

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting on 26 Apr 2023** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School
Date:	Tuesday, 14 March 2023
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Al Drayton, Analisa Elstob, Andrew Haig, Emily Flaszynski, Mark Zino, Matt Horn, Nathan Mauger, Nic Hill
Attendees:	Kathryn Doig
Apologies:	Michael Singleton (Chair), Tim Cookson

1. Administration Matters

1.1 Karakia Timatanga

A Haig chaired the meeting in Mr Singleton's absence. The meeting began with a karakia from N Mauger.

1.2 Attendance/Apologies

Apologies from M Singleton and T Cookson were noted and accepted.

1.3 Conflicts of Interest

A Haig asked for any updates to members' interests.



Update Interests

E Flaszynski and N Mauger to send their interests to K Doig.

Due Date: 26 Apr 2023

Owner: Nathan Mauger

1.4 Confirmation of Minutes

CBHS Board of Trustees Meeting 7 Feb 2023, the minutes were confirmed as presented.

CBHS Board of Trustees' Meeting 13 Dec 2022, the minutes were confirmed as presented.



Minutes of 13 December 2022 Board Meeting Approved

Moved that the minutes of the CBHS Board of Trustees meeting on 13 December 2022 be accepted as a true and accurate record of the meeting.

Decision Date: 14 Mar 2023
Mover: Andrew Haig
Seconder: Mark Zino
Outcome: Approved



Minutes of 7 February 2023 Board Meeting Approved

Moved that the minutes of the CBHS Board of Trustees meeting on 7 February 2023 be accepted as a true and accurate record of the meeting.

Decision Date: 14 Mar 2023
Mover: Andrew Haig
Seconder: Mark Zino
Outcome: Approved

1.5 Action Item List

Due Date	Action Title	Owner
13 Dec 2022	Diarise induction review meetings with new Board members. Status: Completed on 15 Apr 2023	Kathryn Doig

New Board members advised that their induction has been completed.

2. Student Representative Report

2.1 Student Representative Report

M Horne reported on the following.

Sports and house activities have been going well, particularly the swimming sports and monitors vs SLT race! A student Maori Committee has been established and the first mihi by a non-Maori student member was performed at assembly. The Student Executive are having their first full meeting on Friday, focusing on academics and the academic survey.

In the spirit of cultural diversity, senior monitors now wear leis at assembly.

M Horne was asked how Adams House students were coping, following Will Cookson's death. He reported that students seem to be coping as well as can be expected, and that regular welfare checks are being conducted. The Board noted that these will continue for as long as needed.

3. Governance

3.1 BOT Induction

As noted under Action Items, new Board members were happy with their induction and consider it completed.

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's Report was taken as read.

He spoke briefly to the recommendations in his report.

Analysis of Variance Report

A Elstob noted the value of the report's data; the Headmaster and management are considering how to best use it strategically. Trends around NCEA results were discussed, including getting the views of the school community and encouraging students to aim for excellence.

First XI Cricket Development Tour to Sydney

The Headmaster noted his support for the tour. Members discussed the purpose and benefits of the tour, including achievement, pride, experience and building relationships. The process for Board approval of school trips was also briefly discussed.

2023 China Study Tour

The Board noted the excellent tour proposal, and in particular the risk and management assessment. Discussion included funding and the need to be specific about managing the risk of COVID on the tour. Overseas trips in general were also discussed, this being the first one since COVID.

School Closure Due to Teacher Strike Action

A Drayton declared a conflict regarding this recommendation and abstained from voting.

Board members ratified the closure, noting that guidance regarding the decision to close has been received. They also noted their support for prioritising recognising teachers over curriculum changes and delegated authority to the Headmaster and Chair to write an appropriate communication.

The Headmaster advised he has a meeting scheduled with the Executive Principal of Christs College regarding the annual rugby match. He asked Board members to consider their views on the match, in preparation for a possible discussion at Board level.

He also referred to the ERO school profile document included in his report and reminded members of the new ERO assessment and reporting process. Members agreed with Mr Hill that under the new reporting structure, the Board is not, but should be, part of the sign-off process before the report is available on the school website.



2022 Analysis of Variance Approved

Moved that the Board of Trustees approve the 2022 Analysis of Variance (includes the Dashboard of Indicators) for inclusion in the 2023 School Charter.

Decision Date: 14 Mar 2023
Mover: Nic Hill
Second: Emily Flaszynski
Outcome: Approved



Planning of the first XI Cric ket Development Tour to Sydney Approved

Moved that the Board of Trustees approve the planning of the 1st XI Cricket Development Tour to Sydney (September / October 2023), subject to the final RAMs and budget being submitted to the July Board meeting.

Decision Date: 14 Mar 2023
Mover: Nic Hill
Second: Al Drayton
Outcome: Approved



Planning for 2023 China Study Tour Approved

Moved that the Board support the planning of a 2023 China Study Tour for senior Chinese language students.

