

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting on 2 Sept 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 22 July 2025
Time:	5:30 pm to 8:44 pm (NZST)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Mr Michael Singleton (Chair), Al Drayton, Analisa Elstob, Andrew Haig, Blake Norton, Emily Flaszynski, Mark Zino, Tim Cookson, Todd Moyle
Attendees:	Nigel Vernon, Kathryn Doig
Apologies:	Nic Hill

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone, and started the meeting with a karakia whakamutunga. Mark Zino's apology for lateness was noted and accepted.

1.2 Conflicts of Interest

Interests were reviewed; no changes were made.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 17 Jun 2025, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board Meeting on 17th of June 2025 be accepted as a true and accurate record of the meeting.

Decision Date:	22 Jul 2025
Mover:	Emily Flaszynski
Seconder:	Andrew Haig
Outcome:	Approved

1.4 Action Item List

There were no action items to review.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton updated Board members on the Student Executive Committee's mentoring programme for senior students and old boys. Ten students have responded to initial requests for interest. Meetings will be held with these students to match them with suitable mentors, based on their desired career paths, starting with Year 12 and 13 students. The initiative was commended and discussed, including Board members' experiences with similar programmes.

Other upcoming events include filming a video about the CAA interview process for junior students and an assembly talk by Miles Hurrell. Students are currently focused on their schoolwork early in the term. The recent haka competition, while good, saw lower engagement than expected, particularly among senior students. Potential reasons were discussed.

3. Governance

4. Headmaster's Report

4.1 Headmaster's Report

Mr Vernon, Acting Headmaster, spoke to the recommendations in his report.

Request for Funds from Te Kura Trust

The school's request to Te Kura Trust for \$19,000 for annual scholarships to support student achievement was reviewed. Board members also discussed the Trust's purpose and operations and the school's relationship being that of a beneficiary of the Trust. Two Board members are current trustees. Analisa Elstob talked about other organisations that provide scholarships CBHS students may be eligible to apply for.

Trips

Two upcoming trips, the Rowing trip to Brisbane and Cricket tour, were approved.

Potential risks and mitigations around sunburn and heatstroke in relation to the rowing trip in Brisbane were discussed. Mr Vernon will ask rowing trip organisers to review the feedback from their previous trip to inform the Brisbane trip RAMS, and to report back to the Board at the next meeting.



Te Kura Funding Request Approved

Moved that the Board of Trustees approve the request for funds from Te Kura Trust, as presented in the Headmaster's Report.

Decision Date: 22 Jul 2025
Mover: Nigel Vernon
Seconder: Al Drayton
Outcome: Approved



Rowing Trip RAMS and Budget Approved

Moved that the Board of Trustees approve the RAMS and budget for the Rowing Trip to Brisbane in December 2025.

Decision Date: 22 Jul 2025
Mover: Nigel Vernon
Seconder: Todd Moyle

Outcome: Approved



Cricket Trip RAMs and Budget Approved

Moved that the Board of Trustees approve the RAMS and budget for the 1st XI Cricket Development Tour to Sydney in December 2025.

Decision Date: 22 Jul 2025

Mover: Nigel Vernon

Seconder: Al Drayton

Outcome: Approved



Request feedback from previous Rowing trip for RAMs

Nigel Vernon to request that feedback from the last Rowing trip be reviewed to inform the RAMs for this trip, and report back to the next Board meeting.

Due Date: 2 Sept 2025

Owner: Nigel Vernon

Annual Plan Update

Talking to his report, Mr Vernon updated the Board on progress against strategic goals, including increased focus on student voice and values, responsive teaching, refinements to the Weekly Note, and celebrating positivity. Grades from Merit to Excellence are improving and stand downs and suspensions appear to be decreasing.

Strategic planning is underway, with sessions with staff and senior leadership team. Opportunities to expand the international student programme to include options for short-term students, such as those interested in joining the rugby team are being explored.

With two weeks until 2026 enrolments close, numbers are looking good. There is a substantial increase in Year 9 boys.

Board members discussed stand-downs and suspensions, which are reported to be trending downwards. Key factors contributing to this trend include professional development and upskilling for staff on restorative and investigation processes, and autonomy for teachers in dealing with incidents first, with support from management if issues persist. The types of incidents that lead to stand-downs and suspensions are often premeditated via social media. The school's view is that the approach has led to improved student behavior and a more positive mindset among staff.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 22 Jul 2025

Mover: Nigel Vernon

Seconder: Emily Flaszynski

Outcome: Approved

4.2 Health, Safety and Wellbeing

Discussed in Public Excluded session.

5. Sub-Committees

5.1 Adams House

There were no Adams House meetings to report on since the last Board meeting.

Prompted by points raised by Mr Cookson and Mr Zino, Board members discussed the role of the Adams House Committee, including the need for a strategy for the hostel before operational decisions are made; considerations on whether changes in strategy impact capital or operational expenditures; transparency in regard to financial reporting to the Adams House Committee; and its importance in ensuring hostel operations run smoothly.

The Board requested that financial and budget information on Adams House is made available at each meeting.

5.2 Property & Resources Committee

Andrew Haig talked to the minutes of the July Property & Resources Committee meeting, noting the following.

Main Block

Water ingress in the main block is being monitored and addressed. The MOE is consulting with architects regarding potential solutions.

