

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting on 30 May 2023** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School
Date:	Wednesday, 26 April 2023
Time:	5:30 pm to 9:03 pm (NZST)
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, Steve Fraser
Apologies:	Tim Cookson

1. Administration Matters

1.1 Karakia Timatanga

N Mauger opened the meeting with a karakia. The meeting moved into Public Excluded session and S Fraser was invited to attend.

1.2 Attendance/Apologies

T Cookson's apology was noted and accepted.

1.3 Conflicts of Interest

There were no changes to the Interest Register. Conflicts relating to agenda items were noted at the time of discussion.

1.4 Confirmation of Minutes

CBHS Board of Trustees Meeting 14 Mar 2023, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board meeting on 14 March 2023 be accepted as a true and accurate record of the meeting.

Decision Date:	26 Apr 2023
Mover:	Andrew Haig
Seconded:	Emily Flaszynski

Outcome: Approved

1.5 Action Item List

There were no action items to review.

2. Public Excluded Session

2.1 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: 26 Apr 2023
Mover: Michael Singleton
Outcome: Approved

3. Student Representative Report

3.1 Student Representative Report

Matt Horn presented a verbal report to the meeting, highlighting the following.

The Student Executive had its first meeting for the year last term. Discussion included uniform jackets; vaping - monitoring and policing and how other schools are dealing with it; and whether extra-curricula activities should be compulsory or remain voluntary - in relation to the Wellbeing Committee report and academic achievement.

Board members discussed academic achievement and unit standards and the role of the Careers Department and teachers in preparing boys for their working lives. Weekly notes were also discussed.

Posters regarding weekly note expectations will be reprinted and Mr Horne will send the draft academic survey for approval.

The Board commended Mr Horn and the Student Executive for their good work. The Chair reminded Mr Horne to ask if the Student Executive would like a Board member to attend its meetings.



Student Representative Report Accepted

Moved that the Student Executive Report be accepted.

Decision Date: 26 Apr 2023
Mover: Matt Horn
Seconded: Al Drayton
Outcome: Approved

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster spoke briefly to the recommendations in his report, circulated prior to the meeting.

With regard to the ERO reports, the Chair reflected on how far the school has come in the last 10 years and acknowledged the efforts and achievements of the Headmaster and staff.



ERO Reports Confirmed

Moved That the Board of Trustees confirm that EROs reports listed below reflect their evaluation findings.

1. Christchurch Boys' High School 271 Board Assurance with Regulatory and Legislative Requirements Report
2. Christchurch Boys' High School 327 Hostel Report
3. Christchurch Boys' High School 327 Profile Report
4. Christchurch Boys' High School 327 Provision for International Students Report.

Decision Date: 26 Apr 2023
Mover: Nic Hill
Seconder: Andrew Haig
Outcome: Approved



Headmaster Delegated to Close CBHS For Instruction When it is Unsafe to Staff the School

Moved that the Board of Trustees delegate to the Headmaster closure of CBHS for instruction at times when it is unsafe to staff the school due to the unavailability of registered teachers because of industrial action. This delegation is for Term 2 of 2023 and includes rostering year group homes due to the withdrawal of PPTA labour.

Decision Date: 26 Apr 2023
Mover: Andrew Haig
Seconder: Matt Horn

M Singleton and A Haig noted potential conflicts with regard to the recommendation regarding the Collegematch, as parents of players.

Mr Hill updated Board members on preparations for the match, including communications with the school community and with Christs College, safety, security and plans for managing risks to staff and to the school's reputation and culture.

Board members noted their support for the Headmaster's plans and preparations.



Planning for College Match Endorsed

Moved that the Board of Trustees endorse the planning for the 2023 College Match (CBHS Match Host). This endorsement involves the BOT's support for:

- College Match Expenditure
- Comms Plan
- Risk Management Plan.

Decision Date: 26 Apr 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved

As members of the Gordon and Mary Vincent Scholarship Committee, Mr Hill and Mr Drayton abstained from voting on this Board recommendation.



Recommendation of Gordon and Mary Vincent Scholarship Committee Approved

That the Board of Trustees approve the recommendation of the Gordon and Mary Vincent Scholarship Committee.

