

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **25 Nov 2025** these minutes were **confirmed with the following changes:**

Added Paula Kirkpatrick to the People & Wellbeing subcommittee under item 3.3.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 21 October 2025
Time:	5:30 pm to 8:01 pm (NZDT)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Emily Flaszynski (Chair), Blake Norton, Andrew Parkin, David Whillans, Kim Milne, Nic Hill, Nick Martin, Paula Kirkpatrick, Todd Moyle
Attendees:	Kathryn Doig
Guests/Notes:	Mike Rondell, for item 3.1.

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting, extending a special greeting to Kim Milne, for her first meeting. She and Todd Moyle attended the meeting online. The meeting began with a karakia, led by Mr Moyle.

1.2 Conflicts of Interest

The Interests Register was reviewed, noting the addition of new Board members' interests. There were no conflicts to declare for today's meeting.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 2 Sept 2025, the minutes were confirmed as presented.

CBHS Board of Trustees Special Meeting 14 Oct 2025, the minutes were confirmed as presented.



2 September 2025 Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees on 2 September 2025 be approved as a true and accurate record of the meeting.

Decision Date: 21 Oct 2025
Mover: Todd Moyle
Seconder: Blake Norton

Outcome: Approved



14 October 2025 Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees on 14 October 2025 be approved as a true and accurate record of the meeting.

Decision Date: 21 Oct 2025
Mover: David Whillans
Seconder: Nick Martin
Outcome: Approved

1.4 Action Item List

Due Date	Action Title	Owner(s)
2 Sept 2025	Request feedback from previous Rowing trip for RAMs Status: Completed on 25 Nov 2025	Nigel Vernon
20 Oct 2025	Review Proposed Policy Status: Completed on 25 Nov 2025	Nic Hill
21 Oct 2025	Send interests to Board Secretary Status: Completed on 26 Oct 2025	Andrew Parkin, David Whillans, Nick Martin, Paula Kirkpatrick
21 Oct 2025	Compile Skills Matrix Forms and Share a Master Matrix Status: Completed on 26 Oct 2025	Nic Hill
21 Oct 2025	Send meeting invites to new Board members Status: Completed on 22 Oct 2025	Kathryn Doig
17 Mar 2026	Review Deputy Chair Role Status: Completed on 26 Oct 2025	Emily Flaszynski

Action items were reviewed and updated.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton reported the following.

- Students are wrapping up the year.
- Twenty-six new monitors for next year were announced today.
- Student Executive members will think about activities and events for next year during the holidays.
- Students will be busy studying during exam break to prepare for exams.

Mr Moyle thanked Blake for his outstanding mahi this year, highlighting his work in securing guest speakers, particularly ex-students.

3. Governance

3.1 Role of the Board

Mike Rondell, an experienced governance advisor, joined the meeting just before 5:45 pm. Following a round of introductions, he outlined his background and experience in statutory interventions in schools, highlighting the importance of effective board governance. He discussed the complexities of school governance, particularly in relation to government funding, hostel

management, and fundraising, and the need for boards to be aware of their legislative responsibilities and potential risks.

Mr Rondell emphasised the importance of building trust and fostering informed debate among board members, as well as maintaining a strong relationship with the Headmaster. He also talked about the role of boards in managing risk, particularly in areas such as EOTC and financial management, and ensuring compliance with relevant regulations.

In response to questions, Mr Rondell discussed common issues that can lead to financial difficulties in schools and highlighted the complexity of funding models and the need for boards to understand the implications of their decisions on staffing and property spend. The importance of effective record-keeping, good governance practices, and ongoing training for board members was also noted.

The Chair thanked Mr Rondell for his presentation, and he departed at 6:16 pm.

3.2 Approval of Delegations

The headmaster talked to the schedule of delegation's paper circulated prior to the meeting and of his delegated authority in disciplinary matters and communications. He noted he would seek boards input on any decisions outside his delegation. Delegations are approved at the beginning of each year, and when there is a new Board.



Schedule of Delegations Adopted

Moved that the Board of Trustees approve and adopt the Schedule of Delegations.

Decision Date:	21 Oct 2025
Mover:	Nic Hill
Seconder:	Emily Flaszynski
Outcome:	Approved

3.3 Committees

The meeting discussed the proposed committee structure and membership, based on a skills matrix completed by Board members at the last meeting. The Headmaster presented the matrix and suggested combining the Resources, Finance, and Audit committees into one, which was well-received. He also recommended that the Chair step aside from sub-committee membership due to workload and to maintain a neutral position for potential decision-making or appeals.

