

WHANGAREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

**Meeting held in the Board Room
5:45pm on Tuesday 25th September 2018**

MINUTES

PRESENT: G. Atkins, D. Robertson, K. Gilbert-Smith, T. Robinson, V. Hill, S. Varney, J. Hewitt, L. Kuraia, S. McGunnigle-Trail, B. Smith (arrived 6:20pm)

IN ATTENDANCE: F. Symonds (Elected Student Trustee – starting October 2018)
Y. Nees (Secretary)

APOLOGIES: A. George

<u>General Meeting</u>	
1	<p><u>Register of Interests</u></p> <ul style="list-style-type: none">• J. Hewett – remove from Chamber of Commerce <p><u>Annual Plan Review Schedule 2018</u></p> <ul style="list-style-type: none">• Review Committee meeting set for Tuesday 9th October 2018.
2	<p><u>Confirmation of Minutes</u></p> <ul style="list-style-type: none">• 26th June 2018 Moved: That the minutes of 26th June 2018 be approved G. Atkins / S. Varney carried 9 in favour / 0 against • 28th August 2018 Moved (via email): That the minutes of 28th August 2018 be approved D. Robertson / T. Robinson carried 11 in favour / 0 against
3	<p><u>Matters Arising from Minutes of Last Meeting</u></p> <p>Action List - 26th June 2018 meeting</p> <ul style="list-style-type: none">• Response sent to Manaia Health PHO• Sale, Supply and Consumption of Alcohol Policy submitted to August BoT meeting• Trade mark Protection and Enforcement Policy submitted to August BoT meeting• Karen recorded (online) the issues with litter at the seat on the cycle track. She was immediately contacted by the Council who will investigate.• A thank you letter was sent to JT Thomas for his role as AP during Terms 1 & 2• Jan advised that the meeting plan has not been changed since the beginning of this year.• Trustees were emailed a spreadsheet for their hours• Leavers data was added to the indicators in the August meeting and will be now a permanent part of the indicators.

	<p>Action List – 28th August 2018 meeting</p> <ul style="list-style-type: none"> • Karen gave feedback to Mike in regards to his excellent report around Student Engagement. • The 3-way conferencing data for 2018 has been added to the indicators • The requested changes have been made to the Child Abuse and Neglect Policy • Greg has initiated contact with facilitators in regards to the Strategic Plan meeting. Due to the commercially sensitive nature of this, discussion has been moved to the in-committee part of the meeting.
4	<p><u>Correspondence</u> Inwards: None Outwards: None</p>
5	<p><u>Chair’s Report</u> Refer to In-Committee Minutes</p>
6	<p><u>Management Reports</u></p>
6.1	<p><u>Strategic Review</u></p> <ul style="list-style-type: none"> • Education Act Changes
6.2	<p><u>Regular Review:</u></p> <ul style="list-style-type: none"> • Audit Process 4 – Employee Relations It was agreed that the review committee should be completing the Audit questionnaires. It was decided that these should be done in the first review meeting of the year. The Audit Process 4 questionnaire will be completed in the October review meeting. • Link Property to Curriculum Review Karen gave a verbal update on the discussions being held within curriculum departments and curriculum hui’s in regards to changes in learning spaces with the new build and how this will require changes in teaching styles. • Responsive Curriculum, Effective Teaching & Opportunities to Learn Taken as read • Indicators Discussion was had in regards the data gathered from student who leave during the year. It was suggested that the Trustees might like to see more data around why they left WBHS alongside where they have gone to. It was suggested that this could possibly be achieved through a student survey. It was agreed that the current leavers form be changed to include this question. The new form will be put into effect from 2019. • Stand Downs Taken as read • Suspensions Taken as read