Decision Date: 14 Mar 2023
Mover: Nic Hill

Seconder: Analisa Elstob
Outcome: Approved



Closure of CBHS Due to PPTA Strike Action Ratified

Moved that the Board of Trustees ratify the closure of CBHS for instruction on Thursday 16 March 2023 due to the PPTA's industrial action (One Day Strike) and the ensuing inability of the school to cover lessons with registered teachers

Decision Date: 14 Mar 2023
Mover: Nic Hill
Seconder: Matt Horn
Outcome: Approved



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 14 Mar 2023
Mover: Nic Hill
Seconder: Andrew Haig
Outcome: Approved

4.2 Health, Safety and Wellbeing

Health, safety and wellbeing was reviewed. No concerns were raised.

5. Sub-Committees

5.1 Adams House

Referring to the minutes of the March Adams House Committee meeting, A Haig reported on projects to replace the grass around the hostel pool with turf, and the refurbishment of a staff flat. Work on replacing the cricket nets has been deferred due to the pool turf taking a higher priority.

Mr Haig also updated Board members on how the boys are coping after the death of Will Cookson and the hostel's support processes.

The Parents' Association AGM is coming up. The Association Chair, who is also a member of the Adams House Committee, is not standing for re-election. M Horne is presenting to the AGM on his Palmerston North trip.

Hostel enrolments for next year are lower than for 2023, however, there are no concerns about meeting capacity.



Adams House Committee Report Accepted

Moved that the Adams House Committee report be accepted.

Decision Date: 14 Mar 2023
Mover: Andrew Haig
Seconder: Emily Flaszynski
Outcome: Approved

5.2 Resources and Property Committee

A Haig spoke to the minutes of the March Resources Committee, updating the Board on progress on the main block and that physical works are expected to be on schedule for completion at the beginning of 2024; discussion between school and MOE in relation to the main block amenities and the Tech Block extraction system.

He also updated Board members on the Draft Annual Report, presented to the Resources Committee. The report shows a good financial result, including a strong cash position. Expenditure was within budget and revenue exceeded budget. It was noted that reserves will be drawn on in the near future for the main block and other scheduled building projects.

Members acknowledged C Dunnett's work in managing multiple projects and agreed to provide support, including the engagement of a project manager and establishing a small working group of board members.



Draft Annual Report Approved

Moved that the Board of Trustees approve the draft Annual Report for submission to the auditor.

Decision Date: 14 Mar 2023
Mover: Nic Hill
Seconded: Andrew Haig
Outcome: Approved



Delegation to Decide Electricity Contract Approved

Moved that the Board delegate authority to the Headmaster to make the decision regarding the electricity contract.

Decision Date: 14 Mar 2023
Mover: Andrew Haig
Seconded: Emily Flaszynski
Outcome: Approved



Resources Committee Report Accepted

Moved that the Resources Committee Report be accepted.

Decision Date: 14 Mar 2023
Mover: Andrew Haig
Seconded: Analisa Elstob
Outcome: Approved

5.3 Audit Committee

A Drayton spoke to the Audit Committee's recommendations to adopt policies reviewed at the February Audit Committee meeting. The Headmaster noted that the Reporting to the Board and Staff Code of Conduct Policies are still in progress and will be presented for approval at a future meeting.

Objectives and performance indicators relating to the Sports and Cultural Activities policies were briefly discussed and statements noting the importance of the value of sport and cultural activities to the development of students at CBHS, and retention. were added.



Policies Adopted

Moved that the Board of Trustees adopt the following policies:

1. Protected Disclosures Policy
2. Board Performance Policy
3. Sport Policy
4. Cultural Activity Policy

Decision Date: 14 Mar 2023
Mover: Emily Flaszynski
Seconded: Andrew Haig
Outcome: Approved



Audit Report Accepted

Moved that the Audit Committee Report be accepted.

Decision Date: 14 Mar 2023
Mover: Emily Flaszynski
Seconder: Andrew Haig
Outcome: Approved

5.4 High School Old Boys

The Headmaster reported that the HSOB Association is planning a dinner on 19 May, which Board members were unaware of. He will provide feedback to the Association regarding promotion of the event.

5.5 Te Kura

The Headmaster updated the Board on funding for scholarships gifted by the Te Kura Trust and on the Trust's investment structure, and results reported at their last meeting.

5.6 PTA

The current president of the PPTA has accepted the role of Uniform Shop Manager and will stand down as PTA president.

6. General Business

6.1 Correspondence Inwards

Eight items of inwards correspondence were noted for information. The Headmaster advised that he and A Elstob are attending a meeting on Thursday regarding zoning.

6.2 Correspondence Outwards

There were no items of outward correspondence.

7. Public Excluded Session

7.1 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: 14 Mar 2023
Mover: Andrew Haig
Outcome: Approved

8. Meeting Close

8.1 Close the meeting/Karakia Whakamutunga

Next meeting: CBHS Board of Trustees Meeting - 26 Apr 2023, 5:30 pm

Signature: _____

Date: _____