



CHRISTCHURCH GIRLS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON MONDAY 6 NOVEMBER 2017 AT 5.00PM IN ROOM A101 AT THE SCHOOL

PRESENT: Mr C Allfrey (Acting Chairperson), Mrs P Duthie (Principal), Ms E Wotherspoon, Mr J Bowden, Mr P Commons, Mr R Frier, Mrs L Green, Mrs H Harding, Ms J Goldsmith and Mr B Northern, Ms A Lill

IN ATTENDANCE: Mrs A Johnston (Board Secretary), Mrs C Miller (Executive Officer)

WELCOME: The Acting Chairperson welcomed the newly elected Student Trustee for 2017-2018, Annabelle Lill, to her first Board meeting.

THANKS: The Acting Chairperson noted that this was the final meeting for the outgoing Student Trustee, Emma Wotherspoon. The Board thanked her for her contribution over the last 12 months and wished her well for the future.

APOLOGY: Mr M Lay

Motion: **Moved Chairperson**

That the above apology be accepted.

Carried

1. ADMINISTRATION

1.1 Declarations of Interest - nil

1.2 Mr Paul Collier (a parent) joined the meeting.

Motion: **Moved Chairperson**

That Mr Paul Collier be given speaking rights to discuss an issue with the Board.

Carried

The Board thanked Mr Collier for discussing his concerns and he left the meeting at 5.20pm

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

1.3 Minutes of Previous Meeting

Motion: **Moved L Green** **Seconded J Bowden**

That the minutes of the Board meeting held on 25 September 2017 having been circulated be approved as a true and correct record.

Carried

1.4 Matters Arising / Action Boxes

- C Miller to organise for Board Members to Tour the PAC during the school holidays
- Principal's marketing trip to Beijing – noted in her Principal's report
- In the September Board minutes the Board approved that we increase the allocation for IT by \$45,000 in the PAC which will offset against the provision for FF&E in the Main Block and Tech Fitout – it has since been decided that we accept the lease option instead of incurring that cost.

1.5 Correspondence

Inwards:

- o Education Gazettes – 16/10/17 & 30/10/17
- o Education Review Vol. 8 Issue 5 2017
- o STA News – September and October

Motion: Moved Chairperson

That the Inwards Correspondence be received .

Carried

2. MONITORING / SELF REVIEW

2.1 Principal's Report – taken as read and the following items noted:

NAG 1: CURRICULUM

Teaching and Learning Programmes –

We are continuing with the set programme

Final internals are being completed and most senior classes are in revision mode

The special end of year programme is well into its preparations.

The Celebration of Learning will occur between 11am and 1pm on 6 December. This special programme is generating interest from a number of other schools who are keen to learn from our experience.

Subject selections for 2018 have been completed

Assessment Practices – evaluation of student progress and achievement

Senior examination results and internal assessments would indicate expected pass rates of:

NCEA Level 1 : 93% - this is exactly the same percentage as last year

NCEA Level 2: 98.5% - this was 97% last year

NCEA Level 3 : 89% - this was 90% last year

Identifying Students who are not Achieving and Strategies to address these

Of the students not achieving in the above data the reasons were:

Level 1: 0.8% English language barriers; 0.5% medical; 4.7% attendance under 90%; 1% did not start the year at CGHS.

Level 2: 0.5% supported learning; 0.5% attendance and 0.5% refugee status

Level 3: 10% had attendance below 80%; 0.5% supported learning, 0.5% medical

Achievement of Maori Students

Expected pass rates:

Level 1 90% (30 students)

Level 2 95% (20 students)

Level 3 86% (14 students)

Achievement of Pasifika Students

Expected pass rates:

Level 1 67% (6 students)

Level 2 100% (4 students)

Level 3 50% (6 students)

Achievement of Asian Students

Expected pass rates:

Level 1 97% (31 students)

Level 2 96% (27 students)

Level 3 93% (29 students)

Achievement of Acland Students

Expected pass rates:

Level 1 96% (25 students)

Level 2 100% (18 students)

Level 3 82% (18 students)

Career Education – nothing new to report

NAG 2: STRATEGIC PLAN AND REVIEW

High Student Achievement

High levels of achievement for all students in NCEA

Target variance at:

Level 1	-7%
Level 2	-1.5%
Level 3	-11%

(Noted that actual performance in NCEA external examinations is usually better than the mocks and some internals have still not been completed)

National Scholarships

We had 65 students applying for university scholarships. Thus far 20 students have been awarded scholarships including two Otago Top Achievers scholarships (full fees and accommodation).

Managing National Assessment (MNA)

A final copy of the report was included with the Principal's Report

Building

We are pleased to be partially shifted into the new building and await with anticipation the completion of the auditorium.

It was disappointing that builders posted an inappropriate video identifying the school site on social media. This has been handled by the Ministry.

With our new building coming on line, we have outlined a proposed celebration timeline:

November 24 – Celebrate with staff the new building and coincide with long service.

December 13 – Open House for the wider community

New Year – Official opening and blessing – Date TBC – have written to the Prime Minister's office to see if she would be willing to open the building.

