

CONFIRMED MINUTES

CBHS BOARD OF TRUSTEES MEETING

At the **CBHS Board of Trustees' Meeting** on **13 Dec 2022** these minutes were

1.4 Action Item List

Due Date	Action Title	Owner
13 Dec 2022	Diarise induction review meetings with new Board members. Status: Not Started	Kathryn Doig

Actions were reviewed and updated.

2. Student Representative Report

2.1 Student Representative Report

M Horn provided the following verbal report.

- Exams are running smoothly.
- The first student magazine, run by Year 12 students, has been released since the last meeting. More variety will be included next year.
- Students' responses to communications regarding phones at school were surprising, with around half of students agreeing with it and half not.
- Board members extended their best wishes to students for exams and congratulated Mr Horn for his appointments as Deputy Head of School and Adams House.

3. Governance

3.1 BOT Induction

The Chair noted that Board inductions are up to date.

3.2 Appoint Deputy Chair

The Chair noted there is no legal obligation to have deputy chairs and that he feels supported by chairs of sub-committees who contribute on matters relating to them. It was agreed to appoint one deputy chair.

A Haig and T Cookson received nominations; A Haig declined due to time commitments.

T Cookson accepted the Deputy Chair role.



Deputy Chair Appointed

Moved that Tim Cookson be appointed Deputy Chair of the CBHS Board of Trustees.

Decision Date: 15 Nov 2022
Mover: Michael Singleton
Seconder: Andrew Haig
Outcome: Approved

4. Headmaster's Report

4.1 Headmaster's Report

The Headmaster's Report was taken as read.

He talked to his recommendation for approval to request funding for the school at the November Te Kura Trustees' meeting and briefly summarised Te Kura's funding process.

The Board thanked Te Kura Trust for their significant support of the school.

Te Kura Funding Requests Approved

Moved that the Board of Trustees approve the Headmaster's November 2022 request for funds from the Te Kura Trust (total \$46,350).

Decision Date: 15 Nov 2022
Mover: Nic Hill
Secunder: Mark Zino
Outcome: Approved

Positive increases to the school roll and changes to the renewal of practicing certificates for principals were noted and discussed.

The International Marketing Plan was received. The Board had a general discussion, including the need for alignment with CBHS strategic objectives, optimisation of international student numbers,



Adams House Report Accepted

Moved that the Adams House Report be accepted.

Decision Date: 15 Nov 2022
Mover: Tim Cookson
Seconded: Mark Zino
Outcome: Approved

5.2 Resources and Property Committee

The Headmaster talked to the Property section of the report, noting that the school will be updated by the MOE on the status of the budget for the Main Block project after their review is complete. The Board's responses to possible outcomes was discussed.

A Elstob talked to the Resources section of the report, noting that the Operations Manager's recommendation to fund a specialist engineer's report in regard to the turf project had been discussed at length in the meeting and a business case requested. She noted the Committee's support for obtaining the funding report, but that approval was not required or being sought at this stage. for the entire project It was requested that the engineering report includes the benefits of the turf project for all sports.

A Elstob asked the Headmaster to thank the Operations Manager for producing the business case in time for this Board meeting.



Engaging a Specialist Engineering Consultant Approved

Moved that the Board, as per the commitment in the approved 2023 capital expenditure budget, approves the engagement of a specialist engineering consultant at a cost of \$49,000 to provide a report on the Turf project (Option A), noting that benefits are primarily for phys-ed and a range of sports and that approval is for the engineer's report only, not the entire project.

Decision Date: 15 Nov 2022
Mover: Nic Hill
Seconded: Al Drayton
Outcome: Approved

The school's grounds contractor has resigned. The Board delegated authority to the Headmaster and A Haig to appoint a new contractor, which will need to be done before the Board's first meeting in 2023.

The Operations Manager's other two recommendations were briefly discussed and approved.



Delegated Authority to Appoint a New Grounds Contractor Approved

Moved that the Board delegate authority to the Headmaster and A Haig to appoint a new grounds contractor.

Decision Date: 15 Nov 2022
Mover: Mark Zino
Seconded: Tim Cookson
Outcome: Approved



Orion Documents Recommendation Approved

Moved that the Board of Trustees approve not signing the Deed of Surrender of Lease and Grant of Easement as presented by Orion.

Decision Date: 15 Nov 2022
Mover: Al Drayton
Seconded: Mark Zino
Outcome: Approved

New Drivers Approved

That the Board of Trustees approve the spending of \$10,320 on 8 new drivers as per the quote from IES. This will be funded from unspent co-curricular CAPEX approved in the 2022 budget.

Decision Date: 15 Nov 2022

Mover: Al Drayton

Seconder: Mark Zino

5.5 Te Kura

Te Kura Trustees are meeting tomorrow.

5.6 PTA

The PTA is hosting a function tomorrow night for 2021 school leavers, who missed out last year due to COVID.

6. General Business

6.1 Correspondence Inwards

Seven items of correspondence were received by the Board having been sent them by the Headmaster, including reports from two other schools on surveys conducted around harassment. CBHS continues to seek advice and actively engage with issues around violence.

The Board acknowledged the good work the Headmaster and staff have done in this regard and a broad set of issues this year.

6.2 Correspondence Outwards

There was no outward correspondence.

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: 15 Nov 2022
Mover: Michael Singleton
Outcome: Approved

8. Meeting Close

8.1 Close the meeting

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

Signature: _____

Date: _____