



## CHRISTCHURCH GIRLS' HIGH SCHOOL

### MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON MONDAY 29 JANUARY 2018 AT 5.00PM IN ROOM A101 AT THE SCHOOL

**PRESENT:** Mr C Allfrey (Chairperson), Mrs P Duthie (Principal), Mr M Lay, Mr J Bowden, Mr R Frier, Mrs L Green, Ms J Goldsmith, Mr B Northern, Ms A Lill

**IN ATTENDANCE:** Mrs A Johnston (Board Secretary)

**APOLOGIES:** Mrs H Harding, Mrs C Miller

**ACTION** (The Chairperson to contact P Commons to ascertain whether he plans to remain on the Board. If he plans to resign, the Board will then advertise in the school newsletter that they plan to fill that Casual Vacancy for a Parent Representative.)

#### ADMINISTRATION

#### ELECTION OF CHAIRPERSON/DEPUTY CHAIRPERSON

The Board Secretary took the Chair and called for nominations as follows:

##### Chairperson

**Motion: Moved J Bowden      Seconded M Lay**

*That Mr C Allfrey be nominated as Chairperson of the Board of Trustees*

**Carried**

(There were no further nominations)

##### Deputy Chairperson

**Motion: Moved C Allfrey      Seconded L Green**

*That Mr J Bowden be nominated as Deputy Chairperson of the Board of Trustees*

**Carried**

(There were no further nominations)

C Allfrey took the Chair

#### Board Committees:

**Resources Committee – J Bowden (Chair), J Goldsmith, (C Allfrey and P Duthie may also attend as ex officio members)**

**Motion: Moved C Allfrey      Seconded L Green**

*That J Bowden be Chair of the Resources Committee*

**Carried**

#### Acland House

**Motion: Moved M Lay      Seconded J Bowden**

*That B Northern be Chair of the Acland House Committee*

**Carried**

**(C Allfrey and P Duthie may also attend as ex officio members)**

#### Human Resources

**Motion: Moved Chairperson**

*That L Green be Chair of the Human Resources Committee*

**Carried**

#### SCG Committee

**C Allfrey, M Lay, R Frier, P Duthie**

## Delegated Authorities:

### Discipline Committee

#### Motion: Moved Chairperson

*That all powers conferred on the Board under Sections 16 & 17 of the Education Act 1989 be delegated to the Discipline Committee, the quorum for the Committee shall be three Board members. Carried*

### Delegation of Authority for the Deputy Principal and Assistant Principals

#### Motion: Moved M Lay Seconded R Frier

*That the Board directs that the Deputy Principal, shall in the absence of the Principal from duty and for the full period or periods of such absence, perform all the duties and powers of the Principal. That the Board directs that the Assistant Principal shall, in the absence of the Principal and Deputy Principal from duty and for the full period or periods of such absence, perform all the duties and powers of the Principal. Carried*

## Declarations of Interest - nil

### Minutes of Previous Meeting

#### Motion: Moved Chairperson

*That the minutes of the Board meeting held on 27 November 2017 having been circulated be approved as a true and correct record. Carried*

### Matters Arising / Action Boxes

**Zoning:** The Principal has re-phased the Recommendations and put "Unacceptable" to each Recommendation except item 4.

### Correspondence

#### Inwards:

- o Education Gazette – 11/12/17
- o Education Review Vol. 8 Issue 5 2017

#### Outwards:

- The Mainland Foundation and Pub Charity – application for funding for the Volleyball team to travel to the National Secondary School Tournament 19/3/2018 -24/3/2018 – total \$11,392

#### Motion: Moved Chairperson

*That the Inwards Correspondence be received and the Outwards Correspondence approved. Carried*

## 1. MONITORING / SELF REVIEW

### 1.1 Principal's Report – a verbal report was given as follows:

**School Roll** – as at 5.00pm today the school roll stands at 1225 including 30 Foreign Fee-paying Students. There are a number of students in Yr. 12 & Yr. 13 who may not return to school this year – expect the final roll excl. Foreign Fee-payers to end up at 1170.

The roll number problems are at Yrs. 9, 10 & 11.

Took 40 girls out of zone this year

We received 212 applications from girls to attend the school at Yr. 9 level.

