

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING



At the **CBHS Board of Trustees Meeting** on **22 Jul 2025** these minutes were **confirmed as presented**.

Name:	Christchurch Boys' High School Board
Date:	Tuesday, 17 June 2025
Time:	5:30 pm to 7:01 pm (NZST)
Location:	In the Deans' Building at the School, 71 Straven Road, Christchurch 801
Board Members:	Al Drayton, Andrew Haig, Blake Norton, Emily Flaszynski, Mark Zino, Nic Hill
Attendees:	Kathryn Doig
Apologies:	Michael Singleton (Chair), Analisa Elstob, Tim Cookson, Todd Moyle
Guests/Notes:	Nigel Vernon (Acting Headmaster for Term 3)

1. Administration Matters

1.1 Attendance/Apologies

Acting Chair, Emily Flaszynski, welcomed members to the meeting. The meeting was opened with a karakia.

Apologies were noted and accepted from Michael Singleton, Analisa Elstob, Tim Cookson and Todd Moyle.

The Chair confirmed there was a quorum for the meeting.

1.2 Conflicts of Interest

Interests were reviewed. Mr Hill noted an addition to his Kukri interest.

1.3 Confirmation of Minutes

CBHS Board of Trustees Meeting 12 May 2025, the minutes were confirmed as presented.



Previous Minutes Confirmed

Moved that the minutes of the CBHS Board Meeting on 12 May 2025 be accepted as a true and accurate record of the meeting.

Decision Date:	17 Jun 2025
Mover:	Andrew Haig
Seconder:	Al Drayton
Outcome:	Approved

1.4 Action Item List

Due Date	Action Title	Owner(s)
16 Jun 2025	Check insurance policy re requirements around moving artworks Status: Completed on 18 Jun 2025	Nic Hill

Action items were reviewed and updated.

2. Student Representative Report

2.1 Student Representative Report

Blake Norton provided the following report on work being undertaken by the Student Executive.

- The NCEA Education Team has been actively engaged in several projects, including a video about NCEA including its terms of reference and credit requirements, which is expected to be completed by the end of term. A video interview with a teacher, targeting junior students, is also planned for next week.
- Inspirational speaker Oli Newman, shared his experiences as a self-employed landscaper at assembly. Other potential speakers provided by Board members will be followed up on.
- After reviewing feedback regarding the Blazer Pocket project, an alternative initiative has been proposed; a mentorship programme for Year 13 students, where they will be paired with professionals in their desired career paths. A survey will be sent to students to gauge their interests, with the aim of having selected students participating in the programme next term.

In response to a question from Ms Flaszynski about the school's current 'vibe', Mr Norton said that this time of year is quite routine. Workloads are manageable overall, with the usual peaks and troughs leading up to exams. Sickness is increasing, which is natural for this time of year, and students are looking forward to the holidays.

3. Governance

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's report was taken as read. He spoke to his two recommendations.

FACTS Conference

The school is requesting to send three or four staff members to the FACTS Conference in Brisbane; FACTS is the school's database software. Attendees have been chosen to represent departments with high usage of the FACTS software, including finance, IT and rostering. The conference is considered vital to ensure that the school stays informed about programme developments.



International Travel to Attend FACTS Conference Approved

Moved that the Board of Trustees approve the international travel to Brisbane, Australia, for up to four staff to attend the FACTS (formerly PCSchool Conference) on 18 – 20 August 2025.

Decision Date: 17 Jun 2025

Mover: Nic Hill

Seconder: Andrew Haig

Outcome: Approved

Study Tour to Japan

A recommendation for interim approval for a study tour to Japan was reviewed and discussed. Before requesting final approval of the trip, the school will explore payment options while the group is in Japan and check insurance cover and passport expiry dates. Teacher coverage for the trip has been confirmed.



Interim Approval for Study Tour to Japan Approved

That the Board of Trustees provide interim approval for a study tour to Japan with final approval to be given at the February 2026 Board Meeting.

Decision Date: 17 Jun 2025
Mover: Nic Hill
Second: Emily Flaszynski
Outcome: Approved

The Headmaster reported on the results of the Ask Your Teams survey, which will inform strategic planning consultations next term. While the survey highlights areas for improvement in achieving potential, addressing poor performance, and reputation, the school is very pleased with improved scores in staff and student enjoyment, effective teaching and 'student voice'. Board members discussed equity in sports, and resource utilisation.

