

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **17 Jun 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Monday, 12 May 2025
Time:	5:30 pm to 8:01 pm (NZST)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Andrew Haig, Al Drayton, Analisa Elstob, Blake Norton, Emily Flaszynski, Mark Zino, Nic Hill, Tim Cookson, Todd Moyle
Attendees:	Kathryn Doig
Guests/Notes:	Nigel Vernon, Acting Headmaster in the Headmaster's absence.

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone and opened the meeting with a karakia whakamutunga.

Todd Moyle and Mark Zino attended online.

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 8 Apr 2025, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board Meeting on 8 April 2025 be accepted as a true and accurate record of the meeting.

Decision Date:	12 May 2025
Mover:	Michael Singleton
Seconder:	Andrew Haig
Outcome:	Approved

1.4 Action Item List

There were no active or outstanding items to review.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton reported on ongoing projects that the Student Executive are working on:

The Blue Scholar Project has successfully increased the Blue Scholar credit threshold to 50. An article will be written.

Two inspirational speakers have been secured and others are being sought. The importance of relatable stories from diverse individuals was discussed, with a focus on good storytelling. Board members were invited to suggest potential speakers to Blake.

The Academic Diploma team is working on streamlining students into NCEA. A document outlining the implementation plan has been created, and meetings with Year 9 and 10 Deans are planned. The Junior NCEA programme team will meet to discuss implementation.

The Blazer Pocket team is researching potential improvements to provide recognition for Student Executive members, for consideration by the Executive.



Student Executive Report Accepted

Moved that the Student Executive Report be accepted.

Decision Date:	12 May 2025
Mover:	Blake Norton
Seconder:	Emily Flaszynski
Outcome:	Approved

3. Governance

3.1 Governance

The Headmaster provided a rundown on election key dates and requirements. Board members discussed their intentions around re-election, acknowledging the importance of some continuity for the new Board and relevant experience.

Plans for covering Headmaster and Board member scheduled absences at meetings in the coming months, and a farewell event for the current Board, were discussed.

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's Report was taken as read.

Board members considered four recommendations, two of which related to Te Kura funding requests. Discussion included various aspects of the funding and Te Kura Trust processes, noting that funding requests must come from the Board, and the Trust may from time to time seek quotes.



Te Kura Trust Funds Request Approved

Moved that the Board of Trustees request from the Te Kura Trust:

- a. \$80 000 from the General Fund for the Turf Project
- b. \$5,000 from the Hostel Fund for new Dining Room Tables and Chairs
- c. \$10,000 from the Ivy Taylor Fund for laptops for students facing financial hardship
- d. \$16,000 from the Spencer Fund for Counsellor salaries
- e. \$8,000 from Extra-curricular Fund for equipment for the new Fitness Centre
- f. \$10,000 from the Cumming Fund for the Provision of Reading Plus software
- g. \$4,000 from the Andreasen Fund for 3D printers.

Decision Date: 12 May 2025

Mover: Nic Hill

Seconder: Al Drayton

Outcome: Approved

The board also discussed and agreed to request \$24,000 from the Museum and Clock Tower Building fund to contribute towards the cost for hanging art in the Main Block, noting that this would exhaust the fund, but that the project aligns with the school's objective of preserving its physical heritage. Insurance for the art and historical artefacts was also discussed.



Te Kura Request for Funds to Hang Art Approved

Moved that that the Board of Trustees request from the Te Kura Trust \$24,000 from the Museum Fund toward the installation of archives and art in the Main Block.

Decision Date: 12 May 2025

Mover: Nic Hill

Seconder: Emily Flaszynski

Outcome: Approved



Check insurance policy re requirements around moving artworks

Mr Hill to check the school's insurance Policy in terms of any requirements around rehanging artworks.

Due Date: 16 Jun 2025

Owner: Nic Hill

Following discussion regarding the recommendation around reducing the school's roll to 1300 over the next five years, it was acknowledged that taking into account the physical environment and infrastructure of the school, the Board believes that 1300 is the optimal roll size.



Moved that the Board of Trustees instruct the Headmaster to manag...

