

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees' Meeting** on **8 Apr 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 11 March 2025
Time:	5:30 pm to 9:07 pm (NZDT)
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
Guests/Notes:	Jo Pearson, Assistance Principal - Assessment, for the Attendance section of the meeting

1. Administration Matters

1.1 Attendance/Apologies

Mark Zino and Andrew Haig attended the meeting online.

The Chair welcomed everyone to the meeting, with a special welcome to Jo Pearson, Assistant Principal - Assessment, before starting the meeting with a karakia whakamutunga.

Analisa Elstob's apology for lateness was noted and accepted; there were no other apologies.

1.2 Conflicts of Interest

Interests were reviewed and no changes noted.

1.3 Confirmation of Minutes

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



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees' meeting on 11 February 2025 be approved as a true and accurate record of the meeting.

Decision Date:	11 Mar 2025
Mover:	Emily Flaszynski
Seconder:	Al Drayton
Outcome:	Approved

1.4 Action Item List

There were no actions to review.

1.5 Jo Pearson - Report on Attendance

Jo Pearson reported on attendance results. Discussion centred around the recent NCEA Level 1-3 results, highlighting key trends and areas for improvement. A 12% drop in Level 1 achievement from 2023 to 2024 was noted, largely attributed to changes in numeracy and literacy requirements and not having the required credits. This trend was also observed in other schools within the same equity index band.

Level 2 results showed a decline in achievement and endorsement, with variations in Maori and Pasifika student performance. Possible reasons for these drops were discussed, including the impact of literacy and numeracy requirements and attendance issues.

In contrast, Level 3 results showed relatively stable performance among Pasifika students, while Maori students demonstrated increased achievement. However, a gap between achievement and endorsement rates was observed, prompting discussions on strategies to address this disparity.

University Entrance (UE) results revealed a 4% drop, with 26% of students not taking prerequisite subjects for university. This led to a conversation about the structure of Year 13 courses and the need to ensure students are taking relevant subjects for their future goals.

Scholarship results showed a downward trend, attributed to national and cultural factors. To address this, plans were discussed to increase attendance and introduce dedicated scholarship classes.

Board members thanked Ms Pearson for her report, and her excellent work; she left the meeting at 6.30pm.

The Chair enquired about the connection between teaching and pastoral care, prompting discussion around the challenges of balancing academic delivery with cultural and pastoral support, boys taking ownership of their learning and the impact of an NCEA system that minimises student effort.

The Headmaster was thanked for arranging Ms Pearson's presentation.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton's report highlighted the following:

The Student Executive, comprising 13 boys, has been established and meets weekly during lunch. The group has discussed various topics, including:

- Exploring ways to encourage teaching to excellence and merit, rather than just achieving.
- Increasing recognition and celebration of academic achievements, including showcasing them in newsletters.
- Implementing a more rigid approach to ensure students are meeting academic and behavioral expectations before participating in extra-curricular activities; this prompted a discussion around approaches to managing absences and extracurricular activities.

The Headmaster noted that the Student Executive's ideas are aligned with the school's vision and some initiatives are already underway.

3. Governance

3.1 Sub-committee Terms of Reference

Board members reviewed and discussed draft terms of reference documents from the Audit & Finance and Property & Resources committees, before approving them, subject to minor changes.



Audit & Finance and Property & Resources Committee Terms of Reference Adopted

Moved that the Board of Trustees approve the Audit & Finance and Property & Resources committees' terms of references, subject to minor changes being made and checked with the Headmaster and the Chair of the Audit & Finance Committee.

Decision Date: 11 Mar 2025
Mover: Analisa Elstob
Seconder: Andrew Haig

4. Headmaster's Report

4.1 Headmaster's Report

Recommendations

The Headmaster's recommendations were reviewed and discussed.

Analysis of Variance and Strategic Planning

Discussion focused on the analysis of variances in the school's strategic plan, including support from the Ministry and the challenge of market supply. The document will be updated to reflect these clarifications. The conversation also touched on the importance of reframing challenges as opportunities and using positive language.



Analysis of Variance 2024 Approved

Moved that the Board of Trustees approve the Analysis of Variance for 2024.

Decision Date: 11 Mar 2025
Mover: Nic Hill
Seconder: Al Drayton
Outcome: Approved

Proposed Rowing Trip to Brisbane

A proposed rowing trip was also approved, pending a review of lessons learned from previous trips. The discussion acknowledged the high participation costs, and also the value of such trips in fostering leadership, camaraderie, and personal growth, beyond just performance. Discussion also covered the selection process for trip participants, the impact of trip dates on NCEA timetables and budgets (noting that these were carefully managed) and strategies for promoting high-quality reporting.



Initial Approval for the Proposed Rowing Tour to Brisbane Approved

Moved that the Board of Trustees provide initial approval for the proposed rowing tour to Brisbane.

Decision Date: 11 Mar 2025
Mover: Nic Hill
Seconder: Todd Moyle
Outcome: Approved

4.2 Health, Safety and Wellbeing

Included in the Public Excluded session.

5. Sub-Committees

5.1 Adams House

Mr Cookson spoke to the minutes of the Adams House Committee meeting, noting:

- ERO regulations and compliance were reviewed by Committee members.
- There has been a slight drop in the number of applications for 2026, which is consistent with national trends. However, all hostel places are still expected to be filled. The Headmaster noted he is awaiting demographic data from the MOE to inform planning.
- The year has started well, with Year 9 students having a successful week-long introduction to the school before the seniors arrived.
- Over the holidays, maintenance work was carried out, including painting, carpet replacement, and repairs to a roof leak. Board members acknowledged and appreciated the hostel's beehive and other sustainability initiatives.

