

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **11 Feb 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 10 December 2024
Time:	5:30 pm to 6:32 pm (NZDT)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Al Drayton, Andrew Haig, Blake Norton, Emily Flaszynski, Mark Zino, Nic Hill, Rey Kumar, Tim Cookson, Todd Moyle
Attendees:	Kathryn Doig
Apologies:	Analisa Elstob

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting with a karakia.

He thanked Rey Kumar for his contribution to the group, this being Mr Kumar's last meeting.

Analisa Elstob's apology was noted and accepted.

1.2 Conflicts of Interest

Interests were reviewed. Mr Moyle's interests will be added following the meeting.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 26 Nov 2024, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the BOT meeting on 26 November 2024 be accepted as a true and accurate record of the meeting.

Decision Date:	10 Dec 2024
Mover:	Michael Singleton
Seconder:	Andrew Haig
Outcome:	Approved

1.4 Action Item List

Due Date	Action Title	Owner(s)
6 Dec 2024	Send interests to Board Secretary Status: Completed on 11 Dec 2024	Todd Moyle

There was one action item to review which had been completed - that Mr Moyle email his interests to the Headmaster and Board Secretary.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton provided the following update.

- Junior students are looking forward to the summer break.
- Parents will appreciate the opportunity to celebrate the end of a successful year with their sons at Prizegiving tomorrow.
- Students are looking forward to the opening of the Main Block in 2025.
- Year 10 students enjoyed the activities, which allowed them to transition from a busy year into holiday mode and solidify relationships.

Rey Kumar noted that students receiving awards are excited for Prizegiving, and seniors are already enjoying their break.

3. Governance

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster spoke to his report, noting that there were no recommendations. Discussion included the following.

A significant improvement in CAA (Common Assessment Activities) results - numeracy, reading and writing activities, which are co-requisites for NCEA - are pleasing. A higher focus and more specific teaching have influenced results.

ERO have published their report on NCEA Level 1. The report is critical of the rollout, validity and reliability of NCEA. The possibility of significant changes to Level 1 impacting student focus and teacher workload is concerning.

The guest list for the official opening of the Main Block in February 2025 is being reviewed and speakers are being arranged. The Chair noted that the Board toured the facilities with the contractors prior to this meeting; everything was in good shape, good practices were observed, and everyone is looking forward to completion.

The Headmaster updated Board members regarding funding arrangements for three school trips in 2025, which were required in response to a change in airline booking policies. The Board noted that despite the arrangements potentially being outside the existing policy, there was a low risk driven by the unforeseen timing issue and expressed their support of the Headmaster's intentions around payment.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 10 Dec 2024

Mover:	Nic Hill
Seconded:	Michael Singleton
Outcome:	Approved

4.2 Health, Safety and Wellbeing

The Headmaster noted no incidents since the last Board meeting (on 26 November), and excellent progress by the school on critical risk assessment and mitigation.

He also noted that feedback from another school looking for critical risk advice indicates a lack of funded resources available to schools in this area.

5. Sub-Committees

5.1 Adams House

The Chair noted receipt of the attached minutes of the November Adams House Committee meeting. A report was provided at the November Board meeting.

5.2 Property & Resources Committee

There have been no Property & Resources Committee meetings since the 26 November 2025 Board meeting.

Mr Haig updated Board members that:

- The preferred contractor for the Changing Room project is in the process of reviewing their costings; he is expecting a further update this week.
- Tenderers for the Turf Project have requested, and been granted, an extension. Board members may be asked to electronically approve the selection of a contractor at the end of January.

The Chair acknowledged the significant time, skills and expertise the school, Board members and the Property Steering Group have contributed to school building projects the last decade, and noted the Board's appreciation.

The Tony Gibson case at Ports of Auckland was discussed, including the need to understand and manage the risks of work "as done" rather than "as imagined" and to follow through with action that is documented. Over the holidays, the Headmaster will be planning actions for the next year.

5.3 Audit & Finance Committee

Nothing to report, as there have been no Audit & Finance Committee meetings since the 26 November 2025 Board meeting.

5.4 High School Old Boys

Nothing to report.

5.5 Te Kura

Nothing to report.

5.6 PTA

Nothing to report.

5.7 People & Wellbeing Committee

Discussed in Public Excluded session.

6. General Business

6.1 Correspondence Inwards

There was no inwards correspondence to review.

6.2 Correspondence Outwards

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:	10 Dec 2024
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.

Signature: _____

Date: _____