department. Connection with whanau and improved NCEA results will measure success.

Adoption of Changes to the 2023 Annual Plan

Moved that the BOT adopt:

1. The Effective Teaching Interactions Action Plan
2. The Māori Achievement Action Plan, and
3. The implementation of the changes to NCEA and the National Curriculum

as the 2023 Annual Plan.

Decision Date:	18 Oct 2022
Mover:	Nic Hill
Seconder:	Faraj Abbasi
Outcome:	Approved

The Headmaster spoke to his second recommendation, regarding Rowing Club funding, was discussed. Questions raised by Board members at their September meeting had been addressed. The Headmaster provided details about the trip, and processes around school trips generally, including Health and Safety plans and risk assessments. As overseas trips recommence after COVID, requests and related policies and procedures will continue to be reviewed by the Board.

Rowing Tour Planning Approved

Moved that the Board provide approval for planning for a rowing tour to Malta on the basis that:

- Any fundraising or sponsorship is approved by the Deputy Principal Operations.
- That RAMS are completed and approved by the Headmaster and then again the BOT three months prior to departure.
- That confirmation of all costs being met is provided to the BOT three months before departure.
- All other requirements of the BOT’s overseas tour policy are met.

Decision Date:	18 Oct 2022
Mover:	Nic Hill
Seconder:	Al Drayton
Outcome:	Approved

Headmaster's Report Accepted

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

Decision Date:	18 Oct 2022
Mover:	Nic Hill
Seconder:	Andrew Haig
Outcome:	Approved

4.2 Health, Safety and Wellbeing

Teenage antisocial behaviour, including the youth attacks at Riccarton Mall was discussed. The Headmaster noted that Christchurch principals are discussing it as a group.

5. Sub-Committees

5.1 Adams House

Nothing to report. There have been no Adams House Committee meetings since the last Board Meeting.

5.2 Resources and Property Committee

Financial Report

R Milne's financial report to the end of September was taken as read. Highlights included a forecast surplus ahead of a budgeted deficit. Contributing factors were income being ahead of budget in some areas such as extra-curricular, and international.

Budget 2023

Due to their having been no Resources Committee meetings in October, a special meeting was held prior to the Board meeting to review the draft budget. Copies were send to Board members prior to this (BOT) meeting.

Discussion included the accuracy of the budgeting process in COVID years vs 'Business as Usual'; how surpluses could be spent; and the Adams House budget and fees.

2023 Budget Adopted

Moved that the Board of Trustees adopt the 2023 Budget as presented.

Decision Date:	18 Oct 2022
Mover:	Analisa Elstob
Seconder:	Andrew Haig
Outcome:	Approved

A Drayton requested that previous years' comparisons be included in future financial reports and the Chair thanked A Elstob and R Milne for their work on the 2023 budget.

Finance Report Approved

Moved that the Finance Report be approved.

Decision Date:	18 Oct 2022
Mover:	Analisa Elstob
Seconder:	Al Drayton

5.3 Audit Committee

No Audit Committee meetings have been held since the last BOT meeting.

5.4 High School Old Boys

The Headmaster reported that the HSOB Association is looking to organise an event early next year to recognise outstanding old boys' sportsmen, to align with the altiora peto medal.

5.5 Te Kura

No Te Kura meetings were held in October.

5.6 PTA

Nothing to report.

6. General Business

6.1 Correspondence Inwards

Five items of general correspondence were received and noted for information.

6.2 Correspondence Outwards

No outwards correspondence.

6.3 Draft 2023 Meeting Dates

Draft 2023 meeting dates were reviewed and approved with minor changes to April meetings.

The sub-committee meetings between now and the end of year will continue as scheduled.

7. Public Excluded Session

7.1 Motion to Exclude

Moved to 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:	18 Oct 2022
Mover:	Michael Singleton
Outcome:	Approved

8. Meeting Close

8.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 15 Nov 2022, 5:30 pm

Signature:_____ **Date:**_____