Effective School Organisation and Structure

Zoning

KPMG presented phase two of the Greater Christchurch Secondary Review on 30 October to Christchurch Principals and Boards. The purpose of the meeting was to report back on the case for change, answer questions on the preferred option and seek initial feedback from schools.

The approach of the Ministry of Education in Christchurch to the enrolment review is unique in New Zealand and much heralded for its collaboration between Ministry and schools. The approach is being watched closely in Wellington.

The Ministry is looking for an approach to manage the network in Christchurch for the next 20-30 years. They have five concerns:

Sustainability – They have a “vision but no end game”. The Ministry have already signalled there will be no school closures.

Network – supply and demand

Network – better utilisation of the existing network

Ensuring a range of educational provision – access to variety of school type not school name

Increased collaboration

We have until 1 December to find acceptable or not the eight recommendations. While in principle the recommendations seem reasonable, the devil will be in the detail. The meeting served to emphasize this point. Concerns were raised about how the recommendations would “outlive” the current Board or school leadership as there was no legislative power behind it; the lack of gender equity provision; the five year time frame for all schools to put in place enrolment schemes and projected growth in the network.

Form Structure Change

In 2018 we will be moving to a slightly different form class structure. Students will remain in their allocated form class for their journey through school. For Ytr. 9 in 2018 and subsequent years,

students will also be allocated to a house based form class. For Yrs. 10,11,12 & 13 in 2018, classes will be reshuffled as in the past but these will not change in subsequent years unless a specific need arises. A half hour of ako time will be introduced each week. A vertical form class for our Maori students will also be introduced in 2018 Called Te Huika Manu I te Uru – students will all gather here to partake of knowledge before they spread their wings.

NAG 3: PERSONNEL

Staff and Student Wellbeing

- The function to recognize long serving staff will be held in our new building on 24 November. This is also an opportunity to thank all staff and celebrate our new building with them.
- We have had 3 Student Stand downs. Two for inappropriate use of social media and one for bringing an illegal substance to school
- We have also had to follow up with an incident that occurred after the South Island Basketball championships.

Staff Movements

Staffing concerns predominate at this time of year. We are having great difficulty finding a Chinese teacher and a Physics teacher.

Predicted Roll 2018 (domestic students)

Year 9	228
Year 10	245
Year 11	276
Year 12	234
Year 13	<u>187</u>
Total	1170

NAG 4: FINANCE AND PROPERTY – covered in Resources Minutes

NAG 5: SAFE PHYSICAL AND EMOTIONAL ENVIRONMENT

Boarding – covered in the Acland House minutes

Accident Register – refer to the Health & Safety Report

NAG 6 : GENERAL LEGISLATION - we await what changes may be coming to educational policy with the change of government.

STUDENT ACTIVITIES

Recent displays of student work in Graphics/Technology, Art and Short Film have been open to wider community and led to positive feedback..

STUDENT ACHIEVEMENT

At the Zonta Sports Awards, Grace Loveridge and Laura Pinnell received the most outstanding team award . Two students were highly commended.

Community

Prize-giving this year is on 8 December at CBHS

Melissa Derby was the recipient of the prestigious Brownlee Scholarship for PHD students at Canterbury University.;

John Parsons reinforced his cyber safety message with students at school and parents at a combined evening workshop at CBHS.

International Students

The recent marketing trip to Beijing resulted in a number of positive leads to follow up, especially with Mongolia. We will not know if this transcribes to actual students for a number of months.

DASHBOARD REPORT – OCTOBER 2017

Absences (less than 90% of periods attended*)

No. of Students Year to Term 4 – 498 (229 if 85%)

Staffing

October 2017

Entitlement	71.18
Usage	72.73
Difference	-1.55
\$ Value	-\$16,546

School Roll Status

Daygirls	1038
Boarders	105
International	<u>25</u>
Total	1168

Compliance

Fire Drill – 23/8/17

Professional Development Undertaken – noted

Police Vetting – as at 1 November 2017 – noted

Health & Safety – Term 3

Staff: Number of minor injuries/incidents requiring on site treatment only 1

Number of injuries/incidents resulting in GP or other medical visits - 1

Students: Number of minor injuries/incidents requiring on site treatment only – 11

Number of injuries/incidents resulting in GP or other medical visits – 5

Complaints – Term 4:

Staff/School –3 (noted) The Principal advised that due process has been followed.

Appointments:

- Mathematics – Senior Statistics – Marie Daly
- Music Teacher – part time – Jenny Morrison
- Science Teacher – Tim Lewis
- English Teacher – LTR part time – Jennifer Whelan / Vicki Teesdale
- English Teacher – Melanie O'Connor
- English Teacher – Maternity Leave 2018 – Megan Queree/Charlotte O'Rourke
- Head of Learning Support – Pauline Grogan-Henderson

School Trip – Spirit of Adventure - Haurake Gulf Auckland

Motion: Moved R Frier Seconded Principal

That the above trip to take place 17 November – 22 November 2017 for 10 students be approved.

Carried

Motion: Moved R Frier Seconded H Harding

That the Principal's Report be received.