The proposed committee structure would still allow for co-opting additional members to enhance specific skill sets and/or engaging expertise as and when required. The importance of defining roles and responsibilities and reviewing terms of reference for sub-committees was highlighted.

Board sub-committee memberships were approved, as follows:

Resources, Finance and Audit Committee

- Todd Moyle
- David Whillans
- Nick Martin

- Blake Norton
- Andrew Parkin

Adams House Committee

- Paula Kirkpatrick
- Nick Martin
- David Whillans
- Kim Milne

People & Wellbeing

- Andrew Parkin
- Kim Milne
- Paula Kirkpatrick

Sub-committee meeting dates for the remainder of 2025 were reviewed and confirmed.



Board Sub-committees Adopted

Moved that the recommendations outlined in the Proposed Board Sub-committees October 2025 paper, with the noted changes, be adopted.

Decision Date: 21 Oct 2025
Mover: Emily Flaszynski
Seconder: Paula Kirkpatrick
Outcome: Approved

4. Headmaster's Report

4.1 Headmaster's Report

Talking to his report, the Headmaster highlighted key items, starting with the Tahiti trip, planning for which is progressing well. He explained that the Board reviews overseas trips at two stages: initially for planning approval around nine months prior, and again three months out for a detailed review of risks and management systems (RAMS).

Board members agreed to allow planning for the Tahiti trip to continue, with the Headmaster having reviewed and endorsed the progress so far. The importance of thoroughly assessing and documenting potential risks was emphasised, with the understanding that while unforeseen issues can arise, careful planning and risk management are crucial.



Tahiti Trip Planning Approved

Moved that the Board of Trustees approve the initial trip application for a study tour of Tahiti with finalised RAMS and budget to be presented to the Board in April 2026 for approval,

Decision Date: 21 Oct 2025
Mover: Nic Hill
Seconder: David Whillans
Outcome: Approved

The Annual Plan was also reviewed, with the Headmaster highlighting the positive direction set by the SLT. Feedback was provided on the draft plan, including suggestions to refine certain bullet points and ensure the plan aligns with strategic priorities. The Board will review a completed version at the next meeting for approval. Additionally, the Headmaster talked to the Attendance Operational Plan and the need for data-driven outcomes, which will be informed by tools such as the Ask Your Teams Survey.

AI guidelines were also discussed, with the Headmaster noting he will review the current requirements and best practices, update the Assessment Policy to include AI, and bring the updated Policy to the Board for approval.

He requested Board members to let him know about any health and safety activities or incidents they are involved in, particularly in their roles as officers, and he will record them in a register. A school tour to familiarise new Board members with the campus was suggested.

Board members discussed an upcoming ERO review, and their involvement.



Arrange school tour for new Board members

Mr Hill to arrange a school tour for new Board members.

Due Date: 25 Nov 2025

Owner: Nic Hill



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 21 Oct 2025

Mover: Nic Hill

Seconder: Andrew Parkin

Outcome: Approved

4.2 Health, Safety and Wellbeing

The Health, Safety and Wellbeing report was discussed in public excluded session.

5. Sub-Committees

5.1 Adams House

There were no sub-committee reports, with sub-committee memberships having only been appointed at this meeting.

5.2 Audit & Finance Committee

Nothing to report.

5.3 Property & Resources Committee

Nothing to report.

5.4 People & Wellbeing Committee

Nothing to report.

5.5 High School Old Boys

The Headmaster noted that the Association has appointed a volunteer fundraiser to commence work on the school's 150th celebrations.

5.6 Te Kura

The Headmaster explained the purpose of the Te Kura Trust and noted current school representatives on the Trust.

Blake Norton and David Whillans were appointed as Board representatives on the Trust.

Following discussion regarding a combined school/Trust Xmas function, the Board delegated the Headmaster to discuss this year's event with the Chair of the Te Kura Trust.

5.7 PTA

Nothing to report; the PTA meeting is being held at the same time as this meeting.

6. General Business

6.1 Correspondence Inwards

One item of inwards correspondence was noted for information.

6.2 Correspondence Outwards

There was no outwards correspondence to note.

7. Public Excluded Session

7.1 Motion to Exclude



Moved to 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: 21 Oct 2025
Mover: Emily Flaszynski
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.

Signature: _____

Date: _____