Data on student enrolment in zone was reviewed, showing that around 85% of students who live in the school's zone and attend state schools, attend CBHS.

The Board also discussed its meeting schedule and induction plan for new Board members following the Board elections in September this year.



Headmaster's Report Accepted

Moved that the Headmaster's Report be accepted.

Decision Date: 17 Jun 2025
Mover: Nic Hill
Second: Andrew Haig
Outcome: Approved

4.2 Health, Safety and Wellbeing

Health, Safety and Wellbeing was discussed in the People and Wellbeing Report in Public Excluded session.

5. Sub-Committees

5.1 Adams House

The Committee Chair, Tim Cookson, was an apology for the meeting. The Board accepted the Minutes (In Review) of the Adams House Committee meeting minutes. They noted the discussion re student wellbeing and pastoral note keeping, commended the hostel's work in this area and agreed that it must remain a continued focus.

5.2 Property & Resources Committee

Andrew Haig spoke to the minutes (In Review) of the Property and Resources Committee meeting. Discussion included the following.

Defects from the Main Block project are being monitored and resolved. Scaffolding and shrink wrapping will be installed over the upcoming holidays, and the school will notify the community.

RDT's Project Manager attended her last meeting with the Committee in June. Her considerable efforts throughout the project were acknowledged.

Mr Haig updated Board members on the Turf Project's progress, which (at the time of the Committee meeting) was slightly ahead of programme. Project finances, including contingency, are in good shape. The Operations Manager is investigating the implications of an extension of time with the Project Manager.

The annual CBHS vs Christ's College rugby match was a success, including generating positive publicity for school sport.



Property & Resources Report Accepted

Moved that the Property & Resources Report be accepted.

Decision Date: 17 Jun 2025
Mover: Andrew Haig
Seconders: Mark Zino
Outcome: Approved

5.3 Audit & Finance Committee

The Committee Chair, Analisa Elstob, was an apology for the meeting. The Minutes (In Review) of the Audit & Finance Committee meeting were accepted. Discussion included questions raised in the auditor's Management Letter, which the school had responded to, and the challenges posed by having 5 different auditors working on the audit.

Board members acknowledged the Committee's acceptance of the Finance Report for June 2025 and the retrospective approval of the school's signing of the FACTS contract for cloud hosting.

The updated Drugs, Alcohol, Tobacco and Vaping Policy was approved by the Board. The Gift Acceptance Policy is being presented again to the next Audit & Finance Committee for review alongside the Conflict of Interest Policy; being being submitted for Board approval.



Drugs, Alcohol, Tobacco and Vaping Policy Adopted

Moved that the Drugs, Alcohol, Tobacco and Vaping Policy be adopted.

Decision Date: 17 Jun 2025
Mover: Emily Flaszynski
Seconders: Andrew Haig
Outcome: Approved



Audit & Finance Report Accepted

Moved that the Audi & Finance Report be accepted.

Decision Date: 17 Jun 2025
Mover: Al Drayton
Seconders: Nic Hill
Outcome: Approved

5.4 High School Old Boys

The Headmaster reported on a good HSOB meeting, noting the success of the recent Association dinner. Discussion also focused on planning for the school's 150th anniversary, set for five years' time. The Board confirmed its oversight role of any 150th celebrations.

5.5 Te Kura

There have been no Te Kura meetings to report on since the last Board meeting.

5.6 PTA

No meetings to report on; the PTA meeting is next week.

5.7 People & Wellbeing Committee

The People and Wellbeing Report was presented and discussed in Public Excluded session.

6. General Business

6.1 Correspondence Inwards

Seven items of inwards correspondence were presented for information.

6.2 Correspondence Outwards

No outwards correspondence.

7. Public Excluded Session

7.1 Motion to Exclude



Meeting 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:	17 Jun 2025
Mover:	Emily Flaszynski
Outcome:	Approved

8. Meeting Close

8.1 Close the meeting

Next meeting: CBHS Board of Trustees Meeting - 22 Jul 2025, 5:30 pm

The meeting closed with a karakia timutanga.

Signature:_____

Date:_____