Carried

2.2 Resources Committee

The minutes of the Resources Committee meeting held on 24 October 2017 had been circulated including the following:

- Income and Expenditure Report as at 30 September 2017.

The following was noted:

- School donations paid as at 15/9/17 : : \$432,181 - 63%
- PTA donation as at 15/9/17: \$15,275 – 61%
- Banked Staffing as at 30 September 2017 = \$12,216 (negative figure)

- Leasing – regarding the decision to lease or buy gym IT equipment, the Board has requested a quote for the lease of gym equipment and the buy-out figure. Decision to be made at the next meeting.
- Ministry of Education – if the school was under the all of government scheme, all Fuji Xerox contracts would be cancelled. C Miller confirmed no contracts were under the all of government scheme.
- Warrant of Fitness – the school is required to obtain a building warrant of fitness and conduct monthly inspections with record of performance. C Miller confirmed the school already meets this requirement. Confirmation that the monthly inspection has been performed will be included in the BOT agenda going forward.
- Draft Budget for 2018 – showing a deficit of \$20,120
- Budget Adjustments will be available at the next Resources meeting

Property:

Pac/Classrooms

- Moved into the new building. CPU granted Friday 13 October 2017
- Defects identified, as previously discussed – it was noted that there is a 12 month defect period.
- Positive feedback has been received from both staff and students
- C Miller is to look into the Board re
- Resolution regarding specs for heating in the building as the heaters in classrooms are very noisy and need further commissioning.

Main Block & Tech. Block Fitout

- Decant of the Main Block starts on 4 November 2017
- Naylor Love formal takeover Wednesday 8 November
- Tech block will be staying for another 10 years and work performed in 2018 to raise it to the 67% requirement.
- Tech block will be used during the decant of the Main Block

Courts Resurfacing

- Girls have been using the courts and it will be used on Sports Day (25 October)
- Fencing still in progress

Board Approval for the CGHS Rowing Club to submit applications for the 2017/2018 Funding Season as follows:

Motion: Moved L Green Seconded Principal

That the following applications be approved:

First Sovereign Trust : \$20,000

Motor for Rescue Boat - \$8,000

Octagon Riggers for new 8 - \$6,000

Regatta :Transport - \$6,000

Lotteries Commission: \$40,000

Accommodation for all 2017-2018 season, including Maadi Regatta at Twizel

Carried

2.3 Acland House Committee

The minutes of the Acland House Committee meeting held on 24 October 2017 had been circulated including the following:

Income & Expenditure Report – 30 September 2017

The following was noted:

- Budget 2018 - draft budget presented and noted that it was a fluid document by gives an indication of expected figures. Predicting a surplus of \$40,586.
- D Guillemot-Rodgerson asked for permission to proceed with plans and consent for Stewart Wing bathroom – quote included in 2018 Capital Expenditure – approval to continue granted.
- Acland House Parent Association have indicated they would like to put money towards either Stewart Wing bathroom or painting exterior of Year 9 Common Room. D Guillemot-Rodgerson to obtain costs for painting Year 9 Common Room to assist decision.
- Discussion on future use of Yr. 9 Commons. Use as a gym or PTA Clothing Store. D Guillemot-Rodgerson to survey students regarding their use of gym facilities.

- Advertising for weekend staff member
- Outdoor Areas – girls enjoying the space and already using the pool
- End of year survey to be sent out by D Guillemot- Rodgerson

2.4 PTA – J Goldsmith reported

- Undertook a tour of Acland House
- Yr. 9 Common Room will be used as Uniform Shop
- Father/Daughter breakfast

2.5 Whanau Report - nil

2.6 CGHS Old Girls' Report – nil

2.7 Student Trustee Report – Emma Wotherspoon discussed the following

- New PAC has been open since the start of Term IV
- Drama/Music – enjoying the soundproofing upstairs
- She is on study leave at present – first exam will be on Thursday
- Prizegiving on Friday 8 December
- Reminding students what is acceptable within the school
- Thanked the Board for their guidance and support over the past year while she has been the Student Trustee.

2.8 Policy for Review – nil

C Miller left the meeting

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. GENERAL BUSINESS

Effective School Organisation and Structure

The Board continued discussion regarding the Greater Christchurch Secondary Review (as noted earlier in the Principal's report). It was noted that the report contained eight recommendations. Each school was required to advise their acceptance of each by 1 December 2017.

Following lengthy discussion, the Board noted that they accept (with conditions) 7 of the 8 recommendations. It was noted that the third recommendation "Schools agree not to enrol domestic students above their rebuild number", was at odds with concerns regarding the unaccepted rebuild number for CGHS and further noted their concerns that the proposed rebuild and roll growth numbers across the single sex schools contributed to a gender imbalance.

ACTION: Principal to prepare a response to each recommendation to present for further discussion at the 27 November Board meeting.

5. MEETING DATES

Acland – Monday 20 November 2017 at 5.00pm
Resources – Monday 20 November 2017 at 6.00pm
Board of Trustees – Monday 27 November 2017 at 5.00pm

The meeting closed at 7.53PM

SIGNED..... 27 November 2017

Chairperson