The numbers of students have made it incredibly tight to accommodate students in rooms available and also staffing has been a concern but we are fully staffed with qualified people.

If a girl starts at Christchurch Girls the basic cost for the new full summer uniform is approx. \$549.

### Examination Results - 2017

The Principal reported that the preliminary look at the results is looking good at all levels except the pass rate of Level I was 92% (in the past was 97/96/95)

Pass rate Level II was 98%

Pass rate at Yr. 13 was 90.7% and 80.3 for UE.

Comparison with other Decile 8-10 Schools – we are still higher at the 3 levels and UE.

Endorsement Rates:

82% Level I

70% Level II

62% Level III

Concern regarding Maori and Pasifika students in terms of what they are achieving as they move through the school. Against National results they are fine but against their cohorts here it is not so good – it is a goal for this year to improve this.

### School Trips

Yr.11 Geography to Queenstown - 7-9 March 2018 – 102 Students

Yr.12 Geography to Arthurs Pass/Cass – 26-28 March 2018 – 26 students

Yr.13 Geography to Franz Josef – 8-11 May 2018 – 51 students

**Motion: Moved Chairperson Seconded M Lay**

That the above 3 trips be approved.

**Carried**

**Application for Approval in Principle to proceed Overseas Trip Feasibility for students of Te Reo Maori and Whanau form class (Senior Students to go to the Cook Islands. The Board expressed concern regarding the timeline for this trip and asked that more details regarding the feasibility of it be brought back to the Board before they make a decision.**

### List of Sports Events at various locations during 2018

**Motion: Moved Principal Seconded J Bowden**

*That the above list of sports events during 2018 (as set out) be approved.*

**Carried**

#### 1.2 Resources Committee – verbal report given as follows:

Update regarding building progress was given

Concerns re heat problem – issues with some of the rooms – have bought a wet thermometer and we are checking some of the rooms

Lift will be in operation on 9 February

Programming meeting to be held on Thursday 15 February.

#### 1.3 Acland House Committee - nil

#### 1.4 PTA – nil

#### 1.5 Whanau Report – nil

#### 1.6 CGHS Old Girls' Report - nil

- M Lay to make initial contact with a prospective CGHS Old Girls representative to come on the Board.

**ACTION: M Lay to make contact (see above)**

#### 1.7 Student Trustee Report – nil

#### 1.8 Policies for Review

A copy of the following policies were tabled for BOT members to review and to be discussed at the February BOT meeting.

Performance Management – Appraisal

Professional Development

Timetable

**ACTION: BOT review above 3 policies at February meeting**

#### 1.9 Health & Safety

- New evacuation route from the building distributed to staff today
- Staff Trustee to circulate to the Board the various safety procedures
- Harrison Tew have had an initial look at our policies and procedures and will now be undertaking a full report on health and safety.

## 2. CHAIRPERSON'S BUSINESS

### 2.1 Resolutions required by the Auditor to be included in the Board minutes

**ACTION: Above to be actioned in February**

**2.2 Charter for 2018 – the Principal reported as follows:**

- The Senior Leadership Team has met and discussed items they would like to focus on this year.
- This year would like to consolidate other items given the building is coming on.
- Under one of our goals want to embrace tradition eg. attendance / litter /uniform
- Want to keep our academic goals at the same high level
- Another goal is to have “AKO /Learner Time” – this is to take place every Wednesday for half an hour (Principal tabled the book on this). This is a gradual programme over 5 years.
- Maori /Pasifika Achievement

**Noted the Board was happy with the above items to be included in the Charter**

**ACTION: BOT review Charter at February BOT meeting**

**2.3 Board Strategic Planning Meeting – to have an informal discussion**

**ACTION: Chairperson to set date and advise BOT members**

**3. PUBLIC EXCLUDED SESSION**

**Motion: Moved Chairperson**

*That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons*

**Carried**

**Motion: Moved Chairperson**

*That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board*

**Carried**

**4. MEETING DATES**

Acland – Monday 19 February 2018 at 5.00pm

Resources – Monday 19 February 2018 at 6.00pm

Board of Trustees – Monday 26 February 2018 at 5.00pm

The meeting closed at 7.55PM

**SIGNED..... 26 February 2018**

**Chairperson**