

# CONFIRMED MINUTES

## CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees' Meeting** on **13 Dec 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Christchurch Boys' High School
<b>Date:</b>	Tuesday, 15 November 2022
<b>Time:</b>	5:30 pm to 8:30 pm (NZDT)
<b>Location:</b>	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
<b>Board Members:</b>	Michael Singleton (Chair), Al Drayton, Analisa Elstob, Andrew Haig, Emily Flaszynski, Mark Zino, Matt Horn, Nic Hill, Tim Cookson
<b>Attendees:</b>	Steve Fraser, Kathryn Doig
<b>Apologies:</b>	Nathan Mauger, Faraj Abbasi

### 1. Administration Matters

#### 1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting. Apologies from N Mauger and F Abbasi, and M Zino for lateness, were noted and accepted.

A Elstob attended the meeting via VC.

#### 1.2 Conflicts of Interest

The Chair asked if members had any conflicts of interest for this meeting; none were declared.

#### 1.3 Confirmation of Minutes

**CBHS Board of Trustees Meeting 18 Oct 2022**, the minutes were confirmed as presented.



#### Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees' meeting held on 18 October 2022 be approved as a true and accurate record of the meeting.

<b>Decision Date:</b>	15 Nov 2022
<b>Mover:</b>	Tim Cookson
<b>Seconder:</b>	Andrew Haig
<b>Outcome:</b>	Approved

## 1.4 Action Item List

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

Actions were reviewed and updated.

## 2. Student Representative Report

### 2.1 Student Representative Report

M Horn provided the following verbal report.

- Exams are running smoothly.
- The first student magazine, run by Year 12 students, has been released since the last meeting. More variety will be included next year.
- Students' responses to communications regarding phones at school were surprising, with around half of students agreeing with it and half not.
- Board members extended their best wishes to students for exams and congratulated Mr Horn for his appointments as Deputy Head of School and Adams House.

## 3. Governance

### 3.1 BOT Induction

The Chair noted that Board inductions are up to date.

### 3.2 Appoint Deputy Chair

The Chair noted there is no legal obligation to have deputy chairs and that he feels supported by chairs of sub-committees who contribute on matters relating to them. It was agreed to appoint one deputy chair.

A Haig and T Cookson received nominations; A Haig declined due to time commitments.

T Cookson accepted the Deputy Chair role.



#### Deputy Chair Appointed

Moved that Tim Cookson be appointed Deputy Chair of the CBHS Board of Trustees.

**Decision Date:** 15 Nov 2022  
**Mover:** Michael Singleton  
**Seconder:** Andrew Haig  
**Outcome:** Approved

## 4. Headmaster's Report

### 4.1 Headmaster's Report

The Headmaster's Report was taken as read.

He talked to his recommendation for approval to request funding for the school at the November Te Kura Trustees' meeting and briefly summarised Te Kura's funding process.

The Board thanked Te Kura Trust for their significant support of the school.



### **Te Kura Funding Requests Approved**

Moved that the Board of Trustees approve the Headmaster's November 2022 request for funds from the Te Kura Trust (total \$46,350).

**Decision Date:** 15 Nov 2022  
**Mover:** Nic Hill  
**Secunder:** Mark Zino  
**Outcome:** Approved

Positive increases to the school roll and changes to the renewal of practicing certificates for principals were noted and discussed.

The International Marketing Plan was received. The Board had a general discussion, including the need for alignment with CBHS strategic objectives, optimisation of international student numbers, accommodation options, financial considerations and the need for mutually beneficial experiences for students and the school.

#### **MNA Review - NZQA's ERO Report**

The Headmaster outlined the school's MNA review history and proudly noted the latest excellent report and plan to achieve even higher excellence, and work done by the Senior Leadership Team and Mike Boomer in particular.

The Chair commended the Headmaster and school for their achievements.

M Zino noted the reduction in the number of stand downs and suspensions. A dashboard will be provided at future meetings.



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

Moved that the Headmaster's Report be accepted.

**Decision Date:** 15 Nov 2022  
**Mover:** Nic Hill  
**Secunder:** Andrew Haig  
**Outcome:** Approved

## **4.2 Health, Safety and Wellbeing**

The Headmaster invited questions on his Health, Safety and Wellbeing report and outlined the school's approach to and involvement in out-of-school activities, including actively providing communications around phone and drug and alcohol use and the school's health curriculum. He also noted risk remains that the actions of a few still has the potential to overshadow the good behaviour and efforts of the majority of students.

The Board acknowledged the H&S Committee minutes.

## **5. Sub-Committees**

### **5.1 Adams House**

T Cookson talked to his report noting that the hostel is ticking along well; cyclical maintenance is being undertaken over summer; the Head of Boarding is already showing families through the hostel who are looking for Year 9 places in 2024; the successful parents' working bee and Grandparents Day; the appointment of hostel Head Boy, Jonty King and Deputy Head Boy, Matt Horn; and hires for next year are significant.



### **Adams House Report Accepted**

Moved that the Adams House Report be accepted.

