

WHANGAREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

**Meeting to be held in the Board Room
Tuesday 27th March 2018**

MINUTES

PRESENT: G. Atkins, K. Gilbert-Smith, B. Smith, S. Varney, V. Hill, L. Kuraia, A. George, T. Robinson, D. Robertson, S. McGunnigle-Trail (arrived 6:10pm)

IN ATTENDANCE: Y. Nees – Secretary

APOLOGIES: J. Hewitt

<u>General Meeting</u>	
1	<p><u>Register of Interests</u> Additions:</p> <ul style="list-style-type: none"> • Karen – M. Gilbert-Smith , Health Contractor to School • Don – Education & Employment, The Salvation Army
2	<p><u>Confirmation of Minutes</u> Moved: That the minutes of 27th February 2018 be approved G. Atkins / V. Hill carried 9 in favour / 0 against</p>
3	<p><u>Matters Arising from Minutes of Last Meeting</u> Action List - 27th February 2018</p> <ul style="list-style-type: none"> • Intellectual Property Policy (c/fwd to May meeting) • Committee Terms of Reference were emailed to the Trustees. They are also available in the individual Trustee folders • HoF presentations to the BoT were held on the 13th March 2018 • “Engagement with CoL” to be added to the Annual Plan (c/fwd May) • Philip Bradley’s email was replied to • Trustees provided and attended staff morning tea on the 6th March 2018 • Review Schedule included in the board papers
4	<p><u>Correspondence</u> None</p>
5	<p><u>Chair’s Report</u> The Chair’s report was emailed just prior to the meeting so Greg read his report to the Trustees. Moved: That the Board of Trustee Chair’s report be accepted D. Robertson / V. Hill carried 10 in favour / 0 against</p>
6	<p><u>BOT Strategic</u> Review of BOT Committees and Members <u>Review Committee</u> Jan Hewitt and Don Robertson Moved: A. George / G. Atkins carried 10 in favour / 0 against</p>

	<p><u>Discipline Committee</u> Jan Hewitt as Chair of the Committee All Trustees are members Moved: T. Robinson / G. Atkins carried 10 in favour / 0 against</p> <p><u>Finance Committee</u> Greg Atkins, Ben Smith, Simone Varney Meetings held 5pm Monday (week before board meeting) Moved: B. Smith / G. Atkins carried 10 in favour / 0 against</p> <p><u>Principal's Appraisal Committee</u> Discussion was held around the purpose of this sub committee Moved: To disband this sub committee T. Robinson / G. Atkins carried 10 in favour / 0 against</p> <p><u>Property Committee</u> Greg Atkins, Sally McGunnigle-Trail, Don Robertson Moved: D. Robertson / G. Atkins carried 10 in favour / 0 against</p> <p>It was noted that this committee did not have Terms of Reference Moved: That Don Robertson write terms of reference for the property committee and table at the May BoT meeting S. Varney / G. Atkins carried 10 in favour / 0 against</p> <p>It was suggested that there be 2 Property Committees. One for the restructure of the school and one for the 5YA day to day maintenance. It was agreed that at this stage there was only need for the one committee as the meetings with the MOE covered both. Karen asked that those elected to the property committee ensure they read all the documentation before attending the meetings and that there is consistency with the attendees.</p> <p>Annual Plan Review Schedule 2018: Moved: That the Annual Plan Review Schedule be added to each meeting agenda B. Smith / G. Atkins carried 10 in favour / 0 against</p>
<p>7</p> <p>7.1</p>	<p><u>Management Reports</u></p> <p><u>Strategic Review</u></p> <ul style="list-style-type: none"> • Property Update Karen spoke to this – in particular the areas of the school that are high need but will not meet the MOE sq meter calculations (eg. A hall to seat the entire school). Major fundraising would be required for the school to be able to fund these areas. The estimated funding would be in the region of 15 – 20 million dollars. There was discussion around the possibility of contracting a professional fundraising organisation. It was agreed that this needs to be an ongoing agenda idea to review this. <p>Moved: That Karen approach Northland Foundation for further information regarding fundraising options. L. Kuraia / G. Atkins carried 10 in favour / 0 against</p>

