

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **29 Oct 2024** these minutes were **confirmed as presented**.

| | |
|-----------------------|---|
| Name: | Christchurch Boys' High School Board |
| Date: | Tuesday, 17 September 2024 |
| Time: | 5:30 pm to 9:16 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, Rey Kumar, Tim Cookson |
| Attendees: | Kathryn Doig |
| Guests/Notes: | Craig Dunnett, CBHS Operations Manager, Todd Moyle, Peter Simmonds |

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting, with a special welcome to newly elected Student Rep, Blake Norton, and Todd Moyle, who attended the meeting to learn more about the role of Board member.

Mr Singleton opened the meeting with a karakia whakamutunga and explained the format of the public and public excluded sessions of the meeting.

Prior to the meeting the Board had taken a tour of the Main Block together with contractor and MoE representatives. The Board was impressed with what they saw and were looking forward to the opening.

Mr Dunnett thanked the Board for their efforts on behalf of the school and students in regard to the Main Block project. The Chair thanked Mr Dunnett for the school's efforts.

There were no apologies to note.

1.2 Conflicts of Interest

Interests were reviewed and no changes noted.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 13 Aug 2024, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees meeting on 13 August 2024 be accepted as a true and accurate record of the meeting.

Decision Date: 17 Sept 2024
Mover: Michael Singleton
Second: Tim Cookson
Outcome: Approved

1.4 Action Item List

There were no outstanding actions to review.

2. Student Representative Report

2.1 Student Representative Report

Rey Kumar reported that:

- term 3 is coming to an end and derived exams are finished. Students are working towards the end of year.
- positive feedback has been received from boys this month. It is good seeing the wrap on the Main Block come down.

The Headmaster noted that Rey Kumar is happy to be co-opted to the Board until the end of the year. The Chair thanked Mr Kumar for his work and contributions as Student Rep.



R Kumar Co-opted to BOT until the end of 2024

Moved that Rey Kumar be co-opted to the CBHS Board of Trustees until the end of 2024.

Decision Date: 17 Sept 2024
Mover: Nic Hill
Second: Michael Singleton
Outcome: Approved

Journalist and Editor of NZ Reporter, Peter Simmonds, arrived at the meeting and was welcomed. The Chair explained the format of the meeting to him.

3. Governance

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's Report was taken as read.

He talked to his recommendation regarding the rowing trip RAMs and Budget, noting the excellent documentation.



Rowing RAMS and Budget Approved

Moved that the Board of Trustees approves the RAMS and Budget for the Rowing Trip to Brisbane in December of 2024.

Decision Date: 17 Sept 2024

Mover: Nic Hill
Seconded: Emily Flaszynski
Outcome: Approved

The Headmaster flagged that a proposal to take a small group of senior athletes to Perth in April next year is being prepared for review by the Board.

Mr Hill updated Board members on the very high workloads being placed on people as a result of MOE and NCEA uncertainties around curriculum and assessment. Mr Drayton gave his views and experience as a teacher. Mr Hill explained the different courses, workloads and assessment levels and formats nationally. He noted the pressures on staff and the work the school is doing to protect them and lessen their load. The Chair asked him to pass on the Board's thanks.

The Headmaster talked to highlights of the annual plan, including the school's confidence in its identity.

He also noted the work SLT members are doing around briefing staff and updating them on pastoral data and expectations and preparing for the move back into the Main Block, which is creating excitement around the school.

The Year 9 roll is looking strong again for next year.

Mr Hill invited questions. In response to Mr Moyle's question around leading through periods of change, Mr Hill advised that the school focuses on doing their jobs well, what the school stands for and what it can control and do, noting the support from SLT.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 17 Sept 2024
Mover: Nic Hill
Seconded: Mark Zino
Outcome: Approved

4.2 Health, Safety and Wellbeing

5. Sub-Committees

5.1 Adams House

Mr Cookson reported that the recent boarder swap with Palmerston North High School provided valuable insights. Other highlights from his report included:

- A successful Father and Son dinner event.
- Maria Connelly's exceptional efforts in careers guidance for hostel students.
- Purchase of a new hostel van.
- Strong financial management, with all accounts up-to-date despite economic challenges.
- An effective online Parents Association meeting.

Key projects underway include:

- ERO license renewal preparation.
- Review of a treasury policy, long-term capital replacement and fees alignment.
- Update of the comprehensive handbook and policies, including stand-down and suspension procedures.



Adams House Committee Report Accepted

Moved that the Adams House Committee Report be accepted.

Decision Date: 17 Sept 2024
Mover: Tim Cookson
Seconder: Mark Zino
Outcome: Approved

5.2 Property & Resources Committee

Mr Haig thanked Board members for attending the Main Block tour and their interest and questions. Mr Dunnett noted the strong relationship between the school and contractors.

