

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **12 Sept 2023** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School
Date:	Tuesday, 1 August 2023
Time:	5:30 pm to 9:30 pm (NZST)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Andrew Haig, Emily Flaszynski, Mark Zino, Matt Horn, Nathan Mauger, Nic Hill, Tim Cookson
Attendees:	Steve Fraser, Kathryn Doig
Apologies:	Al Drayton, Analisa Elstob

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting. Apologies from Analisa Elstob and Al Drayton were noted and accepted.

N Mauger opened the meeting with a Karakia Timutanga.

1.2 Conflicts of Interest

The interest register was reviewed.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 20 Jun 2023, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board Meeting dated 20 June 2023 be approved as a true and accurate record of the meeting.

Decision Date:	1 Aug 2023
Mover:	Tim Cookson
Seconder:	Andrew Haig
Outcome:	Approved

1.4 Action Item List

There were no outstanding actions to review.

2. Student Representative Report

2.1 Student Representative Report

Matt Horn reported on the following:

- The Student Executive held their first meeting of the term yesterday. Positive role models for students and general culture were discussed. The Chair asked about ideas for role models and Mr Horn suggested having a range of teachers and ex-students talking at assembly about their areas of expertise. Board members and the Headmaster were very supportive.
- Sport has been good; the hockey team and First IX teams did well last weekend.
- Week 5 of this term is Pride Week and International Week is at the end of term.
- The Formal on Saturday was a success. Jonty King was commended for organising it.
- Mr Haig asked about the wellbeing of boys in regard to Will Cookson's death.

3. Governance

3.1 Committee Structure – Review

Nathan Mauger advised that he is taking up a coaching opportunity overseas and will not be available to continue on the Board. The Chair acknowledged and thanked him for his contribution.

The Board Committee Structure discussion was deferred due to time constraints.

3.2 Maori Achievement and Strengthening Ties With Maori & Pasifika Groups

This item was also deferred to the September Board meeting.

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster talked to his report, noting that he is keen to visit Vajiravudh College in Bangkok, but has competing priorities. He also outlined the process and responsibilities around the funding for scholarships from Te Kura Trust.



Payment of Expenses for Headmaster to Attend Positive Masculinity Conference Approved

Moved that the Board of Trustees give approval for the costs incurred for the Headmaster to attend the Positive Masculinity International Conference 2023 held in Melbourne in September 2023.

Decision Date: 1 Aug 2023
Mover: Emily Flaszynski
Seconder: Mark Zino
Outcome: Approved



Request of Funds from the Te Kura Trust Approved

Moved that the Board of Trustees approve the school's request of funds from Te Kura Trust, as per the list attached to the Headmaster's Report for this meeting.

Decision Date: 1 Aug 2023
Mover: Nic Hill
Seconded: Mark Zino
Outcome: Approved



Total Immersion Cultural and Linguistic Trip to New Caledonia Approved

That the Board of Trustees approve planning for the total immersion cultural and linguistic trip to New Caledonia in the April holidays 2024, subject to the budget and RAMs being provided three months before the trip.

Decision Date: 1 Aug 2023
Mover: Nic Hill
Seconded: Andrew Haig
Outcome: Approved



Headmaster's Trip to Vajiravudh College in Bangkok Approved

Moved that the CBHS Headmaster travels to Bangkok to visit Vajiravudh College and meet with their headmaster to formally re-establish the relationship between the two schools, noting that the Headmaster should consider the trip in light of his capacity and the value of the trip.

Decision Date: 1 Aug 2023
Mover: Nic Hill
Seconded: Emily Flaszynski
Outcome: Approved



International Director's Trip to Korea Trade Fair Approved

Moved that the Board approve the International Director's attendance at the Coex and Tredu International Education Fairs in Seoul prior to visiting partner agents, schools and alumni in China and to be available to support the CBHS Chinese Language Tour if required.

Decision Date: 1 Aug 2023
Mover: Nic Hill
Seconded: Tim Cookson
Outcome: Approved

The Headmaster and Senior Leadership Team are working on strategic planning and will report on progress to the next Board meeting. Members discussed strategic goals, measures and preparing students for university studies and careers.

Departments are analysing data from the Ask Your Teams survey. Overall, the trend is positive and the data is being used to develop improvement plans. Benchmarking against other schools would be helpful, but does not appear to be available; however, the data collected via Ask Your Teams over the past 4 years is useful. The Headmaster will report back to the October Board meeting.

