

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **11 Mar 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 11 February 2025
Time:	5:30 pm to 9:05 pm (NZDT)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Al Drayton, Analisa Elstob, Blake Norton, Emily Flaszynski, Mark Zino, Nic Hill, Tim Cookson, Todd Moyle
Attendees:	Kathryn Doig
Apologies:	Andrew Haig

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the first meeting of 2025, with a karakia whakamutunga. Members talked about Board achievements for the coming year, including finalising outstanding work, and now focusing more deeply on lifting student achievement through our culture, learning and identity now that the school's infrastructure and systems are in excellent shape.

Board members noted their appreciation of the work involved in the Main Block project, the official launch, and having the building ready for the start of the new school year.

Andrew Haig's apology, and Mark Zino's apology for lateness, were noted and accepted.

1.2 Conflicts of Interest

Interests were reviewed. Tim Cookson noted changes to his interests. He will email them to Ms Doig, who will update the register.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 10 Dec 2024, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the Board of Trustees' Meeting on 9 December 2024 be accepted as a true and accurate record of the meeting.

Decision Date: 11 Feb 2025
Mover: Michael Singleton

Seconded: 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

Blake Norton expressed admiration for the Main Block and its sense of heritage. He emphasised the importance of promoting the school's values to students and acknowledged the Headmaster's work in this area, and suggested inviting a broad spectrum of inspirational speakers to assemblies and other events, such as before school sessions.

Blake also talked to his work with Nigel Vernon, gathering ideas and suggestions around academic performance and other relevant topics via the student executive, and about how 'houses', with their focus on everyday school life, can encourage all students to engage.

3. Governance

3.1 Revisit BOT Code of Conduct and Confirm Understanding

The Headmaster talked to the BOT Code of Conduct, which Board members had reviewed prior to the meeting.



BOT Code of Conduct Adopted and Confirmed

Moved that all individual Trustees adopt and agree to the BOT Code of Conduct and confirm they are familiar with it.

Decision Date: 11 Feb 2025
Mover: Nic Hill
Seconded: Mark Zino
Outcome: Approved

3.2 Approve Board Committee Terms of Reference

The Board Committee Terms of Reference were also reviewed and discussed, and adopted by the Board.



Board Committee Terms of Reference Adopted

Moved that The Board of Trustees adopt the Board Committee Terms of Reference.

Decision Date: 11 Feb 2025
Mover: Nic Hill
Seconded: Michael Singleton
Outcome: Approved

3.3 Confirm Schedule of Delegations

The Headmaster noted that there were no changes to the Schedule of Delegations.



Schedule of Delegations Confirmed

Moved that the Board of Trustees confirm the Schedule of Delegations.

Decision Date: 11 Feb 2025
Mover: Nic Hill
Seconders: Mark Zino
Outcome: Approved

3.4 Subcommittees' Terms of Reference

Following review and discussion, the Terms of Reference for the People and Wellbeing, Student Discipline and Adams House sub-committees were adopted by the Board.

Resources and Property, and Audit and Finance sub-committee terms of reference will be presented to the next Board meeting for adoption.



Adams House, Student Discipline and People & Wellbeing Terms of References Adopted

Moved that the Board of Trustees adopt the Terms of Reference for the Adams House, Student Discipline and People and Wellbeing sub-committees, and note actions to finalise the Resources and Property and Audit and Finance sub-committees' Terms of Reference.

Decision Date: 11 Feb 2025
Mover: Nic Hill
Seconders: Michael Singleton
Outcome: Approved

4. Headmaster's Report

4.1 Headmaster's Report



BOT Election Dates Adopted

Moved that the Board of Trustees adopt the proposed 2025 BOT election dates.

Decision Date: 11 Feb 2025
Mover: Nic Hill
Seconders: Al Drayton
Outcome: Approved

2025 Workplan

Mr Hill talked to his workplan, noting the new statement regarding Board statutory priorities. Board members reviewed the risk register and discussed potential risks and mitigation strategies. filing of documents in BoardPro, and the ERO's current and future review processes.

A document defining acronyms in the Annual Plan was suggested. Mr Cookson offered to draft one for the Headmaster to review.



