

MINUTES (in Review)

CBHS BOARD OF TRUSTEES MEETING



Name:	Christchurch Boys' High School Board
Date:	Tuesday, 14 November 2023
Time:	5:30 pm to 6:49 pm (NZDT)
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, Nic Hill, Tim Cookson, Rey Kumar
Attendees:	Kathryn Doig

1. Administration Matters

1.1 Attendance/Apologies

The Chair opened the meeting with a karakia whakamutunga. There were no apologies.

1.2 Conflicts of Interest

Interests were reviewed. Mr Haig and Mr Singleton noted their interests in item 3.3, Rugby Trip 2024.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 17 Oct 2023, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the meeting of the CBHS Board of Trustees on 17 October 2023 be accepted as a true and accurate record of the meeting.

Decision Date:	14 Nov 2023
Mover:	Michael Singleton
Seconder:	Mark Zino
Outcome:	Approved

1.4 Action Item List

Action items were reviewed and updated.

2. Student Representative Report

2.1 Student Representative Report

Rey Kumar reported that exams are going well. There is a feeling of 'positive stress' in the Library and other study areas around school. The boys are looking forward to the end of the year.

3. Headmaster's Report

3.1 Headmaster's Report

The Headmaster's report was taken as read.

He talked to a report on Common Assessment Activities – NCEA Numeracy, Writing and Reading Corequisites assessments - highlighting frustrations around technical difficulties and also with NZQA's proposed increases in the involvement of schools in assessments. The Headmaster will draft a letter to NZQA on behalf of the Board outlining the school's concerns.



Summarise concerns around NZQA assessments

Draft a letter to NZQA on behalf of the Board listing concerns regarding NZQA assessments, and circulate to Board members.

Due Date: 12 Dec 2023

Owner: Nic Hill

Mr Hill talked to an item of correspondence from CES regarding proposed changes to the organisation, which the school as an owner of CES has been asked to vote on. Board members delegated authority to the Headmaster and the Chair to approve the change on behalf of the Board if they agree with the proposal.



Authority Delegated to the Chair and Headmaster to Agree to a CES Proposal

Moved that the Board of Trustees delegates authority to Mr Singleton and Mr Hill to approve on its behalf a proposal to change the structure of CES.

Decision Date: 14 Nov 2023

Mover: Nic Hill

Seconder: Emily Flaszynski

Outcome: Approved

In response to a question from the Chair, the Headmaster updated Board members on progress with the Strategic Plan. He and the SLT will finalise a draft in MOE format for presentation to the first Board meeting in 2024. The Chair suggested the need for a framework for risk and control that covers physical and health, safety and wellbeing risks.

3.2 Health, Safety and Wellbeing

The Headmaster reported on his meeting with Michelle Gillman, noting the positive effect her engagement will have for the school. Areas for improvement have been identified and a plan is being developed to work through them. The Chair suggested it would be useful for Ms Gillman to present to the Board in the New Year. Progress will be reviewed at People & Wellbeing Committee meetings.

Ms Elstob suggested that linkages between stand downs and near misses be analysed to identify any that should be reported.

3.3 Recommendation - Rugby 1st XV – Queensland Pre-season trip 2024

The Headmaster talked to his recommendation for the planned senior rugby squad trip to Australia next April, noting that the trip had been approved at a previous Board meeting subject to RAMS, which were reviewed at this meeting. It was noted that S Fraser, M Drury and R Archibald will be leading the group, and that there will still be selection opportunities for other students. The Headmaster signalled his intention to join the tour for a few days and tie in a visit to an ex-pupil on a matter the Board is aware of.



Costs for 1st XV travel to Australia Approved

Moved that the Board approve costs incurred for the 1st XV to travel to Australia in 2024 for a pre-season tour.

Decision Date: 14 Nov 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

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

4. Sub-Committees

4.1 Adams House Committee

The Adams House Committee report and minutes will be presented to the December Board meeting.

4.2 Audit & Finance Committee

Analisa Elstob talked to the draft terms of reference circulated prior to the meeting; they were approved.



Audit & Finance Committee Terms of Reference Approved

Moved that the Audit & Finance Committee Terms of Reference, as presented to this meeting, be approved.