**Decision Date:** 15 Nov 2022  
**Mover:** Tim Cookson  
**Seconders:** Mark Zino  
**Outcome:** Approved

## **5.2 Resources and Property Committee**

The Headmaster talked to the Property section of the report, noting that the school will be updated by the MOE on the status of the budget for the Main Block project after their review is complete. The Board's responses to possible outcomes was discussed.

A Elstob talked to the Resources section of the report, noting that the Operations Manager's recommendation to fund a specialist engineer's report in regard to the turf project had been discussed at length in the meeting and a business case requested. She noted the Committee's support for obtaining the funding report, but that approval was not required or being sought at this stage. for the entire project It was requested that the engineering report includes the benefits of the turf project for all sports.

A Elstob asked the Headmaster to thank the Operations Manager for producing the business case in time for this Board meeting.



### **Engaging a Specialist Engineering Consultant Approved**

Moved that the Board, as per the commitment in the approved 2023 capital expenditure budget, approves the engagement of a specialist engineering consultant at a cost of \$49,000 to provide a report on the Turf project (Option A), noting that benefits are primarily for phys-ed and a range of sports and that approval is for the engineer's report only, not the entire project.

**Decision Date:** 15 Nov 2022  
**Mover:** Nic Hill  
**Seconders:** Al Drayton  
**Outcome:** Approved

The school's grounds contractor has resigned. The Board delegated authority to the Headmaster and A Haig to appoint a new contractor, which will need to be done before the Board's first meeting in 2023.

The Operations Manager's other two recommendations were briefly discussed and approved.



### **Delegated Authority to Appoint a New Grounds Contractor Approved**

Moved that the Board delegate authority to the Headmaster and A Haig to appoint a new grounds contractor.

**Decision Date:** 15 Nov 2022  
**Mover:** Mark Zino  
**Seconders:** Tim Cookson  
**Outcome:** Approved



### **Orion Documents Recommendation Approved**

Moved that the Board of Trustees approve not signing the Deed of Surrender of Lease and Grant of Easement as presented by Orion.

**Decision Date:** 15 Nov 2022  
**Mover:** Al Drayton  
**Seconders:** Mark Zino  
**Outcome:** Approved



### **New Drivers Approved**

That the Board of Trustees approve the spending of \$10,320 on 8 new drivers as per the quote from IES. This will be funded from unspent co-curricular CAPEX approved in the 2022 budget.

**Decision Date:** 15 Nov 2022  
**Mover:** Al Drayton  
**Seconder:** Mark Zino  
**Outcome:** Approved



### **Resources and Property Committee Report Accepted**

Moved that the Resources and Property Committee Report be accepted.

**Decision Date:** 15 Nov 2022  
**Mover:** Andrew Haig  
**Seconder:** Mark Zino  
**Outcome:** Approved

## **5.3 Audit Committee**

A Drayton spoke to the Audit Committee's report.

The Board noted the Committee's recommendation to develop a Board karakia and change the name of the Committee. It recognises and will continue to promote a culturally responsive and responsible environment, with particular regard to its Maori and Pasifika students and their communities. As a priority matter in 2023 the Board will develop a pathway to ensure it is taking active steps to meet the requirements of the Education and Training Act and the needs of the ethnic and socio-economic diversity of the student body of the school.

A Elstob left the meeting.

Policies submitted for adoption by the Board were reviewed and discussed.

The Reporting to the Board Policy will be updated and presented again for consideration.

The Board adopted the Relationship Between the Chair and Board Policy, subject to the removal of the proposed clause 14 which is addressed in the Secondary Principal's Collective Agreement.



### **Policies Adopted**

Moved that the following policies be adopted by the Board:

1. Relationship Between the Board and the Headmaster Policy, as presented
2. Relationship Between the Chair and the Headmaster Policy, subject to removing item 14
3. Concerns and Complaints Policy, subject to the addition of a risk register.

**Decision Date:** 15 Nov 2022  
**Mover:** Nic Hill  
**Seconder:** Al Drayton  
**Outcome:** Approved

## **5.4 High School Old Boys**

The Headmaster reported that the HSOB Association is going well. A significant event is being organised for May 2023.

## 5.5 Te Kura

Te Kura Trustees are meeting tomorrow.

## 5.6 PTA

The PTA is hosting a function tomorrow night for 2021 school leavers, who missed out last year due to COVID.

## 6. General Business

### 6.1 Correspondence Inwards

Seven items of correspondence were received by the Board having been sent them by the Headmaster, including reports from two other schools on surveys conducted around harassment. CBHS continues to seek advice and actively engage with issues around violence.

The Board acknowledged the good work the Headmaster and staff have done in this regard and a broad set of issues this year.

### 6.2 Correspondence Outwards

There was no outward correspondence.

## 7. Public Excluded Session

### 7.1 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:** 15 Nov 2022  
**Mover:** Michael Singleton  
**Outcome:** Approved

## 8. Meeting Close

### 8.1 Close the meeting

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

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

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