

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

**Meeting held in the Board Room  
5.45pm on Tuesday 26 February 2019**

**MINUTES**

**PRESENT:** D. Robertson, G. Atkins, K. Gilbert-Smith, T. Robinson, F. Symonds, B. Smith, J. Hewitt,  
S. Huurnink  
Sonny Sun (Contract Manager to the Ministry)

**IN ATTENDANCE:** F. Semenoff (Stand in Secretary)

**APOLOGIES:** Y.Nees

| <u>General Meeting</u> |  |         |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |
|------------------------|--|---------|-----------------------------------|---------|--------------|-----------------------------------|---------|----------|-----------------------------------|--|-----------------|-----|--|--------|--|---------|
| <b>1.a</b>             | <p><b><u>Election of Board Chair:</u></b><br/>The Secretary welcomed members to the BoT Meeting and then called for nominations for the position of Board Chairperson<br/>G. Atkins nominated D. Robertson. Seconded B. Smith<br/>No other nominations were received, so it was then declared that D. Robertson be elected as the BoT Chairperson.</p>   |         |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |
| <b>1.b</b>             | <p><b><u>Election of Board Deputy Chair</u></b><br/>Nominations for the Deputy Chair were then called for – K. Gilbert-Smith nominated G. Atkins. Seconded Tim Robinson.<br/>No other nominations were received, so it was then declared that G. Atkins be elected as the BoT Deputy Chairperson.</p>  |         |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |
| <b>1.2</b>             | <p><b><u>Review of BoT Committees and Members</u></b><br/>Delegations and Committees - status quo. However need to look at it in respect to last year's resignations.</p> <p><b><u>Sub-Committees</u></b></p> <table><tbody><tr><td>Finance</td><td>Karen, Ben (Chair – <b>Greg</b>)</td><td>SMK/Jan</td></tr><tr><td>Disciplinary</td><td>All members (Chair – <b>Jan</b>)</td><td>Don/Ben</td></tr><tr><td>Property</td><td>All members (Chair – <b>Don</b>)</td><td></td></tr><tr><td>Health &amp; Safety</td><td>Ben</td><td></td></tr><tr><td>Review</td><td>Don, Tim (tbc), Karen, HUU (Chair – <b>Jan</b>)</td><td>Tim/Ben</td></tr></tbody></table> <p>New policy framework be looked at and updated. NEE to update policy framework.</p> <p>All in favour – Carried</p> <p>Sonny Sun - Contract Manager to the Ministry for the last 8 years introduced himself to the Board. His role was explained to the Committee. Feel free to contact him at any time.<br/>School Feasibility plan issued to members for discussion.</p> <p>Moved that the Feasibility study details be moved 'into committee'<br/>Moved K. Gilbert-Smith/J. Hewitt Carried 8 in favour/0 against</p> | Finance | Karen, Ben (Chair – <b>Greg</b> ) | SMK/Jan | Disciplinary | All members (Chair – <b>Jan</b> ) | Don/Ben | Property | All members (Chair – <b>Don</b> ) |  | Health & Safety | Ben |  | Review | Don, Tim (tbc), Karen, HUU (Chair – <b>Jan</b> ) | Tim/Ben |
| Finance                | Karen, Ben (Chair – <b>Greg</b> )  | SMK/Jan |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |
| Disciplinary           | All members (Chair – <b>Jan</b> )  | Don/Ben |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |
| Property               | All members (Chair – <b>Don</b> )  |         |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |
| Health & Safety        | Ben  |         |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |
| Review                 | Don, Tim (tbc), Karen, HUU (Chair – <b>Jan</b> )   | Tim/Ben |                                   |         |              |                                   |         |          |                                   |  |                 |     |  |        |  |         |



