

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES' MEETING



At the **CBHS Board of Trustees Meeting** on **12 May 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 8 April 2025
Time:	5:30 pm to 8:09 pm (NZST)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Al Drayton, Analisa Elstob, Andrew Haig, Blake Norton, Emily Flaszynski, Mark Zino, Nic Hill, Tim Cookson, Todd Moyle
Attendees:	Kathryn Doig

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone with a karakia whakamutunga.

Tim Cookson's apology for lateness was noted and accepted.

The Chair acknowledged the ERA investigation meeting concluded last week. There will be a period of further submissions and the ERA Member hopes to make a decision in the near future.

The investigation meeting was attended throughout by media which was irregular in that setting. Prior to the meeting CBHS responsibly sought various non-publication orders to protect staff and students, both current and former. That non-publication order was granted but an additional order excluding the media was not. Disappointingly, that order was breached on two occasions by a number of media outlets causing CBHS to make an urgent application to exclude the media out of concern for current and former staff and students. The Chair addressed the Member pointing out his concerns and noting feedback from staff during their interactions with Kaimahi Hauroa that the days when media interest is heightened are stressful for them. That order was not granted and CBHS will consider what, if any steps, it should take under with regard to those breaches.

This has been an exhausting process for all concerned and, while only time will tell, it is hoped that this might draw a line under this and any associated matters. The Chair particularly acknowledged the Headmaster for the manner in which he has engaged with the process and the dignity that he has conducted himself. The Board will continue to provide its support for Mr Hill and his family. The Board also acknowledged its gratitude for the contribution of former Board member Mike Medlicott, retired Deputy Principal Steve Fraser and Board Secretary Kathryn Doig who gave freely of their personal time to prepare for and attend the investigation meeting.

1.2 Conflicts of Interest

Interests were reviewed and no changes noted.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 11 Mar 2025, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the BOT Meeting on 11 March 2025 be accepted as a true and accurate record of the meeting.

Decision Date: 8 Apr 2025
Mover: Michael Singleton
Outcome: Approved

1.4 Action Item List

There were no actions to review.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton reported on the following.

The student executive is now up and running and meets every Monday. Key initiatives underway include increasing the Blue Scholar excellence credits from 40 to 50 to align with national standards. The executive is also working on organising inspirational speakers for assemblies, with suggestions from executive members and potential contacts to be emailed over the holidays.

A long-term project focused on introducing an academic diploma in Year 10 is being explored, aligning with school values and involving regular academic assessments. Discussions are ongoing with SLT regarding this initiative and its potential overlap with existing awards. Plans are also being made to educate junior students about NCEA, including basic terms, required credits and an introduction to CAAs.

Overall, the student executive is working well, Board members commented positively on how far student executives have progressed in recent years.

3. Governance

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster presented recommendations for the cricket trip to Australia, which was discussed in detail, including the itinerary and RAMs.



Cricket Trip to Australia Approved

Moved that the Board of Trustees provide interim approval for planning for a Cricket Trip to Australia in September 2025.

Decision Date: 8 Apr 2025
Mover: Nic Hill

Seconded: Al Drayton
Outcome: Approved

School trips in general were discussed, including providing trip opportunities for all boys, equity around sports and academic outcomes, and trip organisational commitments and challenges.



CES engaged as the Returning Officer for 2025 Elections

Moved that the Board of Trustees ratify the engagement of CES as the Returning Officer for the 2025 Parent, Staff and Student Trustee elections.

Decision Date: 8 Apr 2025
Mover: Nic Hill
Seconded: Mark Zino
Outcome: Approved

Board members discussed the selection process and criteria for the Gordon and Mary Vincent Scholarship.



Recipients of the Gordon and Mary Vincent Scholarship Approved

Moved that the Board of Trustees approve the 2025 recipients of the Gordon and Mary Vincent Scholarship.

Decision Date: 8 Apr 2025
Mover: Nic Hill
Seconded: Tim Cookson
Outcome: Approved

The Headmaster talked to his recommendation regarding the Turf Project. Discussion included how the changing room budget figure was determined, and the need to ensure that robust budgeting and contingency planning and seeking professional advice on complex capital expenditure projects continues in this and all future projects. The Headmaster will keep Board members updated on progress.



