

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **10 Dec 2024** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 26 November 2024
Time:	5:30 pm to 7:50 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, Rey Kumar, Todd Moyle
Attendees:	Kathryn Doig
Apologies:	Tim Cookson

1. Administration Matters

1.1 Attendance/Apologies

Analisa Elstob chaired the meeting at the Board Chair's request, as he was attending the meeting online. Mark Zino and Todd Moyle also attended the meeting online.

Ms Elstob welcomed Board members to the meeting with a karakia.

An apology from Tim Cookson, and an apology for lateness from Mark Zino, were noted and accepted.

1.2 Conflicts of Interest

Interests were reviewed and no changes made. Mr Moyle will send Ms Doig his interests to add to the register.



Send interests to Board Secretary

Send interests to Board Secretary for the Interests Register.

Due Date: 6 Dec 2024

Owner: Todd Moyle

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 29 Oct 2024, the minutes were confirmed as presented.

Board members reviewed the minutes of the October meeting.



Previous Minutes Confirmed

Moved that the minutes of the Board of Trustees' meeting on 29 October 2024 be accepted as a true and accurate record of the meeting.

Decision Date: 26 Nov 2024
Mover: Analisa Elstob
Seconders: Al Drayton
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 presented his report.

With it being their last week of school, senior students are looking forward to the holidays and Year 13 students are preparing for the new stage in their lives.

Juniors are enjoying the space at school and Year 10 are looking forward to activities.

It has been a quiet term and a positive summary of the 2024 school year.

In response to questions from Board members, Mr Norton noted that exams had gone as expected and it was good having derived exams that were similar to the actual exams. Most students were prepared and putting in their best efforts and the teaching was good. Mr Hill noted that, anecdotally, attendance and behaviour this year have been an improvement on recent years. This was noted as being a testament to cultural improvements led by the Headmaster.



Student Representative Report Accepted

Moved that the Student Representative Report be accepted.

Decision Date: 26 Nov 2024
Mover: Al Drayton
Seconders: Andrew Haig
Outcome: Approved

3. Headmaster's Report

3.1 Headmaster's Report

The Headmaster talked to the recommendations in his report, which were reviewed.

April 2025 Athletics Trip to Perth

Opportunities for athletes at other levels to take part in the trip to Perth, potential risks around playing in extreme heat, and potential ways students who take part in trips generally can 'give back to the school' were discussed. The Headmaster will take feedback from Board members to the trip's planners.



Interim Approval for April 2025 Athletics Trip Approved

Moved that the Board of Trustees give interim approval to the April 2025 Athletics Trip to Perth with final approval to be given at the February 2025 BOT meeting.

Decision Date: 26 Nov 2024
Mover: Nic Hill
Seconders: Andrew Haig
Outcome: Approved

2025 Annual Plan

Talking to the 2025 Annual Plan, the Headmaster noted that it is Year 2 of a two-year strategic planning cycle and recommended that it continues in the same direction as the previous year's strategic goals. Key initiatives discussed included implementing a 'house system' to promote positive belonging and engagement; building on the excellent work carried out this year around Health and Safety (H&S) goals, with good alignment and achievable targets; targeted endorsement; and increasing leadership capacity.

The document was well-received, with only minor wording changes suggested for clarification.



2025 Annual Plan Adopted

Moved that the Board of Trustees adopt the 2025 Annual Plan.

Decision Date: 26 Nov 2024
Mover: Nic Hill
Seconders: Emily Flaszynski
Outcome: Approved



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 26 Nov 2024
Mover: Nic Hill
Seconders: Al Drayton
Outcome: Approved

3.2 Health, Safety and Wellbeing

The Health, Safety and Wellbeing Report was reviewed and discussed in detail in the Public Excluded session of the meeting.

3.3 Overseas Travel Approval - Headmaster - Rowing

The Headmaster noted that he was reviewing his capacity to join the Rowing Team on their trip to Australia. Board members approved his recommendation in case he is able to take the trip.



Headmaster's Travel to Australia with the Rowing Team Approved

Moved that the Board approves the Headmaster's travel to Australia to support the CBHS Rowing team for 4 days, funded from his Headmaster expense account for 2024.

Decision Date: 26 Nov 2024
Mover: Emily Flaszynski
Seconders: Michael Singleton
Outcome: Approved

3.4 Board Meeting Dates 2025

Mark Zino joined the meeting.