7.2	<ul style="list-style-type: none"> Communities of Learning <p>Regular Review:</p> <ul style="list-style-type: none"> Indicators <p>Karen advised that on the 28th March 2018 the MOE will advise any additional financial funding through the operations grant and any additional staffing derived from the March roll return</p> <p>Ben acknowledge the staff for the positive outcome of low number stand-downs and the time and effort they are investing to achieve this.</p>
7.3	<p>Emergent Review</p> <p>None</p>
7.4	<p>Health & Safety Report</p> <p>Taken as read</p> <p>Karen advised that Thursday 29th March is a Teacher Only day and has been set aside as a staff wellbeing day.</p>
7.5	<p>Policies</p> <ul style="list-style-type: none"> Health & Safety <p>Moved: That the Health & Safety Policy be approved</p> <p>B. Smith / G. Atkins carried 10 in favour / 0 against</p>
7.6	<p>EOTC Trips (full details available in the dropbox)</p> <p>Moved that the following EOTC trips be approved:</p> <ul style="list-style-type: none"> Adventure Racing NZSS Champs Hastings, 13 – 15 April 2018 Adventure Racing Senior Training at Tongariro, 25 – 28 April 2018 Hillary Challenge Training at Tongariro, 25 – 28 April 2018 Hillary Challenge Finals at Tongariro, 6 – 12 May 2018 Gateway Project Possum at Omana, 16 – 17 May 2018 Y10 Maori Tertiary Trip (Auckland), 17 – 18 May 2018 Y12 PIN, Mystery Creek Field Days, 14 – 15 June 2018 <p>K. Gilbert-Smith / T. Robinson carried 10 in favour / 0 against</p>
7.7	<p>Funding Applications:</p> <p>Moved that the following funding applications to the Oxford Sports Trust be approved:</p> <ul style="list-style-type: none"> \$1,500 OED Bouldering Mats \$ 500 OED Carabineers \$ 700 OED Kayak Paddles \$ 750 Basketball Rings <p>K. Gilbert-Smith / V. Hill carried 10 in favour / 0 against</p>

8	<p><u>Financial and Property Committee</u></p> <ul style="list-style-type: none"> • Balance Sheet as at 28 February 2018 • Profit & Loss as at 28 February 2018 <p>Greg spoke to the finances, noting the following points. Profit and Loss:</p> <ul style="list-style-type: none"> • We are starting the year financially ahead of budget, although there are timing issues with some expenditure <p>Balance Sheet:</p> <ul style="list-style-type: none"> • Accounts Receivable is inflated this year against the same time last year due to MOE Property Project Funding still to be received • The working capital is looking more positive compared with the same time last year
9	<p><u>General Business</u></p> <ul style="list-style-type: none"> • Jane Walter, Manager XV Rugby arrived at the meeting wishing to address the Board After discussion the Trustees agreed to allow her 5 minutes speaking time but would not be entering into discussion with her. The Trustees would discuss the matters she wished to table in-committee at the end of their meeting. Jane wished to petition the Trustees to allow the XV Rugby boys to be allowed to play one of the North Harbour inter-school games within school hours (at home game) • Karen advised that the School finance department had been the target of an email scam trying to get payment of \$31k transferred overseas. Through internal checks and processes this was picked up and not processed. The police were advised. • The school may look at potentially using containers around the school for storage purposes. • Karen referred to the \$30k the Board had set aside in the February meeting for staff to visit other schools (rebuild). She advised that \$10k would be sufficient for this and suggested the other \$20k be used for increasing the Professional Development budget and putting some towards employing the current GP to the school for more indepth health assessment – to be proactive rather than reactive. Moved: That the Professional Development Budget be increased by \$10,000 and that \$10,000 be used for employing the current school GP for Health Assessments G. Atkins / L. Kuria carried 10 in favour / 0 against
10	<p><u>Matters for the next meeting</u></p> <ul style="list-style-type: none"> • No April Board of Trustees Meeting

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

Went Well	Could do better
A lot of paperwork this mtg – all read beforehand	Too much interjection – lack of formality
Thank You to Ben for time-keeping (Karen needed to get to Auckland)	Speak one at a time. Hard to follow with numerous people speaking at once
Thanks to Karen for her operational management skills	Manage ourselves better in regards to timekeeping
Thanks to Don for his positive comments re Simone chairing the discipline mtg	
Achieved a lot this meeting	
Gelling as a team – working well – achieving a lot	
All seem to be of one mind	
Becoming more strategic in our approach	
Did not feel the interjection was a concern – makes for a good meeting	
Everyone felt as though they had been heard	

Meeting Closed: 8:15pm
Next Meeting: 22nd May 2018 5.30pm

Action List

Karen	<ul style="list-style-type: none"> • Intellectual Property Policy • Add “Engagement with CoL” to annual plan
Don	<ul style="list-style-type: none"> • Terms of Reference for Property Committee
Louise	<ul style="list-style-type: none"> • Follow up H&S policy with regard to vaping
Secretary	<ul style="list-style-type: none"> • New Agenda Item: Review Schedule • New Agenda Item: Fundraising – Property Rebuild • Check Delegations Policy against Terms of Reference • Email Delegations Policy to Trustees