Decision Date: 14 Nov 2023
Mover: Analisa Elstob
Seconder: Andrew Haig
Outcome: Approved

Finance

The Headmaster spoke to the draft budget, noting good outcomes in regard to the budgeting process and the projected small deficit. The importance of investing in staffing, higher than usual capex and depreciation due to FFE for the Main Building and increased income from higher interest rates, international student numbers and Adams House were also noted and discussed. Members noted a recent trend of posting surplus budgets against projected deficits, acknowledging the impacts of COVID and a return to a more certain budgeting environment going forward.

The Board acknowledged the work Ms Milne, Mr Dunnnett and the team have done in producing the draft budget.



Draft Budget Approved

Moved that the Draft 2024/25 Budget, as presented to this meeting, be approved.

Decision Date: 14 Nov 2023
Mover: Nic Hill
Seconder: Tim Cookson
Outcome: Approved

Audit

Ms Elstob and the Headmaster spoke to key changes to the 9 policies, which had been reviewed and recommended for Board approval by Audit and Finance sub-committee members. Board members reviewed and discussed the key changes and approved the policies, as presented, subject to minor amendments.



Policies Approved

Moved that the Board approve the following policies, as presented to this meeting, and subject to agreed changes:

- Travel Policy
- Entertainment Policy
- Fundraising Policy
- Theft and Fraud Prevention Policy
- Cash Management Policy
- Finance and Assets Policy
- Capital Expenditure
- Sponsorship Policy
- Schedule of Delegations

Decision Date: 14 Nov 2023
Mover: Analisa Elstob
Seconder: Al Drayton



Audit & Finance Committee Report Accepted

Moved that the Audit & Finance Committee Report be accepted.

Decision Date: 14 Nov 2023
Mover: Analisa Elstob
Seconder: Al Drayton
Outcome: Approved

4.3 People & Wellbeing Committee

Emily Flaszynski talked to the minutes of the People & Wellbeing sub-committee meeting, circulated prior to the meeting, which were taken as read. Board members ratified the appointments and resignations.

The People & Wellbeing sub-committee's draft Terms of Reference were provided for the Board's information. Changes suggested will be incorporated into the final draft, which will be presented to a future Board meeting for approval.



Resignations and Appointments Ratified

Moved that the Board ratifies the acceptance of the resignations of Linda Pears, Karan Battu and Chris Kilkelly and the appointments of Tracey Buchanan, Jordan Jefferis, Adam Barker and Fariya Naasem (Fixed Term).

Decision Date: 14 Nov 2023
Mover: Nic Hill
Seconder: Emily Flaszynski
Outcome: Approved



People & Wellbeing Committee Report Approved

Moved that the People & Wellbeing Committee Report be approved.

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

4.4 Property & Resources Committee

Property

Andrew Haig talked to the minutes of the Property & Resources Committee meeting, circulated prior to the Board meeting, noting RDT's report; safety and design discussions around keeping the Main Block roof clean of pigeon droppings after the completion of the project and discussion around disclaimers in regard to completion dates. The MOE is considering a suggestion for a third party to review the programme.

Operations

Mr Haig talked to the Operations Manager's report, noting receipt of a QS market estimate for the turf project and signalling a request to the Board for funding next year. Mr Haig is assisting Mr Dunnett with the project. Board members discussed reporting for the project and possible fundraising options.

Mr Dunnett is working on a proposal to upgrade the fields.

An incident involving a staff member and a contractor, which had been resolved, was also noted.



Circulate the turf project business case for information.

Circulate the turf project business case for information.

Due Date: 12 Dec 2023
Owner: Nic Hill



Property & Resources Committee Meeting Accepted

Moved that the Property & Resources Committee Report be approved.

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

4.5 High School Old Boys

S Fraser reported that the Association is starting a process to review and update its constitution and formalise liaison with other branches.

4.6 Te Kura

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

4.7 PTA

Nothing to report.

5. General Business

5.1 Correspondence Inwards

Eleven items of correspondence for information were noted and received. The Headmaster talked to correspondence regarding a meeting regarding proposed zoning changes to include a housing development in the Boys High zone. The Board delegated the Headmaster to speak on behalf of the school at the meeting.

5.2 Correspondence Outwards

6. Public Excluded Session

6.1 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: 14 Nov 2023
Mover: Michael Singleton
Outcome: Approved

7. Meeting Close

7.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 12 Dec 2023, 5:00 pm

The Chair closed the meeting with a karakia timatanga.

Signature: _____

Date: _____