

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

**Meeting held in the Board Room  
5:30pm on Tuesday 27<sup>th</sup> February 2018**

**MINUTES**

**PRESENT:** G. Atkins, K. Gilbert-Smith, V. Hill, T. Robinson, B. Smith, D. Robertson, S. McGunnigle-Trail, A. George, S. Varney, J. Hewitt

**IN ATTENDANCE:** Louise Kuraia, Y. Nees – Secretary

**APOLOGIES:** None

General Meeting

**1.**

**Election of Board Chair**

The Board Secretary called for nominations for Board Chairman

- Greg Atkins  
Moved: Jan Hewitt    Second: Aby George
- Don Robertson  
Moved: Ben Smith    Second: Simone Varney

Moved: That the voting take place by way of paper ballot

T. Robinson / J. Hewitt            carried            10 in favour / 0 against

The Board Secretary collected and counted the votes

- Greg Atkins    6 votes
- Don Robertson    4 votes

The Board Secretary declared Greg Atkins as Board of Trustees Chairman

**Election of Board Deputy Chair**

Nominations:

- Don Robertson

As there were no further nominations the Chairman declared Don Robertson as Board of Trustees Deputy Chairman

**Review of BOT Committees and Members**

Property Committee – temporary for next Property Meeting only:

- Greg Atkins
- Sally McGunnigle-Trail (will commit to fortnightly)
- Don Robertson (will conference call when unavailable in person)

All other committees are to remain as they were in 2017 until the Terms of Reference for each committee has been provided to the Trustees and reviewed. At the March meeting all committees will be discussed with the decision being made if they will continue in 2018 and if continued, whom the members will be.

2	<p><b><u>Register of Interests</u></b> Any update to the Register of Interests are to be forwarded to the Board Secretary</p>
3	<p><b><u>Confirmation of Minutes</u></b> Moved: That the minutes of 28<sup>th</sup> November 2017 be approved D. Robertson / T. Robinson carried 10 in favour / 0 against</p>
4	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b> Action List – 28<sup>th</sup> November 2017</p> <ul style="list-style-type: none"> <li>• C/Fwd to March meeting: Karen to submit a Creative Commons and Intellectual Property Policy</li> <li>• A letter of Thanks was written to Stevie Huurnink (Outdoor Education)</li> </ul>
5	<p><b><u>Correspondence</u></b> None</p>
6	<p><b><u>Chair's Report</u></b> <i>Moved to In-Committee</i></p>
7	<p><b><u>Management Reports</u></b></p> <p>7.1 <b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• 2017 NCEA Results A comparison chart against other schools was tabled by Karen Discussion was held around the results and it was noted that these were the best results WBHS has seen. They were also very positive in comparison to the other schools. It was agreed that the Trustees would attend a morning tea with all staff to acknowledge their achievements in 2017. This has been set for Tuesday 6<sup>th</sup> March. The final results will be available in March. <p>The Head of Faculty presentations to the Board of Trustees has been set for 5:30pm on the 13<sup>th</sup> March 2018</p> <li>• 2016-2019 Strategic and Annual Plan Karen spoke to the targets that have been set for this year. 47% of all Y9 enrollments have been Maori It was noted that the Strategic Plan should have been reviewed in November by the Board of Trustees There was general discussion in regards to the PAT testing and the results showing low ability in both Literacy &amp; Numeracy Moved: That the Annual Plan include a section regarding WBHS involvement with the CoL D. Robertson / B. Smith carried 10 in favour / 0 against</li> </li></ul>

