

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **1 Aug 2023** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School
Date:	Tuesday, 20 June 2023
Time:	5:30 pm to 9:22 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, Nathan Mauger, Nic Hill, Tim Cookson
Attendees:	Kathryn Doig
Apologies:	Matt Horn

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone and N Mauger started the meeting with a karakia timatanga.

Matt Horn's apology was noted and accepted.

The Chair congratulated the Headmaster on his 10th anniversary and thanked him for his service to the school and community.

1.2 Conflicts of Interest

The Chair asked for any conflicts for the public meeting; there were none.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 30 May 2023, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the Board of Trustees Meeting on 30 May 2023 be accepted as a true and accurate record of the meeting.

Decision Date:	20 Jun 2023
Mover:	Andrew Haig
Seconder:	Al Drayton
Outcome:	Approved

1.4 Action Item List

There were no outstanding action items to review.

2. Student Representative Report

2.1 Student Representative Report

There was no Student Representative Report as Mr Horn was an apology for the meeting.

3. Headmaster's Report

3.1 Headmaster's Report

The Headmaster started his report by reflecting on the strategic reports and conversations with Matt Horn, and his intention to focus the school community on celebrating and modelling positive school activities and achievements and what it is to be fine young men.

He then spoke to his recommendations. Discussion included the following:

- Student Trustee Election. The Chair suggested Board members become actively involved in encouraging boys to stand at the elections. The high calibre of student representatives in recent years and the development of the Student Executive were commended.
- China Study Tour. The application and risk assessment were discussed, with the Headmaster noting he is confident that all criteria has been met. He will ask organisers to ensure there is planning and contingency in place in relation to COVID restrictions in China.



Steve Fraser Appointed as Returning Officer

Moved that the Board of Trustees appoint Steve Fraser as returning officer for the Student Trustee election.

Decision Date: 20 Jun 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved



China Study Tour Approved

Moved that the Board of Trustees give approval for the September 2023 China Study Tour to proceed.

Decision Date: 20 Jun 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved



Australia Cricket Tour Approved

3. That the Board of Trustees give approval for the September 2023 Australia Cricket Tour to proceed.

Decision Date: 20 Jun 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved

The annual plan and Maori achievement objectives and ways of strengthening ties with Maori and Pasifika groups was identified as an item for consideration at the next Board meeting.

The Board acknowledged the national Code of Conduct developed by the MOE. Board members had received copies before the meeting and the Chair read the Code of Conduct at the meeting. Board members were happy with the document and supported it in full without change. The Code of Conduct will replace the one in the school governance manual and will be used with inductions of future Board members.



Headmaster's Report Received

Moved that the Headmaster's Report be accepted.

Decision Date: 20 Jun 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved

3.2 Health, Safety and Wellbeing

The Headmaster reported on the following.

- The Child Protection Policy is being reviewed and will include a flowchart outlining the process around concerns for someone who is at risk of suicide and suggestions from the Guidance Team.
- In response to the Chair asking after the wellbeing of staff and the impact of teachers' strikes on students, the Headmaster advised that staff are being looked after and high performing students are self-motivating. He is handling parent feedback. He also noted that some subjects are being impacted more than others, due to the strike, staff illness and other activities. Rostered home sessions are expected to last until the end of the term.
- The Canteen staff were commended for their offer to have boys working with them.
- Staff are undertaking de-escalation training in relation to having to restrain students and further training will be available for people most likely to need to restrain someone.
- Feedback from the Health, Safety and Wellbeing Committee regarding this year's CBHS vs Christs College match was discussed. The Board acknowledged that they have read the feedback, which will be taken into account for the next event. The Headmaster will acknowledge their feedback and report back to the committee's next meeting.
- There were no stand downs or suspensions for the period.

4. Sub-Committees

4.1 Adams House

The June Adams House Meeting was cancelled, but the Head of Boarding's report was circulated to the Committee. The Chair checked that Committee members had reviewed the report and were happy that the hostel complies with the ERO checklist.

The Head of Boarding will be asked for more information on students' reasons for leaving during the year.



Adams House Committee Report Accepted

Moved that the Adams House Committee Report be accepted.

Decision Date: 20 Jun 2023
Mover: Mark Zino
Seconder: Tim Cookson

Outcome: Approved

4.2 Resources and Property Committee

The Resources and Property Meeting in June was also cancelled and the Operations and Financial reports circulated to Committee members.

Financial Report

The school is in good financial shape. M Zino commended the Headmaster for the significant turnaround in the school's financial wellbeing over the last 10 years. The audit has been signed off. The process for signing off on the audit report was discussed and improvements suggested.

Operations Report

Highlights from the Operations Manager's report included updates on the turf project; gym refurbishment; sheds behind the cricket nets; painting of the old science block, which is scheduled for the end of summer; and progress on replacement of the dust extraction unit for technology block - the Operations Manager is getting quotes and a recommendation will be submitted to next month's Resources Committee. The process for selection contractors was discussed. A Haig updated Board members on developing project governance and reporting in relation to the turf project. The insurance process was also discussed.



Resources Committee Report Accepted

Moved that the Resources Committee Report be accepted.

Decision Date: 20 Jun 2023
Mover: Andrew Haig
Seconder: Tim Cookson
Outcome: Approved

4.3 Audit Committee

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

4.4 High School Old Boys

Nothing to report. The Board Chair is planning to meet with the HSOB President.

4.5 Te Kura

There have been no Te Kura meetings since the last Board meeting.

4.6 PTA

The Headmaster is catching up with the new President shortly.

5. General Business

5.1 Correspondence Inwards

7 items of correspondence were reviewed. The Headmaster updated Board members on the Christchurch Old Boys' United Athletics' Club statement in regard to Andrew McLennan. He was commended for his management of the situation.

5.2 Correspondence Outwards

There were no items of outward correspondence.

6. Public Excluded Session

6.1 Motion to Exclude



Motion to Move to 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: 20 Jun 2023
Mover: Michael Singleton
Outcome: Approved

7. Meeting Close

7.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 1 Aug 2023, 5:30 pm

The meeting closed with a karakia whakamutunga from N Mauger.

Signature: _____

Date: _____