

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **17 Sept 2024** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 13 August 2024
Time:	5:30 pm to 8:11 pm (NZST)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Michael Singleton (Chair), Al Drayton, Analisa Elstob, Andrew Haig, Mark Zino, Nic Hill, Rey Kumar, Tim Cookson
Attendees:	Kathryn Doig
Apologies:	Emily Flaszynski

1. Administration Matters

1.1 Attendance/Apologies

The Chair welcomed everyone to the meeting with a karakia whakamutunga. He thanked members for the additional work they have done in recent weeks.

Emily Flaszynski's apology, and Andrew Haig's and Al Drayton's apologies for lateness, were noted and accepted.

1.2 Conflicts of Interest

Interests were reviewed, noting the addition of an interest each for Ms Flaszynski (Fairway Resolutions) and Ms Elstob (Tasman District Council).

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 2 Jul 2024, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board of Trustees' meeting on 2nd of July 2024 be accepted as a true and accurate record of the meeting.

Decision Date:	13 Aug 2024
Mover:	Michael Singleton
Seconder:	Tim Cookson
Outcome:	Approved

1.4 Action Item List

There were no outstanding action items to review.

2. Student Representative Report

2.1 Student Representative Report

Rey Kumar reported that results are coming in, including good numbers of excellence and endorsement, and some boys are receiving 300-credit badge awards. Derived exams are beginning, so seniors are busy studying.

Mr Kumar tabled a new uniform blazer design from a Year 9 student.

3. Headmaster's Report

3.1 Headmaster's Report

Mr Hill talked to the school's request for funds from the Te Kura Trust, noting that the value of the funds are determined by their individual deeds.



Request for Funds from Te Kura Trust Approved

Moved that the Board of Trustees approve the request of funds from Te Kura Trust included in Mr Hill's report.

In making this request for funds it is noted that the requirements of the individual deeds will be adhered to by the Trust and in some cases the amount requested will be determined by a committee established by the deed. The approximate request is for \$19,000.

Decision Date: 13 Aug 2024

Mover: Nic Hill

Second: Tim Cookson

Outcome: Approved

Updates on the Annual Plan, and stand downs and suspensions were reviewed and discussed. Mr Hill highlighted, with pride, the excellent work being done in the HS&W area. Talking to data from the Ask Your Team survey, he reported positive results overall, and good data for identifying areas of improvement and areas for further investigation. Members discussed roll trends in recent years and possible contributing factors; the variance and impact on other schools; roll growth from 2007 to 2025; the financial and structural impacts of different roll levels and managing in and out of zone numbers. Data around stand downs was also discussed.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 13 Aug 2024

Mover: Nic Hill

Second: Mark Zino

Outcome: Approved

3.2 Health, Safety and Wellbeing

Reviewed with the Headmaster's Report.

4. Sub-Committees

4.1 Adams House

Mr Cookson talked to the minutes of the Adams House meeting, highlighting the following.

- The hostel is currently down by one house master, due to leave. Others are assisting, which is working well.
- Maintenance has been completed for the hostel license renewal process.
- A report has been received for repairing the hostel roof. The roof has been damaged over time, due to its design and incorrect installation of the roof lining. Mr Dunnett and Mr Archibald are investigating and will report back.

In response to a request from Mr Zino, Mr Hill will arrange for summary financial reports to be provided to future Adams House Committee meetings.

Mr Hill advised of the school's intention to develop a Treasury Policy, including Adams House.



Adams House Report Accepted

Moved that the Adams House Committee Report be accepted.

Decision Date:	13 Aug 2024
Mover:	Tim Cookson
Seconder:	Mark Zino
Outcome:	Approved

4.2 Property & Resources Committee

Mr Haig talked to the minutes of the Property & Resources Committee meeting.

Property Report

The Main Block project is progressing well. The defecting sequence and early access for FFE are on track and the project is expected to complete on time. A backup plan has been developed as a contingency. A car parking/traffic safety plan, including reducing car parking in front of the building for safety reasons, is being worked through.

The relocatable buildings are due to be removed by mid-February 2025 to make way for the Turf project. A backup plan is in place to retain them if necessary, but this is not currently envisaged.

Mr Drayton joined the meeting.

Operations Report

The Turf Project is going very well. Positive soil results meant that consultants have been able to begin work on the changing rooms.

Mr Haig talked to the recommendation to replace the hostel van, which is nearing its end of life and requires work to become warrantable. The Operations Manager has been offered a 2024 van at a very good price. Board members noted the need for good management around van replacements, and the asset management process in general. The Headmaster will ask the Operations Manager to work on this; Mr Haig offered his assistance if required.



Adams House Van Replacement Approved

Moved that the Board of Trustees approve the funding of a new school van for Adams House, up to the value of \$61,000 (ex GST).

Decision Date:	13 Aug 2024
Mover:	Andrew Haig
Seconder:	Tim Cookson

Outcome: Approved

Mr Haig talked to the Turf Project budget recommendation, noting that the budget has been comprehensively reviewed and discussed in previous Property and Resources and Board meetings and that he and the Operations Manager, who are closely involved in the project, are comfortable with the level of inclusions and contingencies within the budget. Mr Haig also noted that risk of unexpected costs being identified is low, and that the project group are aware of the need to ensure all risks are identified before the contract is signed.



Turf Project Budget Approved

Moved that the Board of Trustees approves a Project Budget of \$5,179,800 excl GST for the Turf and Change Room project.

Decision Date: 13 Aug 2024
Mover: Analisa Elstob
Seconder: Al Drayton
Outcome: Approved

The school is working with the MOE on a transitional plan around the removal of the relocatable buildings.



Property and Resources Committee Report Accepted

Moved that the Property and Resources Committee Report be accepted.

Decision Date: 13 Aug 2024
Mover: Andrew Haig
Seconder: Mark Zino
Outcome: Approved

4.3 Audit & Finance Committee

Ms Elstob reported that there was no finance report at the Audit & Finance Committee meeting, due to the Director of Finance and Strategy being on leave.

The Privacy and Copyright policies were reviewed and discussed. The Copyright Policy was ratified and the Headmaster will review suggested additions to the Privacy Policy and bring it to the next Audit & Finance Committee meeting for approval.



Copyright Policy Ratified

Moved that the Board of Trustees ratify the Copyright Policy.

Decision Date: 13 Aug 2024
Mover: Analisa Elstob
Seconder: Al Drayton
Outcome: Approved



Audit & Finance Committee Report Accepted

Moved that the Audit & Finance Committee Report be accepted.

Decision Date: 13 Aug 2024
Mover: Analisa Elstob
Seconder: Al Drayton
Outcome: Approved

4.4 High School Old Boys

The Headmaster reported on the HSOB's updated website, a 'long lunch' fundraising event being organised, with Jake Bailey as speaker, a good discussion around the Association's charitable status and new rules around membership.

4.5 Te Kura

There has been no Te Kura meetings since the last Board meeting.

4.6 PTA

5. General Business

5.1 Correspondence Inwards

Six items of correspondence for information were reviewed.

5.2 Correspondence Outwards

No 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: 13 Aug 2024
Mover: Michael Singleton
Outcome: Approved

7. Meeting Close

7.1 Close the meeting

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

The Chair closed the meeting with a karakia timutanga.

Signature: _____

Date: _____