

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **21 Oct 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 2 September 2025
Time:	5:30 pm to 9:10 pm (NZST)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Emily Flaszynski, Mr Michael Singleton (Chair), Analisa Elstob, Andrew Haig, Blake Norton, Mark Zino, Todd Moyle
Attendees:	Nigel Vernon, Kathryn Doig
Apologies:	Nic Hill, Tim Cookson, Al Drayton

1. Administration Matters

1.1 Attendance/Apologies

Board Chair, Emily Flaszynski, welcomed everyone to the meeting, including member of the public, Bruce Harding. Mr Moyle started the meeting with a karakia.

Apologies from Tim Cookson and Al Drayton, and Mark Zino for lateness, were noted and accepted.

The Chair asked Mr Harding if he wished to have his correspondence, which was included with the public excluded meeting agenda, discussed publicly. Mr Singleton advised he was in the process of reviewing matters Mr Harding had sought to correct and assured that any necessary corrections would be made.

1.2 Conflicts of Interest

Interests were reviewed, with no changes or declarations.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 22 Jul 2025, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board meeting on 22 July 2025 be accepted as a true and accurate record of the meeting.

Decision Date: 2 Sept 2025

Mover: Todd Moyle

Seconder: Andrew Haig

1.4 Action Item List

Due Date	Action Title	Owner(s)
2 Sept 2025	Request feedback from previous Rowing trip for RAMs Status: In Progress	Nigel Vernon
2 Sept 2025	Get an update on the status of the draft BDO Report Status: Completed on 28 Jul 2025	Nigel Vernon

Mr Vernon talked to his action item updates. The rowing coach's response to the Board's request for more detail around heat risk mitigations for the rowing trip was discussed. It was noted that the new trip request has addressed the Board's request. The importance of incorporating learnings into future trips, and steps already taken to address this, were also discussed.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton shared that the student Executive Committee has arranged an online presentation by a former student who now works at McLaren Racing for this Thursday. The event is being promoted.

He also reported that the mentorship programme is wrapping up for the year, and plans are being made for next year. Forms have been sent out and are attracting a good response.

The executive committee has raised some concerns about issues students are experiencing in the library, particularly with the flow of traffic and a barrier at one of the entrances. A meeting is being organised to discuss these issues and ideas for addressing them. Blake is also busy with CAA tests.

Board members wished Blake all the best for the upcoming student elections.

3. Governance

4. Headmaster's Report

4.1 Headmaster's Report

Mr Vernon talked to his recommendations, which were discussed and approved.

Board members discussed the international marketing department trip recommendation, noting the importance of maintaining relationships with agents, its alignment with the school's goals and that it is included in the current budget, but requires approval due to the cost level.



HOD Technology Sabbatical Approved

Moved that the Board of Trustees support Alex Breig's (HOD Technology) application for a sabbatical to undertake professional learning in CNC machining (Term 4, 2026).

Decision Date: 2 Sept 2025
Mover: Mr Michael Singleton
Seconder: Andrew Haig

Outcome: Approved



International Marketing Trip Approved

Moved that the Board of Trustees approve the International Marketing Trip, October 2025.

Decision Date: 2 Sept 2025
Mover: Emily Flaszynski
Seconder: Andrew Haig
Outcome: Approved

Mr Veron provided an update on the annual plan, noting the current focus on strategic priority 1 around learning and achievement and correspondence regarding the NCEA announcement and supporting changes.

An academic assembly was held on August 17 to recognise commitment and achievement badges.

The school has been busy with triage for seniors around course selections, and every student has chosen their options for next year.

The school continues to celebrate staff practice and has reviewed critical harm and violence with staff and students, including a recent health survey. A pastoral risk register has been created and is being reviewed weekly.

Mr Vernon updated Board members on stand downs and suspensions for the term, and on a staff survey on critical risk briefing, which has been conducted. The due diligence register for Health and Safety was discussed, with a suggestion to continue its use with the new Board.

The Strategic Plan has received positive feedback from staff, with further refinement planned. The plan focuses on areas such as equity in sport and student voice, including a new compulsory review process for teachers. Mr Veron emphasised the importance of feedback from staff and students in shaping the plan.

Mr Vernon reported that police vetting for staff is up to date, and noted a report highlighting the school's focus on Pasifika students and strong liaison with universities.

The roll is currently 1402, with Year 9 applications closed and a potentially larger-than-expected intake for next year

The school has celebrated sporting event and cooking team wins, and is preparing for upcoming events, including a powhiri for the Governor General and CAA and NCEA assessments.

In response to a question from Mr Singleton, Mr Vernon discussed the school's approach to supporting NCEA changes, including staff feedback and a focus on maintaining consistency of outcomes.



Headmaster's Report Accepted

Moved that the Headmaster's Report be approved.

Decision Date: 2 Sept 2025
Mover: Nigel Vernon
Seconder: Analisa Elstob
Outcome: Approved

4.2 Health, Safety and Wellbeing

Covered in public excluded session.

5. Sub-Committees

5.1 Adams House

The minutes of the last Adams House meeting were taken as read, and Mark Zino talked to highlights.

The two Adams House boys who went to Palmerston North Boys' High School hostel for a week reported on a successful visit. They enjoyed the experience, commented positively on the disciplined environment, and spoke about having gained confidence.

Maria Connelly's ongoing work around career guidance continues to have a positive impact on the hostel boys.