	<ul style="list-style-type: none"> <li>• <b>Branding</b> Two draft templates for standardised school branding was tabled by Karen. Karen spoke to this, explaining the need to standardise the anchor design, colours, fonts etc. Karen spoke to the suggestion of changing the anchor design. The Trustees were in agreement with defining the branding for the school and that the stakeholders must be consulted before a decision is made. Ben suggested a sub-committee be formed to implement stakeholder consultation.</li> </ul> <p>Moved: That the Board of Trustees form a sub-committee to initiate the process of rebranding the school logo B. Smith / T. Robinson                      carried                      10 in favour / 0 Against</p> <p>The sub-committee for branding:</p> <ul style="list-style-type: none"> <li>- Karen Gilbert-Smith</li> <li>- Ben Smith</li> <li>- Simone Varney</li> <li>- Tim Robinson</li> </ul> <ul style="list-style-type: none"> <li>• <b>2018 Student Numbers</b> As student numbers have increased from the MOE provisional there will be an increase in both financial funding and staffing. This will be set after the 1<sup>st</sup> March roll return.</li> </ul>
7.2	<p><b><u>Regular Review:</u></b> None</p>
7.3	<p><b><u>Emergent Review</u></b> None</p>
7.4	<p><b><u>Health &amp; Safety Report</u></b> None</p>
7.5	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• School Uniform</li> </ul> <p>Moved: That the School Uniform Policy be approved</p>
7.6	<p><b><u>EOTC Trips</u></b></p> <p>Moved: That the following EOTC trips be approved</p> <ul style="list-style-type: none"> <li>• Rowing, Lake Karapiro Regatta, 1<sup>st</sup> – 4<sup>th</sup> March 2018</li> <li>• Cricket, Nthn Districts Tournament Hamilton, 18<sup>th</sup> – 22<sup>nd</sup> March 2018</li> <li>• Senior Volleyball Nth Island Senior Champs Palmerston North, 18<sup>th</sup> – 22<sup>nd</sup> March 2018</li> <li>• Y13 OED Outdoor First Aid Certificate, Puketotara Road, 21<sup>st</sup> – 23<sup>rd</sup> March 2018</li> </ul> <p>K. Gilbert-Smith / T. Robinson                      carried                      10 in favour / 0 Against</p>

<b>7.7</b>	<p><b><u>Funding Applications:</u></b> Moved: That the following funding Applications to the Oxford Trust be approved</p> <ul style="list-style-type: none"><li>• 3,300 Hockey Uniforms</li><li>• 2,200 Table Tennis</li><li>• 2,200 Maori Tertiary Trip</li><li>• 1,000 Volleyball Shirts</li><li>• \$3,252 Hockey Nationals</li></ul> <p>V. Hill / J. Hewitt      carried      10 in favour / 0 against</p>
<b>8</b>	<p><b><u>Financial</u></b></p> <ul style="list-style-type: none"><li>• Greg Atkins gave a verbal report on the draft Annual Accounts for 2017. The key point being that the YTD net profit is looking to be around \$205,000 whereby we budgeted to break even. Whilst this is a good outcome for the year we must be mindful that 2016 was not financially a good year and that this year is also budgeted to only break even. Jan raised the point that we also must consider with the rebuild we may need to retain reserves for any shortfalls in furniture and equipment. Discussion was held around spending some of the profit on different initiatives in 2018. Virginia suggested putting a sum aside to enable staff to visit other schools to see first-hand the new concepts in school rebuilds.</li></ul> <p>Moved: That \$30,000 be put aside for staff PD during the school rebuild T. Robertson / B. Smith      carried      8 in favour / 1 against / 1 abstained</p>
<b>9</b>	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"><li>• Review Committee The draft Review Schedule Plan was tabled. Questions were raised in regards to the plan and it was decided this should be updated and submitted to the March meeting.</li><li>• Email from Philip Bradley – re NZSTA Study Award It was agreed that that Karen should respond to the email personally</li></ul>
<b>10</b>	<p><b><u>Matters for the next meeting</u></b> None</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.”  
G. Atkins / D. Robertson    Carried

### Meeting Review

<b>In Favour</b>	<b>Could do better</b>
Attendance of Louise at the meeting and her input	Off Track at times
Congratulations to the new Chair	Time keeping required on discussions
Thank you to Tim for his years as Chair	More than one person speaking at a time
Good open discussion	Clarity of reporting
Worked well together	Allow a person to finish speaking before starting to speak yourself
Louise – thank you for your invitation and welcome	

**Meeting Closed: 9.30pm**  
**Next Meeting: 27<sup>th</sup> March 2018, 5.30pm**

### Action List

Karen	<ul style="list-style-type: none"><li>• Submit a Creative Commons Policy and Intellectual Property Policy to the BoT</li><li>• Terms of Reference for BOT Committees</li><li>• Arrange HoF presentations for 13 March</li><li>• Add engagement with CoL to Annual Plan</li><li>• Reply to email from Philip Bradley</li></ul>
Jan	<ul style="list-style-type: none"><li>• Arrange morning tea for staff (6<sup>th</sup> March)</li></ul>
Sally	<ul style="list-style-type: none"><li>• Update and represent Review Schedule Plan</li></ul>