

WHANGAREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

**Meeting held in the Board Room
5:45pm on Tuesday 30th October 2018**

MINUTES

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

IN ATTENDANCE: Y. Nees (Secretary)

APOLOGIES: L. Kuraia

<u>General Meeting</u>	
1	<u>Register of Interests</u> Additions to be added from Simone, Flynn and Ben <u>Annual Plan Review Schedule 2018</u> None
2	<u>Confirmation of Minutes</u> <ul style="list-style-type: none">• 25th September 2018 Moved (via email): That the minutes of 25 th September 2018 be approved G. Atkins / K. Gilbert-Smith carried 8 in Favour / 0 against Emails Received From: G. Atkins, K. Gilbert-Smith, D. Robertson, V. Hill, T. Robinson, S. Varney, L. Kuraia, J. Hewitt
3	<u>Matters Arising from Minutes of Last Meeting</u> <ul style="list-style-type: none">• A column for "why" will be added to the leavers form from 2019• Karen emailed the Trustees, prior to the meeting, regarding the missing data from the 2018 internal credits• Greg contacted the new auditors in regards to ensuring they were aware of the school rebuild
4	<u>Correspondence</u> None
5	<u>Chair's Report</u> Emailed to Trustees prior to the meeting Taken as read Moved: That the Chairman's report be accepted G. Atkins / T. Robinson carried 10 in favour / 0 against

6	<p><u>Management Reports</u></p>
6.1	<p><u>Strategic Review</u></p> <ul style="list-style-type: none"> • Karen gave an overview of the CoL and the current status. The Lead Principal has resigned and at this stage there are no other nominations from other Principals. This position will now be opened up to the 2nd tier – DP’s / AP’s
6.2	<p><u>Regular Review:</u></p> <ul style="list-style-type: none"> • Student Mentoring Karen spoke to the report submitted by Mike Elliot (A/P) • Indicators & Stand Downs Taken as read
6.3	<p><u>Emergent Review</u> - Taken as read</p> <ul style="list-style-type: none"> • Community Partnerships • Carruth House Self Audit
6.4	<p><u>Health & Safety Report</u></p> <ul style="list-style-type: none"> • Discussion was held around the lack of heating in the Caretaker’s house. The MOE have advised that they will provide insulation for the entire house but will only provide heating in the lounge. The Trustees decided to review the situation again once this has been done and the benefits known. • Karen updated the Trustees in regards to the water leaks in the upstairs administration building – work done and work yet to be done
6.5	<p><u>Policies</u> None</p>
6.6	<p><u>EOTC Trips</u></p> <p>Moved: That the following EOTC trips be approved</p> <ul style="list-style-type: none"> • International Students: Cape Reinga Trip 22nd November – 23rd November 2018 • Junior Volleyball Nationals: North Island Champs, Auckland 26th November – 30th November 2018 • Cricket Y9/10 Team: 4 Schools Tournament, Auckland 27th November – 29th November 2018 <p>T. Robinson / D. Robertson carried 10 in favour / 0 against</p> <p>Two additional EOTC trip applications were tabled at the meeting.</p> <p>Moved: That the following EOTC trips be approved</p> <ul style="list-style-type: none"> • Rugby 7’s: National Tournament, Auckland 30th November – 2nd December 2018 • Track & Field Athletics: NZSS Tournament, Dunedin 30th November – 2nd December 2018 <p>T. Robinson / D. Robertson carried 10 in favour / 0 against</p>

<p>6.7</p>	<p><u>Funding Applications:</u> Moved: That the Trustees approve the following sponsorship applications to be submitted to Pelorus Trust</p> <ul style="list-style-type: none"> • Y12 Geography Tongariro Trip \$4,043.48 • Social Studies Waitangi Trip \$2,191.30 • Library Shelving \$2,705.95 • Basketball Balls \$1,760 <p>G. Atkins / T. Robinson carried 10 in favour / 0 against</p> <p>Moved: That the Trustees approve the following sponsorship applications to be submitted to Oxford Sports Trust</p> <ul style="list-style-type: none"> • Basketball Balls \$1,760 <p>G. Atkins / T. Robinson carried 10 in favour / 0 against</p>
<p>7</p>	<p><u>Financial Committee</u> Finance Minutes 23rd October 2018</p> <p>Moved: That the Depreciation Rates remain unchanged from the 2018 financial year and be approved for the 2019 financial year</p> <p>G. Atkins / V. Hill carried 10 in favour / 0 against</p> <p>A recommendation was forwarded to the Trustees from the finance committee that approval be given for the Principal to attend the 2019 International Boys School Conference in Montreal. Karen has withdrawn the request due to conflict with another event. Due to the positive feedback from JT Thomas, who attended the conference this year, it was agreed that Karen should offer the opportunity of attending the 2019 conference to one of the other Senior Leadership Team.</p> <ul style="list-style-type: none"> • Profit & Loss as at 30th September 2018 • Balance Sheet as at 30th September 2018 <p>Moved: That the Profit / Loss Report and the Balance Sheet for 30th September 2018 be accepted.</p> <p>G. Atkins / V. Hill carried 10 in favour / 0 against</p> <p>An updated quote for van repairs was tabled.</p> <p>Moved: That the quote for \$12,000 be accepted for repairs to both Van 1 and Van 2.</p> <p>D. Robertson / G. Atkins carried 10 in favour / 0 against</p>
<p>8</p>	<p><u>General Business</u></p> <ul style="list-style-type: none"> • Strategic Planning Meeting Black Cat Consultancy has been appointed to facilitate the BoT Strategic Planning Meeting. The meeting will be held on the 10th November 2018 from 9:30am – 3:00pm The venue is to be confirmed Virginia is to offer an invitation to staff for 2 employees to be part of this planning meeting.

9	<u>Matters for the next meeting</u> None
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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

Out of Committee

Moved: That the public be allowed to return to the meeting and the exclusion be lifted
G. Atkins / V. Hill Carried

Meeting Closed: 7.10pm

Next Meeting: 27th November 2018

Action List:

Ben	<ul style="list-style-type: none"> • Email Yvonne with additions to the Interests Register
Karen	<ul style="list-style-type: none"> • Speak to SLT re IBS Conference 2019
Virginia	<ul style="list-style-type: none"> • Invite staff (2) to attend Strategic Planning Day
Greg	<ul style="list-style-type: none"> • Advise venue for Strategic Planning Day

Confirmation of October Minutes:

Moved: (via email) That the minutes of 30th October 2018 be approved
G. Atkins / T. Robinson carried 10 in favour / 0 against / 1 abstained