

# CONFIRMED MINUTES

## CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting on 13 Feb 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Christchurch Boys' High School Board
<b>Date:</b>	Tuesday, 12 December 2023
<b>Time:</b>	5:00 pm to 6:10 pm (NZDT)
<b>Location:</b>	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
<b>Board Members:</b>	Michael Singleton (Chair), Analisa Elstob, Andrew Haig, Emily Flaszynski, Mark Zino, Nic Hill, Tim Cookson
<b>Apologies:</b>	Al Drayton, Rey Kumar, Kathryn Doig
<b>Guests/Notes:</b>	Matt Horn, Board Member and Clare Ansley, CES Board Secretary

### 1. Administration Matters

#### 1.1 Attendance/Apologies

The Chair opened the meeting with a karakia timutanga.

An apology for lateness from Emily Flaszynski 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 14 Nov 2023**, the minutes were confirmed as presented.



#### Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees Meeting on 14 November 2023 be accepted as a true and accurate record of the meeting.

<b>Decision Date:</b>	12 Dec 2023
<b>Mover:</b>	Michael Singleton
<b>Seconder:</b>	Nic Hill
<b>Outcome:</b>	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 exams had finished up well. There are no major problems to report from a student angle. Junior prize-giving today marked the end of students at school for the year. Mr Horn thanked the Board for the privilege of serving as the student representative on the Board.

The Board in turn thanked Mr Horn for the really good job he has done as student trustee and Board member in general.

## 3. Governance

## 4. Headmaster's Report

### 4.1 Headmaster's Report

Report taken as read. The Headmaster spoke to the recommendation in his report, which had been circulated prior to the meeting, including that the Board of Trustees approve the costs for the Headmaster to travel to Brisbane, departing 17 April 2024 and returning 20 April 2024 to visit an important Old Boy. The trip will also align with the 1st XV game. The costs will be flights \$860 return and accommodation \$650 - \$800.



#### Headmaster's Travel to Australia in April 2024 Approved

Moved that the Board of Trustees approve the Headmaster travelling to Australia in April of 2024.

The Board recorded that Mr Haig and Mr Zino will be on the same trip.

<b>Decision Date:</b>	12 Dec 2023
<b>Mover:</b>	Tim Cookson
<b>Seconder:</b>	Mark Zino
<b>Outcome:</b>	Approved

#### Roll Update

The school will be very full next year. This will bring some challenges about where we will fit everyone. Roll update and Year 9 reports were included with the Headmaster's Report. It looks likely the roll will settle around 1400.

#### Adams House High Tea

There was discussion around arrangements at a post Adams House high tea. The success of the high tea was noted, and also that the behaviour of the boys was vastly improved at that event.



#### Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

The motion was seconded by Matt Horn.

<b>Decision Date:</b>	12 Dec 2023
<b>Mover:</b>	Nic Hill
<b>Outcome:</b>	Approved

### 4.2 Health, Safety and Wellbeing

There was a discussion around the Health, Safety and Wellbeing work that Michelle Gillman is undertaking for the school. There is a lot of work to do and presently working out who does what.

Michelle is well supported and we are positive about the value her input will add to the school. In answer to a question, the Headmaster confirmed that the reporting to the Board will look very different next year, with each key risk reported on through a bow-tie analysis sequentially.

Board members commended the Headmaster and the leadership team for taking a proactive approach to working with Michelle.

## 5. Sub-Committees

### 5.1 Adams House

No report, as there has been no meeting since the previous Board meeting.

### 5.2 People & Wellbeing Committee



#### People & Wellbeing Committee Report Moved to Public Excluded Session

Moved that the People & Wellbeing Committee Report for this month and all future People & Wellbeing Committee Reports be moved to Public Excluded business.

**Decision Date:** 12 Dec 2023  
**Mover:** Andrew Haig  
**Seconder:** Tim Cookson  
**Outcome:** Approved

### 5.3 Property & Resources Committee

Report taken as read. Mr Haig gave an update on the property and resources. The main building project remains on track. The turf project business case has been circulated, tenders for project manager have closed. Various options had been submitted, with regard to the photocopier contract.



#### Renewal of Copier Contract Approved

Moved that the Board approve Option 2 of the Photocopy options presented in the Operations Manager's proposal, being a 5-year contract at a cost of \$3,534 / month for 5 years.

**Decision Date:** 12 Dec 2023  
**Mover:** Andrew Haig  
**Seconder:** Analisa Elstob  
**Outcome:** Approved

The Board had a discussion around procurement with regard to policy and best practice to protect anybody procuring items on behalf of the school.

The Board noted that Craig had been through a robust process and had presented three options for the photocopier contract.



#### Headmaster to review policies

Headmaster to review sponsorship, theft and fraud, and procurement policies and present to the Audit Committee.

**Due Date:** 13 Feb 2024  
**Owner:** Nic Hill



### **Adams House Bathrooms Approved**

Moved that the Board ratify the electronic motion to approve the Adams House bathrooms, and note the discussion at the Resources Committee.

This motion was seconded by Matt Horn.

**Decision Date:** 12 Dec 2023

**Mover:** Nic Hill

**Outcome:** Approved



### **Property & Resources Committee Report Approved**

Moved that the Property & Resources Committee Report be accepted.

**Decision Date:** 12 Dec 2023

**Mover:** Andrew Haig

**Seconded:** Mark Zino

**Outcome:** Approved

## **5.4 Audit & Finance Committee**

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

## **5.5 High School Old Boys**

The President and Headmaster met to discuss the Altiora Peto award and ANZAC day.

## **5.6 Te Kura**

Te Kura have moved fund managers, from Hobson Wealth to Forsythe Barr, and Colin Slade is the Trust's key contact.

## **5.7 PTA**

The PTA hosted an excellent leaders' dinner; Tim Bateman was the speaker. The PTA made a donation of \$32,000 to the school.

# **6. General Business**

## **6.1 Correspondence Inwards**

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

## **6.2 Correspondence Outwards**

One item of outwards correspondence was reviewed and noted.

## **6.3 Next Meeting Date**

## 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.

Moved 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 Dec 2023  
**Mover:** Michael Singleton  
**Outcome:** Approved

## 8. Meeting Close

### 8.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_