Defects from the rebuild are being resolved, and an incident involving a student's misuse of a heater was dealt with appropriately.

Turf Project

Progress on the turf project is going well. The need to increase security once the turf is laid to prevent damage, raised by the Property & Resources Committee, was discussed, including that security cameras are already in place.

Archives Project

The archives project is progressing well, with honours boards and artwork being re-installed in the Main Block.

Adams House

Discussions regarding an Adams House pool enclosure proposal are progressing well, with an MOU between the school and benefactor being drawn up to outline financial impacts and usage expectations.

Mr Haig noted that Property & Resources Committee members had noted that draft recommendations regarding the hostel from a BDO report (still in draft) required full Board involvement.

Relocatable buildings at the school have been removed and the Memorial Lawn is being reinstated.



Property & Resources Committee Report Accepted

Moved that the Property & Resources Committee Report be accepted.

Decision Date:	22 Jul 2025
Mover:	Andrew Haig
Secunder:	Mark Zino
Outcome:	Approved

5.3 Audit & Finance Committee

Finances

Analisa Elstob talked to the minutes of the July Audit & Finance Committee meeting, noting that the school's finances are tracking as expected.

Board members discussed minutes relating to BDO Report recommendations for the school and Adams House, which is still being reviewed by management. The reviewed report will be presented at the next Board meeting.

Policies

Four policies were reviewed:

1. **Gift Policy:** Questions were raised at the Audit & Finance Committee meeting about conflicts of interest, particularly in procurement processes. Minor changes to the Policy were made by the Board and the policy approved.
2. **School Records Retention Policy:** Board members discussed ensuring compliance with legislation, and the policy was approved with minor amendments.
3. **Self Review Policy:** This Policy was approved as presented.
4. **Conflict of Interest Policy:** Ms Elstob's suggested changes were reviewed and adopted, and the updated policy was approved.

The Board also discussed the budgeting process, including unplanned capital expenditure requests, financial reporting to the Board, and the role of sub-committees.



Get an update on the status of the draft BDO Report

Mr Vernon to find out the status of the draft report and what, if anything, is required of the Board.

Due Date: 2 Sept 2025
Owner: Nigel Vernon



Gift Policy Approved

Moved that the Board of Trustees approve the Gift Acceptance Policy.

Decision Date: 22 Jul 2025
Mover: Analisa Elstob
Seconded: Emily Flaszynski
Outcome: Approved



School Records and Retention Policy Approved

Moved that the Board of Trustees approve the School Records and Retention Policy, with changes

Decision Date: 22 Jul 2025
Mover: Analisa Elstob
Seconded: Mr Michael Singleton
Outcome: Approved



Self Review, Planning and Reporting Policy Approved

Moved that the Board of Trustees approve the Self Review, Planning and Reporting Policy.

Decision Date: 22 Jul 2025
Mover: Analisa Elstob

Seconder: Mr Michael Singleton
Outcome: Approved



Conflicts of Interest Policy Approved

Moved that the Conflicts of Interest Policy be approved, with changes agreed at this meeting.

Decision Date: 22 Jul 2025
Mover: Analisa Elstob
Seconder: Emily Flaszynski
Outcome: Approved



Audit & Finance Committee Report Accepted

Moved that the Audit & Finance Committee Report be accepted.

Decision Date: 22 Jul 2025
Mover: Analisa Elstob
Seconder: Tim Cookson
Outcome: Approved

5.4 High School Old Boys

Mr Vernon reported on his attendance at the last meeting, noting that discussion included review of the Association's function, and timing around preparations for the school's 150th Anniversary celebrations.

5.5 Te Kura

No meetings to report on since the last Board meeting.

5.6 PTA

Mr Vernon reported that the PTA are meeting tonight and will be discussing the Uniform Shop operations.

5.7 People & Wellbeing Committee

Discussed in Public Excluded session.

6. General Business

6.1 Correspondence Inwards

Four items of correspondence were reviewed and noted for information.

6.2 Correspondence Outwards

There was no outwards correspondence.

6.3 Resignation and Election of Board Chair

After completing Public Excluded matters and returning to Public forum, Michael Singleton tendered his resignation as Chair of the Board of Trustees and handed the meeting over to Nigel Vernon, who called for nominations for the position of Chair.

Al Drayton nominated Emily Flaszynski, who was elected to the position unopposed.

Following a review of Todd Moyle's co-option tenure, the Board agreed to extend his co-option until the end of 2025.

Mr Drayton reinforced the Board's thanks to Mr Singleton for his chairmanship and his monumental efforts on the Board during his tenure.



New Board Chair Elected

Moved that Emily Flaszynski be elected to the position of Chair of the CBHS Board of Trustees.

Decision Date: 22 Jul 2025
Mover: Al Drayton
Seconder: Analisa Elstob
Outcome: Approved



Todd Moyle Co-opted to the end of 2025

Moved that Todd Moyle be co-opted to the Board of Trustees until the end of 2025.

Decision Date: 22 Jul 2025
Mover: Mr Michael Singleton
Seconder: Emily Flaszynski
Outcome: Approved

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: 22 Jul 2025
Mover: Mr Michael Singleton
Outcome: Approved

8. Meeting Close

8.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 2 Sept 2025, 5:30 pm

The meeting closed with a karakia timutanga.

Signature: _____

Date: _____