

# CONFIRMED MINUTES

## CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **26 Nov 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Christchurch Boys' High School Board
<b>Date:</b>	Tuesday, 29 October 2024
<b>Time:</b>	5:30 pm to 8:20 pm (NZDT)
<b>Location:</b>	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
<b>Board Members:</b>	Al Drayton, Analisa Elstob, Emily Flaszynski, Mark Zino, Nic Hill, Rey Kumar, Blake Norton
<b>Attendees:</b>	Kathryn Doig
<b>Apologies:</b>	Michael Singleton (Chair), Tim Cookson, Andrew Haig

### 1. Administration Matters

#### 1.1 Attendance/Apologies

Ms Elstob chaired the meeting in Mr Singleton's absence. She opened the meeting with a karakia whakamutunga.

Apologies from Michael Singleton, Tim Cookson and Andrew Haig, and Nic Hill for lateness, were noted and accepted.

#### 1.2 Conflicts of Interest

Interests were reviewed. No changes were made. K Doig will add Blake Norton to the register.

#### 1.3 Confirmation of Minutes

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



#### Previous Minutes Confirmed

Moved that the minutes of the CBHS Board Meeting on 17 September 2024 be accepted as a true and accurate record of the meeting.

<b>Decision Date:</b>	29 Oct 2024
<b>Mover:</b>	Emily Flaszynski
<b>Seconder:</b>	Mark Zino
<b>Outcome:</b>	Approved

## 1.4 Action Item List

There were no outstanding actions to review.

## 2. Student Representative Report

### 2.1 Student Representative Report

Blake Norton's report included the following:

- Seniors are preparing for external exams.
- Study leave, a unique opportunity not provided to all schools, is appreciated by students.
- Parents and caregivers appreciated celebrating their boys' achievements at prize giving.
- Students are working towards their Duke of Edinburgh Awards.
- With the fence being removed from the Main Block, the boys are reconnecting with the school's rich culture, sense of belonging and pride.
- Last month has been an enjoyable experience with no negative feedback reported.

Student study preferences and methods were discussed.



#### Student Rep Report Accepted

Moved that the Student Rep's Report be accepted.

**Decision Date:** 29 Oct 2024

**Mover:** Al Drayton

**Seconder:** Mark Zino

**Outcome:** Approved

## 3. Governance

## 4. Headmaster's Report

### 4.1 Headmaster's Report

On behalf of Mr Singleton, Ms Elstob thanked and congratulated the school for an excellent prize giving.

The Headmaster talked to his report, which was taken as read.

Members reviewed and discussed the HS&W Due Diligence reporting system suggested by the Headmaster. It will be discussed further at the next People & Wellbeing Committee meeting.

#### Annual Plan

Mr Hill updated Board members on recent discussions with staff regarding strategic priorities, which have provided valuable feedback. The intention is to have 1 or 2 actions under each priority.

Discussion included the importance of creating a sense of belonging among students, with initiatives such as the house system, school uniform and celebrating all academic successes. Shifting NCEA results to "merit" and "excellence" was also discussed, including students experiencing success to build their internal drive and compulsory exams, supportive teachers, consistent standards, and goals alignment all playing a significant role in student wellbeing, safety, and achievement.

An updated draft annual plan and budget will be reviewed at the next Board meeting.

## International Code Compliance Report

The International Department is thriving, with 55 students enrolled for next year – slightly above pre-COVID numbers. Demand remains strong, despite global financial challenges.



### Headmaster's Report Accepted

Moved that the Headmaster's Report be approved.

**Decision Date:** 29 Oct 2024

**Mover:** Nic Hill

**Seconder:** Mark Zino

**Outcome:** Approved

## 4.2 Health, Safety and Wellbeing

Covered in Public Excluded session.

## 4.3 Te Kura - Request for Funds



### Request for Te Kura Funds Approved

Moved that the Board of Trustees Request from the Te Kura Trust \$750 from the Sanders Fund (awarded at prize giving 2024).