2025 Workplan Adopted

Moved that the Board of Trustees approves the 2025 Work Plan.

Decision Date: 11 Feb 2025
Mover: Nic Hill
Seconders: Emily Flaszynski
Outcome: Approved

Athletics Trip to Perth

The Headmaster talked to his recommendation for final approval for the trip. Discussion included vehicle star ratings and the importance of considering vehicle safety relevant to various trip uses, including renting high-rated vehicles and ensuring safety checks are conducted; the need to ensure students know the emergency number in Australia and roaming data for trip participants.

Ms Elstob commented on the inconsistent quality of trip requests and templates. Mr Hill will address EOTC compliance as a form issue, ensuring that required information is collected for each trip.



Athletics Trip to Perth Approved

Moved that the Board of Trustees provide final approval for the Athletics Trip to Perth.

Decision Date:	11 Feb 2025
Mover:	Nic Hill
Seconders:	Tim Cookson
Outcome:	Approved

Turf Project Recommendation

The Board considered a recommendation to approve the engagement of a main contractor for the turf project, with a construction budget of \$3.5 million and a contingency budget of \$359,000. They acknowledged the project has come in under budget and commended the Resources & Property subcommittee for their work. The contingency budget was discussed, including expectations that the contingency would remain with the project until completion, and the use of any unused portion would require Board approval. The Board noted the importance of discipline around change control and contingency management to ensure the project's success.



Turf Project Approved

Moved that the Board of Trustees delegate the Headmaster to engage Polytan for the Turf Construction at a contract price of \$3,086,949.52. This delegation is given on the basis that the contract signed is a Ministry of Education templated contract.

Decision Date:	11 Feb 2025
Mover:	Nic Hill
Seconders:	Mark Zino
Outcome:	Approved

Due Diligence Register

Board members reviewed their Due Diligence Register in relation to their duties under the Health and Safety at Work Act. The Headmaster invited members to email him with actions/notes for the register between meetings. A Governance Training Annual Plan and quarterly speakers was suggested. The Headmaster provided insight into what he had learned around psycho-social risk and harm. Perspectives around hazards and risks, and leadership around them, were discussed. Mr Hill will add this discussion to the Due Diligence Register.

The importance of promoting a sense of belonging and positive narratives was highlighted, reflecting on recent communications about school buildings. Mr Hill updated the Board on the BDI register, which tracks the school's progress on visibility, diversity, and inclusion.

The Board discussed the school's scholarship and NCEA results, addressing inaccuracies in a NZ Herald article. Despite excellent pass rates, the school is focused on improving endorsement results, particularly at Level 3. The Board noted that cohort ability and changes to NCEA, such as tougher literacy requirements, have impacted results. The annual plan prioritises teaching and language focused on endorsement, and the Headmaster will provide detailed results and analysis at the next meeting.



Headmaster's Report Accepted

Moved that the Headmaster's Report be approved.

Decision Date:	11 Feb 2025
Mover:	Nic Hill
Seconder:	Analisa Elstob
Outcome:	Approved

4.2 Health, Safety and Wellbeing

Health, safety and wellbeing is covered in the People and Wellbeing Committee Report, in Public Excluded session.

5. Sub-Committees

5.1 Adams House

Nothing to report, as there have been no sub-committee meetings since the last Board meeting.

5.2 Property & Resources Committee

Nothing to report, as there have been no sub-committee meetings since the last Board meeting.

5.3 Audit & Finance Committee

Nothing to report, as there have been no sub-committee meetings since the last Board meeting.

5.4 People & Wellbeing Committee

Discussed in Public Excluded session.

5.5 High School Old Boys

Nothing to report.

5.6 Te Kura

Nothing to report.

5.7 PTA

Nothing to report.

6. General Business

6.1 Correspondence Inwards

Four general update items from the MOE were noted and accepted.

6.2 Correspondence Outwards

No outwards correspondence to review.

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: 11 Feb 2025
Mover: Michael Singleton
Outcome: Approved

8. Meeting Close

8.1 Close the meeting

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

The meeting closed with a karakia timutanga from Mr Moyle.

Signature: _____

Date: _____