Finances are currently healthy, however, an increasing trend of Year 13 boys leaving the hostel early in their final year and requesting refunds was highlighted and discussed. Potential changes to the payment structure and contracts are being explored.

Nigel Vernon was requested to ask the Director of Finance to consider the issues raised in more detail and provide more detailed data and modelling for review.



Review Proposed Policy

Mr Vernon to request the Director of Finance to review the Adams House contract to make sure it is fit for purpose and forward looking to ensure management of liquidity for the hostel.

Due Date: 20 Oct 2025
Owner: Nic Hill



Adams House Committee Report Accepted

Moved that the Adams House Committee Report be accepted.

Decision Date: 2 Sept 2025
Mover: Mark Zino
Seconder: Emily Flaszynski
Outcome: Approved

The committee also touched on conversations with families at the end of Year 12 and how the hostel can take a more proactive stance in managing expectations around enrolment.

Mr Zino thanked Tim Cookson for his chairmanship of the Adams House Committee. He also noted the Committee's appreciation of the financial reports now being provided to Committee meetings.

5.2 Property & Resources Committee

Andrew Haig noted the Committee's receipt of RDT's Property Report, noting that resolution of Main Block defects is progressing to plan.

A Rowing Club request to spend capital expenditure of \$6,712, within the Rowing budget, to repair a Four boat was approved by the Committee, within its delegation.

Mr Haig explained that since the Board approved \$300K to upgrade senior bathrooms, fire compliance issues at the hostel have been identified. After discussing five options presented by the Operations' Manager relating to completion of the fire compliance and bathroom works together and separately, the Property & Resources Committee's recommendation that the Board approve a budget increase from \$300K to \$500K to complete the repair and compliance works at the same time was approved, acknowledging the need to ensure the hostel is fully fire compliant. Smoke alarms have been purchased to ensure interim compliance until the work can be completed.



Hostel Bathroom Upgrade Budget Increase Approved

Moved that the CBHS Board of Trustees approve the Operations' Manager proceeding with the work required to make the hostel fully fire compliant, and the original scope for the senior bathroom upgrade and storage, at a budget of \$500K.

Decision Date: 2 Sept 2025
Mover: Andrew Haig
Seconder: Analisa Elstob
Outcome: Approved

Adams House Pool Enclosure

Just prior to the meeting, the school received an MOU regarding the proposed hostel pool enclosure, and information about costs in relation to making enhancements to the enclosure and ongoing operational costs. Advice is currently being sought on the MOU. Board members discussed support for the project, including financial risks, costs and benefits and opportunities for increasing revenue that the enclosure would provide.

It was agreed to form a sub-committee comprising Andrew Haig, Mark Zino and Tim Cookson, to liaise with the Headmaster until the MOU is finalised, with a view to getting sign off as soon as possible. Mr Haig will keep Board members informed about any issues arising from the MOU review. The sub-committee was delegated authority by the Board to approve the project proceeding, subject to them being happy with the MOU.

The turf project is tracking well, with slight delays due to weather and no impact on costs at this stage. There has been a small amount of expenditure from the contingency fund. End of October is still the expected completion date.

Andrew Haig, and the Property & Resources Committee, were thanked for their contributions during their tenure. Mr Haig is remaining on the Property Steering Group until the completion of outstanding projects.



Property & Resources Committee Report Accepted

Moved that the Property & Resources Committee Report be accepted.

Decision Date: 2 Sept 2025
Mover: Andrew Haig
Seconder: Mark Zino
Outcome: Approved

5.3 Audit & Finance Committee

The minutes of the last Audit & Finance Committee were taken as read.

Board members discussed school donation payment trends; sustainability initiatives such as solar power and smart meters; enhancements to financial reporting, including month-by-month receivables and a dashboard, and clarified non-current assets in relation to the turf project.

Policies were moved for approval, and the Board thanked Analisa Elstob and other members of the Audit & Finance sub-committee for their work.



Policies Approved

Moved that the following policies be approved by the Board of Trustees:

- a) Headmaster Professional Expenses Policy
- b) School Donation Policy
- c) Sensitive Expenditure Policy
- d) Trustee Remuneration and Expenses Policy
- e) International Refund

Decision Date: 2 Sept 2025
Mover: Mr Michael Singleton
Seconder: Analisa Elstob
Outcome: Approved



Audit & Finance Committee Report Accepted

Moved that the Audit & Finance Committee Report be accepted.

Decision Date: 2 Sept 2025
Mover: Analisa Elstob
Seconder: Todd Moyle
Outcome: Approved

5.4 High School Old Boys

Mr Vernon reported that the Association has started planning for the 150th celebrations, including reviewing venues, exploring dates, and identifying roles and responsibilities.

5.5 Te Kura

The school's request for funding was included in the Headmaster's Report.

5.6 PTA

Mr Vernon confirmed that the school now operates the Uniform Shop.

5.7 People & Wellbeing Committee

Discussed in public excluded session.

6. General Business

6.1 Correspondence Inwards

Accepted.

Five items of inwards correspondence were noted and accepted.

It was noted that Mr Drayton is working on his application for the China Trip, for presentation to the Board. Mr Moyle offered to discuss ideas for the trip with Mr Drayton.

6.2 Correspondence Outwards

There were no items of outwards correspondence.

7. Public Excluded Session

7.1 Motion to Exclude

Mr Harding left the meeting and the meeting moved into public excluded session.



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: 2 Sept 2025
Mover: Emily Flaszynski
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: _____