

**WHANGAREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES**

**Meeting held in the Board Room  
Tuesday 28<sup>th</sup> August 2018**

**MINUTES**

**PRESENT:** D. Robertson, K. Gilbert-Smith, T. Robinson, V. Hill, S. Varney, J. Hewitt, B. Smith

**IN ATTENDANCE:** Y. Nees (Secretary)

**APOLOGIES:** G. Atkins, A. George, L. Kuraia, S. McGunnigle-Trail

**In the absence of the Board Chairman, Mr Greg Atkins, the meeting was chaired by the Deputy Chair, Mr Don Robertson.**

<u>General Meeting</u>	
<b>1</b>	<b><u>Register of Interests</u></b> No additions or alterations  <b><u>Annual Plan Review Schedule 2018</u></b> No additions or alterations
<b>2</b>	<b><u>Confirmation of Minutes</u></b> <ul style="list-style-type: none"><li>• 26<sup>th</sup> June 2018</li></ul> Minutes emailed to Trustees on Wednesday 27 <sup>th</sup> June 2018 Approved via return email 5 approved / 2 emails not received / 4 not at the previous meeting
<b>3</b>	<b><u>Matters Arising from Minutes of Last Meeting</u></b> <ul style="list-style-type: none"><li>• 26<sup>th</sup> June 2018 Action List</li></ul> Due to the fact that the June minutes have not been approved the action list will be carried forward to the September meeting.
<b>4</b>	<b><u>Correspondence</u></b> Inwards: <ul style="list-style-type: none"><li>• Whangarei Intermediate School</li></ul> Discussion was held around the content of the letter from WIS. Karen advised that she will be meeting with the WIS Principal this month.  Moved: That the Trustees give permission to the Principal to convey their thoughts to the Principal of Whangarei Intermediate at the upcoming meeting. It was agreed that WBHS will survey the students in regards to this matter. A letter to Whangarei Intermediate School to be sent by the Chair after feedback has been received on the Principals meeting. It was agreed that WBHS will survey the students in regards to this matter. D. Robertson / J. Hewitt carried 7 in favour / 0 against

	<ul style="list-style-type: none"> <li>• MOE – Resourcing Audit and Review of Attendance Management This correspondence was moved to In-Committee due to Student names being present in the letter from the MOE.</li> <li>• Auditor General : Audit Arrangements 2018-2020 Financial Years</li> </ul> <p>Outwards:</p> <ul style="list-style-type: none"> <li>• Extract from motion under Inwards Correspondence: A letter to Whangarei Intermediate School to be sent by the Chair after feedback has been received on the Principals meeting. It was agreed that WBHS will survey the students in regards to this matter. D. Robertson / J. Hewitt      carried      7 in favour / 0 against</li> </ul> <p>Moved: That the Inwards Correspondence be received and the Outward Correspondence be approved. D. Robertson / V. Hill      carried      7 in favour / 0 against</p>
5	<p><b><u>Chair’s Report</u></b> Taken as read Moved: That the Trustees approve a dinner for SLT after their Strategic Planning day (Saturday). T. Robinson / V. Hill      carried      7 in favour / 0 against</p> <p>Moved: That the Chairman’s report be received D. Robertson / J. Hewitt      carried      7 in favour / 0 against</p>
6	<p><b><u>Management Reports</u></b></p> <p>6.1      <b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• Student Engagement The Trustees agreed that this was a well written report and asked that Karen pass this feedback on to Mike Elliot</li> <li>• School Organisation and Structures – Student Leadership</li> <li>• Self-Review Report Results of the Survey Monkey survey are yet to be added</li> </ul> <p>6.2      <b><u>Regular Review:</u></b> Student Learning:</p> <ul style="list-style-type: none"> <li>• Indicators It was noted that the 2018 3 way conference data has not yet been entered onto the table.</li> <li>• Stand Downs</li> <li>• Attendance Data</li> <li>• Report on Credit Count</li> </ul>

