

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **17 Oct 2023** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 12 September 2023
Time:	5:30 pm to 7:30 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, Nic Hill, Tim Cookson
Attendees:	Kathryn Doig
Apologies:	Analisa Elstob, Al Drayton

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting. Apologies from Al Drayton and Analisa Elstob were accepted and noted. T Cookson attended the meeting via Teams.

The Chair started the meeting with a karakia timutanga.

1.2 Conflicts of Interest

Interests were reviewed; there were no changes.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 1 Aug 2023, the minutes were confirmed as presented.



Previous Minutes Confirmed

The minutes of the CBHS Board of Trustees' meeting on 1 August 2023 were accepted as a true and accurate record of the meeting.

Decision Date:	12 Sept 2023
Mover:	Emily Flaszynski
Seconder:	Andrew Haig
Outcome:	Approved

1.4 Action Item List

There were no action items to review.

2. Student Representative Report

2.1 Student Representative Report

Matt Horn provided a verbal report, highlighting the following.

This time of year is busy for seniors and there have been a lot of events over the past few weeks, including Shave for a Cure, which has raised \$12K so far, Maori Language Week events and winter sports finishing up. The first te reo assembly is coming up this Thursday and the Student Executive will be having their last meeting for the year next week.

The Chair acknowledged the te reo assembly and the Headmaster explained how it would work. The Chair asked Mr Horn how students are feeling; Mr Horn said they are going well overall and student-led events have worked well and been appreciated.

3. Governance

3.1 Committee Structure Review

The Chair thanked everyone for their comments on his proposed sub-committees structure, which had been circulated prior to the meeting. The proposal had been developed to recognise the importance of People and Wellbeing, to ensure all governance areas have their own sub-committees and that workloads and expertise are distributed amongst the sub-committees. Following conversations prior to and at the Board meeting, the Chair's Sub-Committee Proposal was adopted as follows:

Adams House Committee

- Tim Cookson (Chair)
- Mark Zino
- Matt Horne
- Emily Flaszynski

Resources Committee

- Andrew Haig (Chair)
- Mark Zino
- Analisa Elstob

Audit & Finance Committee

- Analisa Elstob (Chair)
- Tim Cookson
- Al Drayton

People and Wellbeing

- Emily Flaszynski (Chair)
- Andrew Haig
- Al Drayton

Each sub-committee will review its, and in the case of the People and Wellbeing Committee prepare new, Terms of Reference at their first meetings and note any interests. Those proposed Terms of Reference will be brought back to the Board for approval.



Board Sub Committees Confirmed

Moved that the CBHS Board approve four sub-committees, namely, Adams House, Resources, Audit & Finance and People and Wellbeing and memberships, as noted above.

Decision Date: 12 Sept 2023
Mover: Mark Zino
Seconder: Andrew Haig
Outcome: Approved

3.2 Maori Achievement and Strengthening Ties With Maori & Pasifika Groups

The Chair noted that the intention had been for this initiative to have been led by Mr Mauger, who recently resigned from the Board to take up a position overseas. Board members discussed initiatives already being undertaken, including the Headmaster reporting on Maori achievement in his monthly reports, a new Maori teacher having been appointed recently and work in progress on a reference group.

Replacing Mr Mauger will be discussed at a future meeting.

Mr Horn asked how the student elections were going; Mr Fraser advised that there are 4 candidates to date, including one Year 9, one Year 11 and 2 Year 12 candidates. The Chair noted the need to carry out an induction process for the successful candidate.

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's report was taken as read. He talked to his recommendations and Board members reviewed and discussed the RAMs in regard to the trip recommendations.



Sydney Cricket Tour Approved

That the Board of Trustees give final approval for the Sydney Cricket Tour as per the application and RAMS included in the Headmaster's Report.

Decision Date: 12 Sept 2023
Mover: Nic Hill
Seconder: Michael Singleton
Outcome: Approved



World Chinese Competition Approved

That the Board of Trustees give final approval for the World Chinese Competition as per the application and RAMS in the Headmaster's Report.

Decision Date: 12 Sept 2023
Mover: Nic Hill
Seconder: Emily Flaszynski
Outcome: Approved

Strategic Plan

The Headmaster talked to this recommendation noting that schools are required under the Education and Training Act to submit and publish a strategic plan, by 1 March 2024, that includes

community consultation. He is working on having a plan to present to the November Board meeting. Despite the short timeline, he acknowledged that value of the exercise.



Strategic Plan Process Approved

Moved that the Board of Trustees consult with students, staff and parents on CBHS 2024 Strategic Plan.