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><u>Emergent Review</u></p> <ul style="list-style-type: none"> • Vocational Pathways Karen spoke to this report and advised that this is not used for subject selection by the school. • Progress of Internal Credits 2018 The question was raised as to why 2018 data was not included for Y12 and Y13. This could be a typing error in the headings, Karen will check. <p><u>Health & Safety Report</u> Taken as read</p> <p><u>Policies</u> No policies to be reviewed this month</p> <p><u>EOTC Trips</u> Approval in Principle</p> <ul style="list-style-type: none"> • Languages & History trip to Japan Moved: That the Board of Trustees give approval for the Languages & History trip to Japan in 2019. The complete EOTC forms are to be submitted to the Board of Trustees prior to the trip next year. T. Robinson / V. Hill carried 10 in favour / 0 against <p><u>Funding Applications:</u> Moved: That the Trustees approve application to Pelorus for the following resource expenses.</p> <ul style="list-style-type: none"> • OED Bikestands \$13,043 • OED Highjump Mats \$6,740 <p>G. Atkins / J. Hewitt carried 10 in favour / 0 against</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"> • Get2Go – Accommodation for Hillary Outdoors \$4,783 • OED Harnesses \$1,240 • OED Helmets \$999 • OED Headlights \$850 <p>G. Atkins / J. Hewitt carried 10 in favour / 0 against</p>
<p>7</p>	<p><u>Financial and Property Committee</u></p> <ul style="list-style-type: none"> • Finance Minutes <ul style="list-style-type: none"> - 20th August 2018 - 17th September 2018 • Profit & Loss as at 31st August 2018 • Balance Sheet as at 31st August 2018 <p>Discussion was held around the debtors and an outstanding account. The remainder of the Finance Minutes and Financial Reports were taken as read.</p>

	<p>Recommendations from the Finance Committee</p> <ul style="list-style-type: none"> • Van Repair Quotes: Discussion was held around the condition of the vans and that they are a visual advertisement for the school and as such should be kept in good condition. Moved: That approval be given to repair the vans and that the quotes provided be accepted. G. Atkins / B. Smith carried 10 in favour / 0 against • Cleaning Contract: Moved: That the current Cleaning Contract be renewed on a yearly basis from 2019 until the completion of the school rebuild. D. Robertson / S. Varney carried 9 in favour / 1 against • Audit Appointment for 2018 to 2020 Greg will follow up with the Auditors in regards to the following wording in the audit proposal: <p style="margin-left: 40px;">There aren't any material new or one-off (or ceased) activities being undertaken by the school in one or more years of the 2018-2020 contract period, e.g. major capital works planned</p> <p>Moved: That the firm of UHY Haines Norton Chartered Accountants be appointed as the school auditors for the 2018 – 2020 financial years. D. Robertson / G. Atkins carried 10 in favour / 0 against</p>
8	<p><u>General Business</u></p> <ul style="list-style-type: none"> • Resolutions & Votes via email • Funding requests and submissions Moved: That the Trustees give approval for resolutions to be conducted via email should the outcome of the resolution be required prior to the next Board of Trustees Meeting. T. Robinson / L. Kuraia carried 10 in favour / 0 against • Trustee PD Register It was agreed to use the LMS system to record Trustee PD It was also agreed that Trustees attending PD should give a written report to the following Board of Trustees meeting. Those Trustees attending the NZSTA Conference in Rotorua will provide a short report to the Board Chair for inclusion in the October papers. (Reports to the Chair no later than 17th October 2018)
9	<p><u>Matters for the next meeting</u></p> <ul style="list-style-type: none"> • Trustee Conference Reports

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 / V. Hill Carried

Out of Committee

Moved: That the public be allowed to return to the meeting and the exclusion be lifted
G. Atkins / S. McGunnigle-Trail Carried

Meeting Closed: 8.05pm

Next Meeting: 30th October 2018

Action List:

Karen	<ul style="list-style-type: none">• Add “why” to leavers form• Check why 2018 data missing from internal credits Y12, Y13• Advise Keith to go ahead with van repairs
Greg	<ul style="list-style-type: none">• Liaise with Auditors re School rebuild
All Trustees who attended NZSTA Conf.	<ul style="list-style-type: none">• Report to Greg by 17th October 2018

***Moved (via email): That the minutes of 25th September 2018 be approved
G. Atkins / K. Gilbert-Smith carried 8 in favour / 0 against***

***Email Received From: G. Atkins, D. Robertson, K. Gilbert-Smith, V. Hill,
T. Robinson, S. Varney, L. Kuraia, J. Hewitt***