Instruction to Project Manager to Accept Pricing and Re-allocate Capex Budget Approved

Moved that the Board of Trustees approve the instruction to Inovo to accept pricing from H&P and allocate \$72,341.66 of Capex to the Changing Room relocation.

Decision Date: 8 Apr 2025
Mover: Nic Hill
Seconded: Andrew Haig
Outcome: Approved

Discussion on other items in the Headmaster's report included attendance data, the roll and the increase in physical altercations at school resulting from online interactions.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 8 Apr 2025
Mover: Nic Hill
Seconded: Analisa Elstob
Outcome: Approved

4.2 Health, Safety and Wellbeing

Discussed in public excluded session.

5. Sub-Committees

5.1 Adams House

Mr Cookson talked to the minutes of the April Adams House Committee meeting, which Board members discussed, including:

- A surge of hostel enrolment applications for 2026, following a slower than usual start.
- Discussion around selection criteria, information gathering and the enrolment process and form.
- Communications with a hostel neighbour regarding their offer to enclose the hostel pool.
- Pastoral care provided to hostel boys and staff following recent bereavement.
- Financial reporting regarding the hostel for the Committee.



Adams House Report Accepted

Moved that the Adams House Report be accepted.

Decision Date:	8 Apr 2025
Mover:	Tim Cookson
Seconder:	Mark Zino
Outcome:	Approved

5.2 Property & Resources Committee

Mr Haig talked to the minutes of the Property and Resources Committee. Discussion included:

- Apologies received from the MOE and RDT, and the absence of a monthly report, which was noted as disappointing.
- The turf project is progressing well, and the newly refurbished changing room and fitness area are being well utilised improving morale, and showcasing sustainable repurposing of an old building.
- An archives project is underway, aiming to create a comprehensive and inclusive record of the school's history and future. A presentation was made to staff, with a high level of engagement and feedback. The Headmaster will consider how to incorporate input from all stakeholders, including external reference groups.
- Ongoing efforts to resolve an HVAC issue in the Main Block, and repairs scheduled during the next holidays.
- The completion of a Fire Safety Audit of Adams House, which made recommendations regarding fire suppress switchboards and potential implications for insurance premiums.
- A proposed solution to the longstanding issue with pigeon defecation on the roof of Caddick will be presented to the Board next month, involving a budgeted spend of approximately \$30-40,000.



Property & Resources Report Accepted

Moved that the Property & Resources Report be accepted.

Decision Date:	8 Apr 2025
Mover:	Andrew Haig
Seconder:	Todd Moyle
Outcome:	Approved

5.3 Audit & Finance Committee

The April Audit & Finance Committee meeting did not take place due to committee members' availability, however, policy recommendations and updated policies with tracked changes had been reviewed by the People & Wellbeing Committee.

Two policies were discussed: the Health, Safety & Wellbeing policy, which was developed using an Institute of Directors template and tailored to the school's specific needs, and an updated policy on ill-treatment. The Board commended the proactive and positive approach to workplace culture embedded in the policies and looked forward to the approach being adopted across the whole school community.



Updated Policies Adopted

Moved that the following updated policies, as presented to the meeting, be adopted by the Board of Trustees:

1. Health, Safety & Wellbeing Policy, and
2. Protection Against Ill Treatment Policy.

Decision Date: 8 Apr 2025

Mover: Nic Hill

Seconder: Todd Moyle

Outcome: Approved

5.4 People & Wellbeing Committee

Discussed in Public Excluded session.

5.5 High School Old Boys

Nothing to report.

5.6 Te Kura

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

5.7 PTA

The Headmaster reported that the PTA's AGM is being held at the same time as this meeting, and that he has raised the governance of the uniform shop with the PTA.

6. General Business

6.1 Correspondence Inwards

The Board reviewed six items of inwards correspondence, including a commendatory letter from the Waikato Commerce Club regarding the school's rowing team's behaviour and organisation at the Maadi Cup tournament, to which the Headmaster has responded.

6.2 Correspondence Outwards

6.3 Staff Report

Board members asked Mr Drayton to provide a staff report for the year to date. Mr Drayton advised that staff have had a busy, but rewarding, term settling back into permanent spaces and new facilities, and catching up after a late start to the year.

7. Public Excluded Session

7.1 Motion to Exclude



Moved into Public 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: 8 Apr 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 Chair closed the meeting with a karakia timutanga.

Signature:_____

Date:_____