Moved that the Board of Trustees instruct the Headmaster to manage enrolment to reduce the domestic roll by 20 students each year for the next four years to reach our build roll of 1300 in 2029.

Decision Date: 12 May 2025

Mover: Nic Hill

Seconder: Analisa Elstob

Outcome: Approved

The recommendation relating to a donor's gift to the hostel of an enclosure for the pool, was discussed, including costs for the hostel to maintain an indoor pool, usage and demand, and suggested changes to the design.



Gift of Adams House Pool Enclosure Acknowledged

Moved that the Board of Trustees acknowledge the gift of Anthony and Jane Leighs to enclose the Adams House pool. Any further acceptance would require:

- CBHS understanding and being accepting of any construction and ownership-related costs.
- CBHS approving the final design.
- MOE Approval.
- Legal advice and approval on an acceptable agreement that includes a schedule of responsibilities.

Decision Date: 12 May 2025

Mover: Nic Hill

Seconder: Mark Zino

Outcome: Approved



Headmaster's Report be accepted.

Moved that the Headmaster's Report be accepted.

Decision Date: 12 May 2025

Mover: Nic Hill

Seconder: Andrew Haig

Outcome: Approved

4.2 Health, Safety and Wellbeing

Report reviewed and discussed in Public Excluded session, People & Wellbeing Committee item.

5. Sub-Committees

5.1 Adams House

There have been no Adams House Committee Meetings since the last Board Meeting.

5.2 Property & Resources Committee

The Board discussed the recent property meeting, noting that minor defects and issues from the Main Block project have been, or are in the process of being resolved. The project team's continued attendance at Property & Resources meetings was also discussed and agreed.

The turf project is progressing well and is expected to be completed on time, depending on weather conditions.

Board members congratulated Mr Dunnett on renewing the school and hostel's insurance without a premium increase and noted that installing fire suppression systems in electrical boards will have no impact on premiums.

A recommendation to upgrade equipment in the technology department was approved.



Purchase of 2 Technology Machines Approved

Moved that the Board of Trustees approves the purchase of two machines identified for the Technology Department. The total cost for this will be \$3,600.00 ex GST. This is unbudgeted CAPEX

Decision Date: 12 May 2025
Mover: Andrew Haig
Seconders: Nic Hill
Outcome: Approved



Property & Resources Report Accepted

Moved that the Property & Resources Report be accepted.

Decision Date: 12 May 2025
Mover: Andrew Haig
Seconders: Todd Moyle
Outcome: Approved

5.3 Audit & Finance Committee

Ms Elstob talked to the minutes of the Audit & Finance Committee meeting, noting a strong financial position as of 31 March 2025 and a surplus of \$480,000 due to timing factors. The audit of accounts is nearing completion.

BDO has completed their work on structure and reporting in regard to Adams House finances, which will be discussed at the next Audit & Finance meeting.

The board reviewed and discussed updated policies presented for approval, with tracked changes. The policies were approved.



Board Induction, Enrolment and Attendance and Timetable policies approved

Moved that the Board of Trustees approve the following policies:

- Board Induction Policy
- Enrolment and Attendance Policy
- Timetable Policy.

Decision Date: 12 May 2025
Mover: Nic Hill
Seconders: Emily Flaszynski
Outcome: Approved



Audit & Finance Report Accepted

Moved that the Audit & Finance Report be accepted.

Decision Date:	12 May 2025
Mover:	Analisa Elstob
Seconder:	Al Drayton
Outcome:	Approved

5.4 High School Old Boys

The Headmaster noted that the Association's AGM is tomorrow.

5.5 Te Kura

Nothing to report; the Trust's next meeting is on 21 May.

5.6 PTA

Mr Hill reported that the PTA made \$10K from the Art event, with someone buying a painting of the school and donating it back to the school. The Board will write to Nikki Edwards acknowledging her work in organising the event.

5.7 People & Wellbeing Committee

Discussed in Public Excluded session.

6. General Business

6.1 Correspondence Inwards

Reviewed, for information.

Four items of inwards correspondence were noted for information.

6.2 Correspondence Outwards

There were no items of Outwards Correspondence.

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:	12 May 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: _____