	<ul style="list-style-type: none"> <li>• NZQA – Fact Sheet Karen spoke to the changes being implemented by NZQA. These changes will have to be taken into account when setting targets in the Strategic and Annual Plans. The full guidelines from NZQA are due out in September.</li> <li>• Final Overall Pass rates 2017</li> </ul> <p>HR:</p> <ul style="list-style-type: none"> <li>• Audit Checklist 3: Remuneration Karen commented that this document was to be completed by the Board of Trustees. It was agreed that this work would fall to the Review Committee Discussion around the reasoning for Fixed Term Teacher Contract.</li> </ul> <p>Curriculum:</p> <ul style="list-style-type: none"> <li>• Curriculum Review</li> <li>• Pastoral Review</li> </ul> <p>Property:</p> <ul style="list-style-type: none"> <li>• Master Plan Report – K. Gilbert-Smith Karen advised that the DRP meeting went well. Karen spoke to the main discussion points held during the meeting. She also advised that this is the first time a Principal has been invited to these meetings.</li> <li>• Master Plan documents</li> </ul> <p>ERO Evaluation Indicators:</p> <ul style="list-style-type: none"> <li>• Educationally Powerful Connections</li> </ul> <p>Community of Learners (CoL):</p> <ul style="list-style-type: none"> <li>• DRAFT Achievement Challenges 2019 – 2021 Moved: Taken as read and approved by the Trustees T. Robinson / V. Hill carried 7 in favour / 0 against</li> </ul> <p><b>6.3</b> <u><b>Emergent Review</b></u></p> <ul style="list-style-type: none"> <li>• Carruth Hostel T2 Meeting Minutes</li> <li>• Director of Boarding Report</li> </ul> <p>Moved: That the Carruth Minutes and Report be taken as read and report received D. Robertson / T. Robinson carried 7 in favour / 0 against</p> <p><b>6.4</b> <u><b>Health &amp; Safety Report</b></u></p> <p>Moved: That the H&amp;S Report be taken as read and report received D. Robertson / T. Robinson carried 7 in favour / 0 against</p> <p><b>6.5</b> <u><b>Policies</b></u></p> <ul style="list-style-type: none"> <li>• Alcohol – Sale, Supply and Consumption</li> <li>• Appointments – Staff</li> <li>• Information and Communication Technology</li> <li>• Trade Mark Protection and Enforcement</li> </ul> <p>Moved: That the Alcohol, Appointments, ICT and Trade Mark Policies be approved T. Robinson / S. Varney carried 7 in favour / 0 against</p>
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<p>6.6</p>	<ul style="list-style-type: none"> <li>• Child Abuse and Neglect – Suspected or Actual It was agreed that the following changes be made: <ul style="list-style-type: none"> <li>- Policy name changed to “Young Person Harm and Neglect – Suspected or Actual</li> <li>- That the word “abuse” be changed to “harm” throughout the policy</li> <li>- That the policy be gender neutral in regards to the Principal</li> <li>- That the effective date of the policy be corrected to read 2018</li> </ul> </li> </ul> <p>Moved: That the Young Person Harm and Neglect Policy be approved subject to the above mentioned changes. T. Robinson / S. Varney carried 7 in favour / 0 against</p> <p><b><u>EOTC Trips</u></b> Approved via email between meetings:</p> <ul style="list-style-type: none"> <li>• Squash Team: National Tournament Palmerston North 2<sup>nd</sup> August to 5<sup>th</sup> August 2018 Moved: That the Squash Team be approved to attend the National Tournament in Palmerston North from 2<sup>nd</sup> – 5<sup>th</sup> August 2018. G. Atkins / T. Robinson carried 7 in favour / 4 emails not received</li> </ul> <p>Ratified: Moved by D. Robertson / S. Varney carried</p> <p>Moved: That the EOTC trips listed below be approved.</p> <ul style="list-style-type: none"> <li>• Hockey 1<sup>st</sup> XI: National Tournament, Tauranga</li> <li>• 2<sup>nd</sup> – 8<sup>th</sup> September 2018</li> <li>• Hockey 2<sup>nd</sup> XI: National Tournament, Hamilton 2<sup>nd</sup> – 7<sup>th</sup> September 2018</li> <li>• Football 1<sup>st</sup> XI: Rex Dawkins Tournament, Napier 2<sup>nd</sup> – 7<sup>th</sup> September 2018</li> <li>• League: Nationals, Papakura 3<sup>rd</sup> – 7<sup>th</sup> September 2018</li> <li>• Basketball Senior A: Qualifiers for National, Auckland 4<sup>th</sup> – 8<sup>th</sup> September 2018</li> <li>• OED Y13: Bush Survival, Kaimai Ranges 12<sup>th</sup> – 15<sup>th</sup> September 2018</li> <li>• Geography Y13: Field Trip, Rotorua 12<sup>th</sup> – 14<sup>th</sup> September 2018</li> <li>• Snowboarding Team: NISSSC Comp, Ohakune / Mt Ruapehu 22<sup>nd</sup> – 27<sup>th</sup> September 2018</li> <li>• Clay Target Shooting Team: NZSS Champs, Christchurch 28<sup>th</sup> Sept – 2<sup>nd</sup> Oct 2018</li> <li>• Adventure Racing: Training, Parua Bay 13<sup>th</sup> – 14<sup>th</sup> October 2018</li> <li>• Adventure Racing: Training, Oakura 1<sup>st</sup> – 2<sup>nd</sup> December 2018</li> <li>• Adventure Racing: Get2Go Finals, Great Barrier Island 9<sup>th</sup> – 13<sup>th</sup> December 2018</li> </ul> <p>D. Robertson / S. Varney carried 7 in favour / 0 against</p>
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6.7	<p>Tabled at the meeting:</p> <ul style="list-style-type: none"> <li>WBH Gymnastic Team, Mag Open B &amp; Trampoline Tumble Competition, Auckland 8<sup>th</sup> – 9<sup>th</sup> September 2018</li> </ul> <p>Moved: That the Gymnastic Team trip to Auckland be approved D. Robertson / S. Varney carried 7 in favour / 0 against</p> <p><b>Funding Applications:</b></p> <p>Moved: That the Trustees approve application to Oxford Sports Trust for the following resource and trip expenses.</p> <ul style="list-style-type: none"> <li>\$2,806 Cricket Balls</li> <li>\$2,574 Geography trip to Rotorua – Transport</li> </ul> <p>T. Robinson / V. Hill carried 7 in favour / 0 against</p> <p>Moved: That the Trustees approve application to Pelorous for the following resource and trip expenses.</p> <ul style="list-style-type: none"> <li>\$2,806 Cricket Balls</li> <li>\$2,713 Social Studies trip to Kauri Park – Transport</li> </ul> <p>B. Smith / S. Varney carried 7 in favour / 0 against</p>
7	<p><b>Financial and Property Committee</b></p> <ul style="list-style-type: none"> <li>Finance Minutes (No July meeting. August meeting held after the papers were compiled)</li> <li>Profit &amp; Loss as at 31 July 2018</li> <li>Balance Sheet as at 31 July 2018 Ben drew attention to the Accounts Receivable variance</li> </ul> <p>Moved: That the Financial Reports be received B. Smith / D. Robertson carried 7 in favour / 0 against</p>
8	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>Discussion: Strategic Plan and preplanning Don tabled an email from Louise regarding suggested facilitators for the Strategic Planning meeting. Discussion was held in regards to this. Moved: That the Board engage a facilitator for the Strategic Planning meeting, with a budget of up to \$25,000. The Board Chair will initiate contact with facilitators and report back to the Trustees. Final completion for the Strategic Plan is set for the end of December 2018. D. Robertson / J. Hewitt carried 7 in favour / 0 against</li> <li>Student Trustee Elections: Timeline Noted</li> </ul>
9	<p><b>Matters for the next meeting</b></p>