**Decision Date:** 29 Oct 2024

**Mover:** Nic Hill

**Seconder:** Emily Flaszynski

**Outcome:** Approved

## 5. Sub-Committees

### 5.1 Adams House

No report, due to the Adams House Committee meeting being moved to 26 November 2024.

### 5.2 Property & Resources Committee

Mr Hill reported on the Property & Resources Committee meeting, which he had chaired in Mr Haig's absence.

#### Main Block

The Main Block is progressing to schedule. Issues resulting from damp brickwork are being addressed and are not expected to affect the project timeframe. A maintenance plan will be put in place to ensure ongoing issues are minimised.

#### Turf Project

A tender process is being developed to select contractors for the changing rooms, and the Turf projects. Committee members discussed tender process options. Ms Elstob will seek advice on tender options from a contact, and ask him to contact the school to discuss.

Repairs to the hostel roof, costing \$50K (from the cyclical maintenance budget), will be undertaken during the summer holidays.

Options for the placement of a plaque in the Main Block are being discussed.



### **Property & Resources Committee Report Accepted**

Moved that the Property & Resources Committee Report be accepted.

**Decision Date:** 29 Oct 2024

**Mover:** Nic Hill

**Seconder:** Mark Zino

**Outcome:** Approved

## **5.3 Audit & Finance Committee**

### **Finance**

Mr Hill spoke to the Finance Report, noting that the school is tracking ahead of budget, due to the unexpected \$400K MOE equity payment, higher than expected international student numbers and interest rates.

Talking to the Draft 2025 Budget, he noted that an estimate for pay equity funding has been included, despite not knowing whether it will be paid. Other changes include lower budgeted interest rates and loss of funding for the Operations' Manager's position as project manager for the Main Block. \$940K has been budgeted for depreciation, which covers items such as the Turf, FFE, the grandstand and buildings the school owns. Forecast deficit is \$250K. Options to reduce the deficit are included. The draft budget funds strategic priorities and a significant amount of depreciation.

Board members discussed the accuracy of recent budgets, which The Headmaster explained was primarily due to the unexpected MOE pay equity funding and uncertainties around whether it will continue. He also noted the amount of work that has gone into the budget and the options presented to reduce the deficit. Following discussion, the Board agreed to approve the budgeted donation and hostel fee, and request that the school review the draft budget again with a view to reducing the deficit.



### **School Donation and Hostel Fees Approved**

Moved that the School Donation for 2025 be set at \$750 and that the Adams House fees for 2025 be set at \$18,600 (GST inclusive).

**Decision Date:** 29 Oct 2024

**Mover:** Nic Hill

**Seconder:** Al Drayton

**Outcome:** Approved

### **Audit**

Mr Hill updated Board members on minor changes to the Enrolments and Adams House policies. He also tabled an addition to the Complaints Policy. In response to a question from Ms Flaszynski, he noted that the Adams House Handbook has been updated and will be presented to the next meeting.



### **Policies Adopted**

Moved that the Board of Trustees adopt the Adams House Policy, Enrolments and Attendance Policy, and addition to the Complaints Policy as presented to this meeting.

**Decision Date:** 29 Oct 2024

**Mover:** Nic Hill

**Seconder:** Al Drayton

**Outcome:** Approved



## **Audit & Finance Report Accepted**

Moved that the Audit & Finance Report be accepted.

**Decision Date:** 29 Oct 2024  
**Mover:** Nic Hill  
**Seconder:** Al Drayton  
**Outcome:** Approved

## **5.4 High School Old Boys**

The Headmaster reported on excellent HSOB discussions around suicide and how they can help in this area.

## **5.5 Te Kura**

No meetings to report on.

## **5.6 PTA**

Nothing to report.

## **5.7 People & Wellbeing Committee**

Discussed in Public Excluded session.

# **6. General Business**

## **6.1 Correspondence Inwards**

Correspondence for Trevor McIntyre was noted.

## **6.2 Correspondence Outwards**

No outwards correspondence to note.

# **7. Public Excluded Session**

## **7.1 Motion to Exclude**

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.

# **8. Meeting Close**

## **8.1 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:**\_\_\_\_\_