Property

Reporting on the September Property & Resources Committee meeting, Mr Haig noted slight concerns around dampening of brick work in the Main Block and potential effects. RDT are working on a solution. He also advised on official opening events. The Headmaster advised that the school is responsible for invitations and Mr Dunnett advised that the school has engaged with local iwi around invitations and protocol.

Operational

The school's van fleet is expanding.

Board members discussed co-curricular expenditure, including cricket net repairs, the van fleet and expected requests for funding in relation to the new turf. The draft 2025 budget will include contingency for these items.

The Turf project is going well.

The Chair asked whether there are any red flags in relation to the Main Block project. Mr Haig advised that the only issue is water ingress. A decision on a solution is being made in the next week, but at this stage, there is no expectation that the completion date will be impacted. Mr Moyle asked whether H&S in relation to the transition phase of moving in has been considered. Mr Haig and Ms Elstob reported on discussions with the contractors around H&S towards the end of the project, and that risks have been well mitigated to date. Site security was also discussed, including the connection between safety and security.

Management of the Turf project was discussed, noting the significant investment from the Board, and Inovo's and Athfield's excellent work in managing the project, with Mr Dunnett and Mr Haig attending monthly meetings.



Property & Resources Committee Report Approved

Moved that the Property & Resources Committee Report be accepted.

Decision Date: 17 Sept 2024
Mover: Andrew Haig
Seconder: Mark Zino
Outcome: Approved

5.3 Audit & Finance Committee

Tim Cookson reported on the September Audit & Finance Committee meeting. The following was noted and discussed.

Another very good year for the school, financially. All budget areas are tracking well. The surplus was discussed, noting an MOE pay equity payment and higher than expected numbers of international students, and acknowledging that requests for funding will increase with the completion of the Main Block and Turf projects.

Policy Review

Privacy, Timetabling and Credit Card Policies were reviewed at the Audit & Finance Committee meeting. Mr Hill noted key changes, including the Privacy Policy incorporating feedback from Board members, and the Credit Card policy remaining unchanged apart from updating position titles.

Mr Singleton asked questions around consultation in regard to timetabling and Mr Hill explained the process.

Opportunities to draw down on new technologies in the Main Block and identifying risk were also discussed. Mr Dunnett advised that identifying and mitigating risk and safety has been ongoing since the first design meetings and will continue until staff and students move in.



Credit Card, Timetable and Privacy Policies Approved

Moved that the Board adopt the updated Credit Card, Timetable and Privacy policies.

Decision Date: 17 Sept 2024

Mover: Nic Hill

Second: Al Drayton

Outcome: Approved

Mr Hill tabled a new fundraising brochure, which has been produced to provide information about rules and regulations around fundraising for and on behalf of the school. Board members provided positive and constructive feedback.



Audit & Finance Committee Report Accepted

Moved that the Audit & Finance Committee Report be accepted.

Decision Date: 17 Sept 2024

Mover: Tim Cookson

Second: Al Drayton

Outcome: Approved

5.4 High School Old Boys

The Headmaster reported that the Old Boys are reviewing their constitution. He reported to their last meeting and fielded questions relating to recent media reports. There was interest from the Association in working more closely with the school.

5.5 Te Kura

Te Kura have engaged a developer to upgrade their website.

They have approved funds to the school for awards for prize giving.

A Te Kura committee is investigating whether a significant bequest to the school can be changed slightly to allow funds to be available to a wider range of students.

The Chair explained Te Kura's role in managing funds bequeathed and donated to the school.

5.6 PTA

The PTA quiz night is being held on 18th of October. The Board will enter two teams.

An art exhibition and auction are being planned for next year.

The Uniform shop has adopted an employment model for its contractor, which has had a slight impact on profit.

5.7 People & Wellbeing Committee

The People & Wellbeing Report is presented in public excluded session for confidentiality reasons.

6. General Business

6.1 Correspondence Inwards

The Chair noted various MOE bulletins, one in particular advising that Board elections are in September next year.

He also referred to the letter from a former staff member and proposed that he prepare a response for the Board to consider.



Chair to Draft Response to Correspondence from Former Staff Member Approved

Moved that the Chair prepare a response to the letter from the former staff member for the Board to consider.

| | |
|-----------------------|-------------------|
| Decision Date: | 17 Sept 2024 |
| Mover: | Michael Singleton |
| Seconder: | Mark Zino |
| Outcome: | Approved |

6.2 Correspondence Outwards

There was no outward correspondence to note.

6.3 Board Elections 2025

Board members discussed their preferred strategy around the Board elections next year, including diversity, expertise and providing opportunities to interested people to learn more about the role.

7. Public Excluded Session

7.1 Motion to Exclude

The Chair moved the meeting into Public Excluded session and Mr Simmonds and Mr Moyle left the meeting.



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 Sept 2024 |
| 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: _____