

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **14 Nov 2023** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 17 October 2023
Time:	5:30 pm to 9:03 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
Attendees:	Kathryn Doig

1. Administration Matters

1.1 Attendance/Apologies

The Chair opened the meeting with a karakia timutanga. He extended a special welcome to newly elected student rep, Rey Kumar. Board members, including Rey, introduced themselves.

An apology for lateness from Analisa Elstob was noted and accepted.

1.2 Conflicts of Interest

Interests were reviewed and no changes were made.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 12 Sept 2023, the minutes were confirmed as presented.



Previous Minutes Approved

Moved that the minutes of the CBHS Board of Trustees Meeting on 12 September 2023 be accepted as a true and accurate record of the meeting.

Decision Date:	17 Oct 2023
Mover:	Michael Singleton
Seconder:	Emily Flaszynski
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 that seniors are not happy that lunchtimes have been shortened for the next few weeks to manage end-of-year behaviour, but appreciate that the move is for safety reasons. Maori Language week went really well. In response to the Chair asking how exams are going, Mr Horn advised that the boys are doing as well as expected for this time of year.

3. Headmaster's Report

3.1 Headmaster's Report

The Headmaster spoke to each of the recommendations in his report, which had been circulated prior to the meeting, including the Te Kura Trust and process for requesting funding and the recommendation to engage Michelle Gillman to support CBHS in meeting EY's recommendations and in being a leading school in HS&W.

In addition to the recommendation to request \$1,000 for the George Sanders Award, Mr Hill also requested \$1,000 from the Trust for the Peter England Award.



Requests for Funding from Te Kura Trust Approved

Moved that the Board of Trustees:

1. Request the return of funds held on behalf of the CBHS BOT by the Te Kura Trust. These funds were valued at \$21,817 as at 31 December 2022, and
2. Request payment of \$1,000 from the Te Kura Trust for the 2023 George Sanders Award and \$1,000 for the Peter England Award.

Decision Date: 17 Oct 2023
Mover: Nic Hill
Seconder: Emily Flaszynski
Outcome: Approved



Engagement of Michelle Gillman Approved

Moved that the Board approve the engagement of Michelle Gillman (Planit Safe) as per the proposal attached to the Headmaster's Report with initial approval for expenditure of up to \$15,000.

Decision Date: 17 Oct 2023
Mover: Nic Hill
Seconder: Andrew Haig
Outcome: Approved



Maintain Position of Not Signing Greater ChCh Schools MOU Approved

Moved that the Board of Trustees maintain its position of not signing the Greater Christchurch Schools Memorandum of Understanding.

Decision Date: 17 Oct 2023
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved

With regard to the school's strategic plan, Mr Hill reported on consultation to date.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 17 Oct 2023

Mover: Nic Hill

Seconder: Mark Zino

Outcome: Approved

3.2 Health, Safety and Wellbeing

The Headmaster spoke to a social media incident in his Health, Safety and Wellbeing Report and noted how well it was handled. Other discussion included whether the school will implement a "bag the phone" policy before it becomes a legal requirement under the new government, and recent media attention around CCTV cameras and vaping sensors in high schools; the Headmaster noted that the school is comfortable with the existing measures in place.

3.3 NCEA Self Review

The Headmaster gave his preliminary view of the NCEA self review survey. He will report back to the Board with any findings of note, after comprehensively reviewing the document and process.



Review NCEA self review survey and report findings to the Board

N Hill to review the NCEA self-review survey and report back to the Board with any findings of note.

Due Date: 14 Nov 2023

Owner: Nic Hill

The Chair and Headmaster noted that the biggest challenge for schools is finding staff. The Chair and Headmaster will write a letter to the new Prime Minister elect and MP for Ilam congratulating them and reminding them of their commitment to education matters.



Write congratulatory letter to PM elect and MP for Ilam

The Chair and Headmaster to write a congratulatory letter to the new Prime Minister elect and MP for Ilam.

Due Date: 14 Nov 2023

Owner: Nic Hill

4. Sub-Committees

4.1 Adams House

The October Adams House meeting was postponed to 24 October 2023, due to the Head of Boarding visiting hostels and schools in Australia on the originally scheduled date.

4.2 Resources and Property Committee

Andrew Haig talked to the minutes of the Resources and Property Committee meeting, noting the Board's tour of the Main Block prior to the meeting and noting that the project team are acutely aware of the need to have the Main Block ready for use again at the start of the first term, 2025. They are working towards allowing access for staff in December 2024 to furnish the space. The Finance & Property Committee (previously, the Resources Committee) and school are closely monitoring progress against milestone dates with the project team. Board members discussed

options for communicating progress on the Main Block project to the community, including promoting the opening date on a billboard on Straven Road, which had worked well for the new hall project.

Mr Haig advised that a QS is in the process of being engaged to provide a costed report on the turf project and three candidates for providing project management services are being considered.

The common interests of the restructured Finance & Property and Audit committees were discussed. It was agreed to schedule both meetings on the same day, with some cross-over between meetings, to maintain the close working relationships of members on both committees.

The Headmaster tabled a list of meeting dates for all Board and sub-committee meetings for the rest of this year and next year. He will circulate a copy after the meeting.



Resources and Property Committee Report Accepted

Moved that the Resources and Property Committee Report be accepted.

Decision Date: 17 Oct 2023
Mover: Andrew Haig
Seconder: Tim Cookson
Outcome: Approved

4.3 Audit Committee

There have been no Audit Committee meetings since September's Board meeting.

4.4 High School Old Boys

Steve Fraser reported on a successful '60 plus dinner'. The class of 1963 was welcomed into the Association and a previous Altiora Peto Award winner, David Hopkins, was guest speaker. The dinner raised around \$3K in donations for the school.

4.5 Te Kura

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

4.6 PTA

The PTA are currently reviewing the school's strategic plan.

5. General Business

5.1 Correspondence Inwards

Seven items of inwards correspondence for information were reviewed and noted.

5.2 Correspondence Outwards

There were no items of outwards correspondence.

5.3 Other

Nathan Mauger

Nathan Mauger's membership on the Board was discussed. The Chair confirmed that Mr Mauger had enjoyed his time on the Board and was keen to be involved in future, but his appointment to an overseas coaching position meant he could not continue as a Board member currently. Skill

requirements and possible co-options were discussed. The Chair and Headmaster will bring co-option suggestions to the shorter November meeting.

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: 17 Oct 2023
Mover: Michael Singleton
Outcome: Approved

7. Meeting Close

7.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 14 Nov 2023, 5:30 pm

The Chair closed the meeting with a karakia whakamutunga.

Signature: _____

Date: _____