In the context of a recent death of a former hostel boy, the Headmaster outlined the steps taken to support the students, including implementing the response plan, communications with parents, identifying and providing additional support via a register to boys who knew the former hostel boy, and providing care for hostel staff. The Board acknowledged the support and pastoral care provided by the Hostel team, its community, Headmaster and School staff during this period and their ongoing efforts toward ensuring a safe environment for hostel boys.



Adams House Report Accepted

Moved that the Adams House Report be accepted.

Decision Date:	11 Mar 2025
Mover:	Tim Cookson
Seconder:	Emily Flaszynski
Outcome:	Approved

5.2 Property & Resources Committee

Mr Haig reported on the Property & Resources Committee meeting, noting the following.

The Committee received a report from RDT on the Main Block, highlighting ongoing defects and two significant issues being resolved. The Property Steering Group's role was discussed, with plans to dissolve the group once the main block and Canterbury school rebuild commitments are completed. The Board requested the Property & Resources Committee to consider an appropriate way of celebrating the contributions of those involved over the past 10 years.

The existing temporary consent on the Straven Block has four years left to run and the MOE will look at options for the school after the consent expires, and extending the consent.

The board received resource and facility updates, on:

- A proposal to have an enclosure built for the hostel pool. Relevant school and hostel staff are meeting to decide whether the school/hostel wants the enclosure before potential future action is considered.
- A recommendation for a mitre saw for technology, which was referred to an operational decision with a focus on H&S risk assessment.
- A request for approval for an unbudgeted spend of \$10,000 for microscopes.

- A proposal to transfer approved budget from the Changing Room project to the Turf project budget, for efficiencies and potential savings.



Purchase of 10 Microscopes Approved

Moved that the Board of Trustees approves the purchase of 10 microscopes for the Science Department. This is unbudgeted CAPEX for 2025.

Decision Date: 11 Mar 2025
Mover: Andrew Haig
Seconders: Analisa Elstob
Outcome: Approved



Transfer Approved Budget for Moving the Changing Room to the Turf Project Budget Approved

Due to the integral importance of relocating the staff change building prior to the Turf project commencing, it is recommended that the Board of Trustees approve the Staff Change Relocation project and associated budget is undertaken as a scope change to Turf, Change and Fitness Room as one Programme of Works. The current Turf and Change & Fitness budget is \$5,179,800, this will increase by \$150,000 to \$5,329,800.

Decision Date: 11 Mar 2025
Mover: Andrew Haig
Seconders: Tim Cookson



Property & Resources Report Accepted

Moved that the Property & Resources Report be accepted.

Decision Date: 11 Mar 2025
Mover: Andrew Haig
Seconders: Analisa Elstob
Outcome: Approved

5.3 Audit & Finance Committee

Ms Elstob talked to the minutes of the Audit & Finance Committee meeting, highlighting the following.

- The Annual Report is ready to be submitted to the auditors, subject to Board approval.
- Income and expenditure was reviewed, noting a \$3m overspend due to an increase in notional rent from the MOE.
- Unbudgeted expenditure and the discipline applied to the process.
- The school's finances are in a very strong position.

Committee members noted that the school faces potential budget challenges going forward, following the removal of earthquake funding for Christchurch schools and transition into a cyclical maintenance model and MOE funding. The challenges will be mitigated by developing a comprehensive cyclical maintenance plan.



2024 Annual Report Accepted for Submission to Auditors

Moved that the Board of Trustees accepts the 2024 Annual Report for submission to Deloitte for audit.

Decision Date: 11 Mar 2025
Mover: Analisa Elstob
Seconders: Nic Hill
Outcome: Approved

Policies

Following review and discussion, the Board approved the adoption of the CCTV, Headmaster Appraisal and School Presentation policies, and the EEO Guidelines - an addendum to the Personnel Policy.

The Headmaster noted that the CCTV Policy had been reviewed and updated recently.

Board members discussed the EEO Guidelines, noting their support and the need to maintain a system that ensures accuracy and fairness.



CCTV, Headmaster's Appraisal and School Presentation Policies and EEO Guidelines Approved

Moved that the Board of Trustees adopt:

1. The changes attached to the CCTV, Headmaster Appraisal and School Presentation Policies, which were attached to the meeting pack with tracked changes.
2. The attached Equal Employment Opportunity (EEO) Guidelines as an addendum to the Personnel Policy.

Decision Date: 11 Mar 2025
Mover: Nic Hill
Seconder: Todd Moyle
Outcome: Approved



Audit & Finance Report Accepted

Moved that the Audit & Finance Report be accepted.

Decision Date: 11 Mar 2025
Mover: Analisa Elstob
Seconder: Michael Singleton
Outcome: Approved

5.4 High School Old Boys

Nothing to report.

5.5 Te Kura

Board members ratified the appointment of Blake Norton as student Trustee on the Te Kura Trust.

5.6 PTA

The Headmaster noted that he has raised the discussion with the PTA around uniform shop governance.

5.7 People & Wellbeing Committee

Presented and discussed in Public Excluded session.

6. General Business

6.1 Correspondence Inwards

One item of inwards correspondence was noted and accepted.

6.2 Correspondence Outwards

There was 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 Mar 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.

Signature: _____

Date: _____