**IN-COMMITTEE:**

“Moved “That in terms of Section 48 of the Local Government Official Information and Meeting Act 1987 the public be excluded from the next portion of the meeting because it wishes to discuss matters potentially impacting staff for the reason that discussion of these matters in public would infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982.”  
D. Robertson / T. Robinson Carried

**Out of Committee**

Moved: That the public be allowed to return to the meeting and the exclusion be lifted  
D. Robertson / T. Robinson Carried

**Meeting Review**

<b>Went Well</b>	<b>Could do Better</b>
Good concise meeting – kept on task	Trustee Attendance – numbers down at meetings
Good Focus	
Congratulations to Don for chairing a good meeting	
Meeting stayed strategic	

**Action List: C/Fwd from June 2018 meeting**

Karen	<ul style="list-style-type: none"><li>• Respond to Manaia Health PHO letter</li><li>• Sale, Supply and Consumption of Alcohol Policy</li><li>• Trade Mark Protection and Enforcement Policy</li><li>• Council re litter at seat on cycle track</li></ul>
Greg	<ul style="list-style-type: none"><li>• Letter to JT Thomas – Thank You for AP role T1, T2</li></ul>
Yvonne	<ul style="list-style-type: none"><li>• See Jan re Meeting Plan</li><li>• Email Trustees spreadsheet for hours</li><li>• Add leavers data to Indicators</li></ul>

**Action List:**

Karen	<ul style="list-style-type: none"><li>• Feedback to Mike re good report (Student Engagement)</li><li>• 2018 3 way conf. data to be added to Indicators</li><li>• Attendance Data report changes – Y12 Student Leadership Training and Stage Challenge did not happen this year</li><li>• Changes to the Child Abuse and Neglect Policy</li></ul>
Greg	<ul style="list-style-type: none"><li>• Initiate contact with Facilitators for Strategic Planning. Report back to Trustees (will need to be prior to next meeting)</li></ul>

**Meeting Closed: 7:55pm**  
**Next Meeting: 25<sup>th</sup> September 2018 5.30pm**

***Moved (via email): That the minutes of 28<sup>th</sup> August 2018 be approved***  
***D. Robertson / T. Robinson carried 11 in favour / 0 against***