Draft meeting dates for Board meetings in 2025, were reviewed and approved.

Mr Moyle noted that he is happy to take guidance from the Board Chair on sub-committee membership.

4. Sub-Committees

4.1 Adams House

There was no report available, due to the Adams House sub-committee meeting having taken place just prior to this meeting.

4.2 Property & Resources Committee

Mr Haig reported on the November Property and Resources Committee meeting. Discussion included the following.

Property

The Main Block project is going very well. Defecting has begun. An ongoing moisture issue is being addressed, with the MOE committing to monitoring the issue after completion of the project, and to a fund to cover rectification. The project team is optimistic that the moisture will dry out once the building is in use.

The Operations Manager is working with the MOE on planning the removal of relocatable buildings. Two of the buildings will remain onsite indefinitely, for the school's use.

Mr Haig will arrange a Board tour of the Main Block before the December Board meeting.

Operations

Tenders for the changing rooms have been received and evaluated, and a preferred company selected. Despite their pricing being the most favourable, it is still slightly over the targeted construction value. Costs and budgets are being reviewed. Mr Haig will advise on next steps after reviewing the recommendation report.

Expressions of interest have been sent out for the Turf project. Mr Haig will provide an update and recommend next steps via email, if any decisions are required before the next Board meeting.

Board members discussed fundraising/sponsorship in relation to the Turf. The Headmaster will provide information to the community on how donations can be made.

Ngai Tuhiriri's gift of a name for the Te Reo space was discussed. Board members noted their acceptance of the name, and will formally respond to Ngai Tuhiriri.

Mr Hill will follow up with the MOE regarding the consent status of F Block.



Property & Resources Report Accepted

Moved that the Property & Resources Report be accepted.

Decision Date: 26 Nov 2024

Mover: Andrew Haig

Seconded: Nic Hill
Outcome: Approved

4.3 Audit & Finance Committee

The Audit & Finance Committee report was taken as read. Ms Elstob talked to key points.

As requested at the October Board meeting, the draft 2025 budget had been reviewed and revised. Ms Elstob reported on the review of the new draft at the Audit & Finance Committee meeting; Board members reviewed the changes and noted that the deficit had been reduced to a level that the Board is now comfortable with. Board members acknowledged the work of the Finance team. Discussion included the depreciation commitment; staffing to meet the timetable is a key risk to the budget; and international student numbers being back to pre-COVID numbers, but with more complexity.



2025 Budget Adopted

Moved that the Board of Trustees adopt the 2025 budget, as presented at this meeting.

Decision Date: 26 Nov 2024
Mover: Analisa Elstob
Seconded: Al Drayton
Outcome: Approved

In regard to the auditors' engagement letter, recommended for signing by the Chair, it was noted that the Audit & Finance Committee had read the fraud disclosure statement and confirmed that they were comfortable with the letter being signed by the Chair.



Audit Proposal Accepted and Chair Authorised to Sign Engagement Letter

Moved that the Board of Trustees accept Deloitte's Audit proposal and that approval is given for the Board Chair to sign their engagement letter on its behalf.

Decision Date: 26 Nov 2024
Mover: Emily Flaszynski
Seconded: Analisa Elstob
Outcome: Approved

There were no policies to review.

Board members discussed policies and processes in regard to people wishing to raise concerns, noting the school's Protected Disclosure Policy and its engagement with Fairway as an option for directing people to the right place in line with the Policy.



Audit & Finance Committee Report Accepted

Moved that the Audit & Finance Committee Report be accepted.

Decision Date: 26 Nov 2024
Mover: Analisa Elstob
Seconded: Al Drayton
Outcome: Approved

4.4 High School Old Boys

The Headmaster noted that recent engagements between the HSOB Association and the school have been positive.

4.5 Te Kura

New website.

Te Kura has a new website.

4.6 PTA

Meeting tonight.

The PPTA are meeting tonight.

5. General Business

5.1 Correspondence Inwards

Five items of inwards correspondence were noted for information.

5.2 Correspondence Outwards

There were no items of outwards correspondence.

6. Public Excluded Session

6.1 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: 26 Nov 2024
Mover: Analisa Elstob
Outcome: Approved

7. Meeting Close

7.1 Close the meeting

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

Signature: _____

Date: _____