

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **14 Mar 2023** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School
Date:	Tuesday, 7 February 2023
Time:	5:30 pm to 7:10 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, Mark Zino, Matt Horn, Nathan Mauger, Nic Hill
Attendees:	Kathryn Doig
Apologies:	Tim Cookson

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed members to the first meeting of 2023, noting with deep sadness, the recent death of Will Cookson, Year 13 student and son of Board member, Tim Cookson and his wife, Lucy.

Mr Cookson's apology was noted and accepted.

N Mauger opened the meeting with a karakia and a minute's silence was observed.

The Chair briefly outlined his thoughts for the year, particular noting the school's focus on caring, welfare and support.

1.2 Conflicts of Interest

The Chair asked for conflicts of interest; none were declared.

1.3 Confirmation of Minutes

The minutes of the meeting on 13 December 2022 were not circulated prior to the meeting. They will be confirmed at the March meeting.

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

Action items were reviewed and updated.

2. Guest Presentation

2.1 Guidance Counsellor, Justin Makinson

Guest Presentation - Justin Makinson, Guidance Counsellor

Guidance counsellor, Justin Makinson, who had been invited to the meeting to talk about school community welfare in general, was welcomed. He reflected on the privilege of being part of a whanau who regularly engage in courageous korero and outlined the school's 'care-full' response approach to significant events involving grief, including a support register designed to provide long-term support and allow those most closely affected by events to deal with them in their own way, with the counselling team supporting and checking in with them.

Speaking generally, Mr Makinson highlighted the ongoing pressures and stress staff have been working under for the last 3 years. Members acknowledged the environment in which staff have been working in and thanked them for their excellent and continued efforts. They discussed ways in which they could help and show their appreciation. The Headmaster was asked to provide recommendations, which the Board is keen to support.

Mr Makinson thanked the Board for inviting him to the meeting and for their mahi and the Chair responded in kind. Mr Makinson left the meeting.

3. Student Representative Report

3.1 Student Representative Report

Matt Horn provided a brief report, noting that Year 9 students are settling in well. He is not aware of any complaints about the school's phone policy and rules and regulations appear to be generally understood. Tabloid sports went well, as did the new t-shirts with house colours.

The boys at Adams House have been spending a lot of time together and are supporting each other through the grieving process.

4. Governance

4.1 BOT Induction

Covered in the Action Item section.

5. Headmaster's Report

5.1 Headmaster's Report

The Headmaster's Report was taken as read.

He talked to his recommendations regarding delegations. A Elstob asked for clarification around capex and opex limits, which the Headmaster responded to, and the process for approving the schedule of delegations was briefly discussed.



Delegations Approved

Moved that the Board of Trustees confirm:

1. The delegation of Steve Fraser as Acting Headmaster in Nic Hill's absence and Craig Dunnnett as Acting Head in the absence of the

Headmaster and Mr Fraser. This delegation to remain in place until the Board confirm other arrangements if needed.

2. The schedule of delegations.

Decision Date:	7 Feb 2023
Mover:	Nic Hill
Seconder:	Mark Zino
Outcome:	Approved

Other highlights in the Headmaster's Report included:

- The school has again achieved excellent NCEA pass rates and low endorsement and excellence rates. Reviews and discussions around the reasons for the gap and how it can be addressed are ongoing.
- The low CBHS and national results for the pilot writing assessment were noted. This assessment tested an area (writing mechanics) that has previously not been a focus for assessment. The assessment was also of a different nature i.e., a one off snapshot rather than a writing process with feedback. The Headmaster was positive about this change of focus which will encourage more deliberate teaching. In response the school is emphasising greater accuracy in writing across all areas of the curriculum.
- Changes are being made to the presentation of the school governance manual.
- Roll data is still fluctuating. Possible prior indicators of a late surge in enrolments were discussed.
- The Headmaster referred to RAMs associated with a proposed overseas Rowing Club trip in 2024 included with his report. He advised that at the suggestion of the trip organiser, the trip will come under the auspices of the Canterbury Rowing Club.



Headmaster's Report Accepted

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

Decision Date:	7 Feb 2023
Mover:	Nic Hill
Seconder:	Andrew Haig
Outcome:	Approved

5.2 Health, Safety and Wellbeing

Following discussion, it was agreed that the Headmaster will report to the Board monthly on the specific support being provided in regard to Will Cookson's death so the Board can ensure that the continuing wellbeing needs of students, staff and affected families are being met. This was identified as an area the Adams House Committee could helpfully monitor. Being mindful of events that trigger emotional responses, creating opportunities for boys to feel comfortable using counselling services and looking after boys who do not wish to use them were discussed. Head of Boarding, Rhys Archibald, and his team, were commended for the excellent support they are providing at Adams House.

6. Sub-Committees

6.1 Adams House

There have been no Adams House Committee meetings this year as yet.

6.2 Resources and Property Committee

There have been no Resources and Property Committee meetings this year as yet.

6.3 Audit Committee

There have been no Audit Committee meetings this year as yet.

6.4 High School Old Boys

No High School Old Boys Association meetings to report on this year as yet.

6.5 Te Kura

No Te Kura meetings to report on this year as yet.

6.6 PTA

No PTA meetings to report on this year as yet.

7. General Business

7.1 Correspondence Inwards

Two items of inwards correspondence were noted and accepted.

The Headmaster talked to the item notifying of a secondary teachers strike and advised that plans are in place to cover the event. This led to a discussion on how the Board can support teachers to run cultural and sporting events.

7.2 Correspondence Outwards

There were no items of outward correspondence.

8. Public Excluded Session

8.1 Motion to Exclude



Motion to Move into Public Excluded Session Approved

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: 7 Feb 2023
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: _____