Decision Date: 26 Apr 2023
Mover: Michael Singleton
Seconder: Analisa Elstob
Outcome: Approved

Referencing his recommendation for staff to attend the annual PCSchool (FACTS) Conference, Mr Hill noted the importance of upskilling staff and keeping them current and that the funding is budgeted expenditure.



Overseas Travel for PCSchool Conference

Moved that the Board approve the overseas travel and attendance at the PCSchool Conference for 3 staff members and delegate authority for the final decisions regarding the specific 3 staff to attend to the Headmaster.

Decision Date: 26 Apr 2023
Mover: Nic Hill
Seconder: Michael Singleton
Outcome: Approved

Following discussions around returns on investment in regard to recommendations including international travel, the Board supported the Headmaster's recommendation regarding the International Department's travel and requested that ROI measurements and metrics be included in future funding requests. It was noted that travel had been approved in the school's 2023 Marketing budget.



International Department Travel Approved

Moved that the board approve the travel as accepted in the 2023 marketing plan for Vietnam and Thailand from 14-31 May.

Decision Date: 26 Apr 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved



Headmaster's Report Accepted

Moved that the Headmaster's Report, including Health, Safety and Wellbeing and all agenda items under it, be accepted.

Decision Date: 26 Apr 2023
Mover: Nic Hill
Seconder: Mark Zino
Outcome: Approved

4.2 Health, Safety and Wellbeing

Mr Hill spoke to his Health, Safety and Wellbeing report, highlighting the 'In Your Skin' and Cybersecurity presentations. Students' use of ChatGPT was briefly discussed.

4.3 Confirm ERO Reports

4.4 Ratify Approval re Strike Action 29 March 2023

The Chair noted the Board's approval via email since the last Board meeting for the Headmaster to close the school for instruction on 29 March 2023 due to the teacher's strike, as follows:

Moved by N Hill, seconded by M Singleton, that the Board of Trustees ratify the closure of CBHS for instruction on Wednesday 29 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.

A Drayton had abstained due to conflict of interest and T Cookson and N Mauger were unavailable to vote.

5. Sub-Committees

5.1 Adams House

No Adams House Committee meetings since the last Board meeting.

5.2 Resources and Property Committee

The Headmaster updated the Board on discussions between the school and MOE in relation to planning and funding for the amenities block part of the Main Block project. An option has been selected and the school will continue working with the MOE to ensure the final plans meet the current and future needs of the school.

Mr Haig reported on a visit to the Main Block building site this week, including progress, the excellent condition of the site in terms of organisation and H&S and the obvious challenges of working on a heritage building. He also updated Board members on the shed redevelopment behind the cricket pavillion and the turf project design, which are progressing well.



Resources Committee Report Accepted

Moved that the Resources Committee Report be accepted.

Decision Date:	26 Apr 2023
Mover:	Andrew Haig
Seconder:	Al Drayton
Outcome:	Approved

5.3 Audit Committee

A recommendation to adopt a new national policy around physical restraint of students that had been approved by Board members via email since the last meeting was ratified. The Headmaster noted that the policy is a new requirements under the Education Training Act and the requirement to list names of staff who can physically restrain students and explained the training required.



Board Decision Regarding Physical Restraint Policy Ratified

Moved that the Board of Trustees ratify the approval of the following recommendation, which was approved unanimously by the Board via email since the March Board meeting.

Moved that the Board of Trustees:

1. Adopt the Reducing student distress and use of physical restraint policy
2. Under rule 5 of the Education (Physical Restraint) Rules authorise the named non-teaching staff below to use physical restraint. This authorisation is dependent on these staff completing the online training module by 7 February 2024.

Decision Date: 26 Apr 2023
Mover: Nic Hill
Seconded: Michael Singleton
Outcome: Approved

5.4 High School Old Boys

The Headmaster reported that the HSOB Association is currently planning and promoting a formal dinner event.

5.5 Te Kura

No Te Kura meetings to report on since the last Board meeting.

5.6 PTA

The Headmaster noted the forthcoming PTA AGM and he and the Board acknowledged the PTA's support at the Anzac Day commemorations.

6. General Business

6.1 Correspondence Inwards

Noted for info.

Nine items of correspondence for information were reviewed and received.

6.2 Correspondence Outwards

There was no outward correspondence.

7. Meeting Close

7.1 Close the meeting/Karakia Whakamutunga

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

Signature: _____

Date: _____