Decision Date: 12 Sept 2023
Mover: Nic Hill
Seconder: Mark Zino
Outcome: Approved



Headmaster's Report Accepted

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

Decision Date: 12 Sept 2023
Mover: Nic Hill
Seconder: Mark Zino
Outcome: Approved

4.2 Health, Safety and Wellbeing

The Health, Safety and Wellbeing section of the Headmaster's Report, including the minutes from the Health, Safety and Wellbeing Committee, was reviewed. Mr Hill highlighted that mobile phone usage is being addressed again to minimise the risk of harm to students and staff, prompted by the involvement of phones in anti-social behaviour.

The lack of sufficient resources and intervention services in regard to dealing with such behaviour was discussed.

5. Sub-Committees

5.1 Adams House

Tim Cookson talked to the minutes of the September meeting, noting the following:

- Two housemasters are leaving at the end of the year. The Head of Boarding is in the process of replacing them.
- He is also interviewing boys and their families for 2025. In recent interviews, there have been a number of boys wanting to start part way through the year.
- Work is being done around the pool and cricket nets, with funding from the Parents Association and help from parents and boys.
- Boarding Week was a success. Boys brought day boys to the hostel for lunch and a father and son dinner was very popular and well attended. Two boys swapped hostels and schools with two Palmerston North boys and talked about their experience at the meeting.
- Finances are tracking well, particularly in regard to revenue from hires. Bookings already extend into the middle of next year, including a booking for the Year 13 block at the end of this year when the seniors have moved out.
- Fees for next year will be reviewed as part of the budgeting process.



Adams House Committee Meeting Report Accepted

Moved that the Adams House Committee Report be accepted.

Decision Date: 12 Sept 2023
Mover: Tim Cookson
Seconders: Mark Zino
Outcome: Approved

5.2 Resources and Property Committee

Property

Andrew Haig updated Board members on the Main Block project. Board discussion centred around risk and the additional resource that has been moved into construction management. Mr Haig and Mr Dunnett are closely monitoring performance and timelines. The delivery timeframe, including caveats, was discussed. The RFI process was noted as a key factor. Board members were reminded about their tour through the Main Block prior to the October meeting.

Updated amenities block plans have been received and accepted. Requests that were unable to be added have been addressed operationally.

Resources

The Headmaster noted that finances are tracking well, with a surplus of \$510K ahead of a budgeted deficit of \$11K, due to increased domestic and international student numbers, better interest rates and other savings.

Operations

The Operations' Manager's report to the Resources Committee included updates on the turf project. Mr Dunnett is in discussions with a preferred QS and interest from project managers is being sought. A selection process will take place before the end of the year. The QS's report will include a robust cost process and risk component.

Mr Haig talked to the Resources Committee's recommendation for the Board to approve the purchase of an additional rowing boat, noting that it is in the Cap Ex Sport budget.

Health, Safety and Welfare

Mr Dunnett has visited Villa Maria College and St Peters College in Gore to discuss the mental health software they are using.



Purchase of Rowing Boat Approved

Moved that the Resources Committee recommend that the Board of Trustees approve the spending of \$32,596.05 on purchasing a new SLR four and associated rigging. This is to be funded from the budgeted 2023 Headmaster's co-curricular budget.

Decision Date: 12 Sept 2023
Mover: Andrew Haig
Seconders: Mark Zino
Outcome: Approved



Resources Committee Report Accepted

Moved that the Resource Committee Report be accepted.

Decision Date: 12 Sept 2023
Mover: Andrew Haig
Seconders: Tim Cookson
Outcome: Approved

5.3 Audit Committee

No meeting this month, due to work commitments.

5.4 High School Old Boys

Nothing to report.

5.5 Te Kura

No meeting this month.

5.6 PTA

Steve Fraser reported on his attendance at the last PTA meeting; he gave a presentation on the strategic planning process.

The Association is planning events, including the Old Boys Lunch and Leavers Dinner.

6. General Business

6.1 Correspondence Inwards

Inwards correspondence was reviewed and noted. Board members are in the process of signing up for the NZSTA's Health, Safety & Wellbeing session.

6.2 Correspondence Outwards

No outwards correspondence.

6.3 General Business

A Board end of year function was suggested. Mr Haig will consult with members via email.

Mr Horn asked about his tenure on the Board once a new student rep is appointed. In recognition of his outstanding contribution this year and to maintain continuity, the Board agreed to co-opt Mr Horn to the Board through to the end of December and will meet with the new rep after the elections.



Matt Horn Co-opted to the Board Until the End of December 2023

Moved that current student rep, Matt Horn, be co-opted to the Board through to the end of December 2023.

Decision Date:	12 Sept 2023
Mover:	Michael Singleton
Seconder:	Nic Hill
Outcome:	Approved

7. Public Excluded Session

7.1 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: 12 Sept 2023
Mover: Michael Singleton
Outcome: Approved

8. Meeting Close

8.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 17 Oct 2023, 5:30 pm

The Chair closed the meeting with a karakia whakamutunga.

Signature: _____

Date: _____