Board members discussed a travel request by a group of 3 students to China next month and agreed to it going ahead, subject to the draft RAMs being fully completed.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 1 Aug 2023
Mover: Nic Hill

Seconded: Matt Horn
Outcome: Approved

4.2 Health, Safety and Wellbeing

The Headmaster noted issues for at risk youth nationally, including inadequate information and support from government agencies, which has the potential to increase the risk of the health, safety and wellbeing of staff and other students. Secondary principals are having conversations with the MOE around plans and strategies. The Board noted the conflicting challenges between conflict and rights.

Year 9 enrolment data was tabled by the Headmaster and reviewed by Board members. Having discussed the 2023 intake and drivers for late in-zone enrolments, it was recommended that CBHS retains a priority entry of 245 enrolments for stability.



Delegation to Headmaster to Manage the 2024 School Roll Approved

Moved that the Board delegate authority to the Headmaster to manage the roll to a total roll of 290.

Decision Date: 1 Aug 2023
Mover: Nic Hill
Seconded: Andrew Haig
Outcome: Approved

5. Sub-Committees

5.1 Adams House

Tim Cookson reported on the July Adams House Committee meeting, highlighting the following:

- New Parents Association representative, Steve Judd, was welcomed to the committee.
- The hostel roll is down slightly due to boys leaving to take up job opportunities and scholarships and parents moving into the city.
- Homesickness appears to be at a slightly higher level than usual. Possible reasons for this were discussed.
- The Head of Boarding is travelling to Australia to visit hostels there and will discuss with them how they support boarders around homesickness.
- Holiday hostel hires are going well.



Adams House Committee Report Accepted

Moved that the Adams House Committee Report be accepted.

Decision Date: 1 Aug 2023
Mover: Tim Cookson
Seconded: Mark Zino
Outcome: Approved

5.2 Resources and Property Committee

Andrew Haig reported on the July Resources Committee meeting.

Property

Progress on the Main Block is tracking to the current programme. Board members will tour the site before next month's Board meeting.

Resources

The school and hostel finances are tracking well, and the Auditors report has been signed off and accepted.

Board members agreed to revisit the project to consider the extension of Adams House to enable 150 beds, which had been put on hold due to other priorities. This item will be added to the next Adams House Committee meeting for discussion.

Operations

Mr Haig talked to the Resources Committee recommendations to the Board, noting that the first recommendation is to reallocate money which has already been approved by the Board, but which MOE funding is now covering.

A governance structure has been set up for the Turf project and a project team including school and Board representatives and an independent project manager will be appointed. The project team will report to the Resources Committee. Mr Haig, as Director of Rubix, highlighted his conflict and preference to continue to be closely involved on behalf of CBHS, noting that as a result Rubix does not intend participating in the Turf Project RFP process.



Reallocation of Budgeted Expenditure Approved

Moved that the Board of Trustees approve the allocation of already budgeted spending up to the value of \$100,000 for exterior landscaping around the new Sports Sheds behind the pavilion, as per the recommendation to the Board in the Resources Committee Minutes, dated 23 July 2023.

Decision Date: 1 Aug 2023
Mover: Andrew Haig
Seconder: Mark Zino
Outcome: Approved



Turf Project Approved

Moved that the Board approve the following three aspects of the CBHS Turf Project.

1. Approve the Project Control Group (PCG) Terms of Reference and group members as presented in the Minutes of the Resources Committee Meeting on 25 July 2023.
2. Approval of the PGC to appoint a Project Manager for the Turf Project in line with the MOEs requirements.
3. Approval for Craig Dunnett to gain an Independent QS appraisal of the Turf Project costs.

Decision Date: 1 Aug 2023
Mover: Andrew Haig
Seconder: Nic Hill
Outcome: Approved



Resources Committee Report Accepted

Moved that the Resources Committee Report be accepted.

Decision Date: 1 Aug 2023
Mover: Andrew Haig
Seconder: Nic Hill
Outcome: Approved

5.3 Audit Committee

There have been no Audit Committee meetings since the last Board meeting.

5.4 High School Old Boys

No meetings attended by Board members since the last Board meeting.

5.5 Te Kura

No Te Kura Trustees' meetings since the last Board meeting.

5.6 PTA

The PTA are looking to host a parents' evening.

6. General Business

6.1 Correspondence Inwards

Five items of inwards correspondence regarding student representative elections and NZSTA and MOE information were reviewed and accepted.

6.2 Correspondence Outwards

There was no outward correspondence to review.

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: 1 Aug 2023
Mover: Michael Singleton
Outcome: Approved

8. Meeting Close

8.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 12 Sept 2023, 5:30 pm
N Mauger closed the meeting with a Karakia Whakamutunga.

Signature: _____

Date: _____