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|-----|--|
| 7.1 | <p><b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• Charter to MoE</li> </ul> <p>Annual plan will now need to be incorporated into Board plan.<br/>Strategic plan – working document.<br/>Tim on behalf of the Board conveyed their appreciation on the work done by Karen.<br/>Strategic Plan access was given to staff in week 1, term 1</p> <p>Moved: That the Strategic Plan be adopted.<br/>T. Robinson/G. Atkins                      Carried                      8 in favour/0 against</p> <ul style="list-style-type: none"> <li>• AoV Review</li> </ul> <p>A very cursory outline was submitted to the Ministry of Education.</p> <ul style="list-style-type: none"> <li>• Student Learning</li> </ul> <p>Lanyard purpose - Yr 9 identity and connection to Whanau Group, bring school values to the front.</p>   |
| 7.2 | <p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• Literacy and Numeracy</li> </ul> <p>Very happy with Y11, stoked with Y12 especially ENAC L2 passed and apprenticeships – An acknowledgement to HAY. Y13 results disappointing - awaiting final results for final outcome of this.<br/>Ben - That the support of teachers be acknowledged.<br/>Karen made the suggestion that the Board put on and attend a morning tea shout.</p> <p>A lot of families happy with the system. Senior boys gaining a sense of community.<br/>Ben (as a parent) would like to acknowledge the teachers support of the senior students and the roles that the boys have taken on.</p> <ul style="list-style-type: none"> <li>• Performance Agreement approved (see policies, section 7.4)</li> <li>• Student Leadership</li> </ul> <p>Taken as read.</p> <p>Moved: That thanks be conveyed to Mike for his report which is always a good read and well informed.<br/>B. Smith/ D. Robertson                      carried                      8 in favour/0 against</p> |
| 7.3 | <p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <p>Taken as read</p>  |
| 7.4 | <p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• Performance Management of Principal – peer review for 2019.</li> <li>• Finance x5</li> <li>• Gifts &amp; Entertainment</li> <li>• Sponsorship &amp; Charitable Donations</li> </ul> <p>Moved: That the above policies be accepted when amendments have been made.<br/>D. Robertson/S. Huurnink                      carried                      8 in favour/0 against</p>  |
| 7.5 | <p><b><u>EOTC Trips (full details available in the dropbox)</u></b></p>  |

|                           |  |               |                  |                           |               |                      |  |                        |                         |                         |  |
|---------------------------|--|---------------|------------------|---------------------------|---------------|----------------------|--|------------------------|-------------------------|-------------------------|--|
| 7.6                       | <ul style="list-style-type: none"> <li>• <b>International Students</b><br/>Cape Reinga<br/>7th March 2019 to 8th March 2019</li> <li>• <b>Cricket - 1st XI</b><br/>Rotorua<br/>24th March 2019 to 29th March 2019</li> <li>• <b>Volleyball - Senior Team Champs</b><br/>Palmerston North<br/>24th March 2019 to 30th March 2019</li> <li>• <b>Geography - Level 2</b><br/>Tongariro<br/>29th March 2019 to 1st April 2019</li> <li>• <b>Adventure Racing</b><br/>Cromwell<br/>29th March 2019 to 31st March 2019</li> </ul> <p>Moved: That the above-mentioned EOTC trips be approved.<br/>B. Smith/T. Robinson                      Carried                      8 in favour/0 against</p> <p style="text-align: center;"><i>Tabled at the meeting:</i></p> <ul style="list-style-type: none"> <li>• <b>Yr 12 OED Trip to Okaihau</b><br/>18, 19, 20, 21, 22 March – Outdoor first aid scenario</li> <li>• <b>Sailing 20/4 – 26/4/19 trip</b> - to be tabled at next month’s Board meeting.</li> </ul> <p>Moved: That the Yr 12 OED trip be approved and the sailing trip is to be considered at the March meeting.<br/>D. Robertson/G. Atkins                      Carried                      8 in favour/0 against</p> <p><b><u>Funding Applications:</u></b><br/>Moved: That the Trustees approve the following sponsorship applications be submitted to Oxford Sports Trust.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. \$5,336.88</td> <td>Library shelving</td> </tr> <tr> <td>2. \$5,550.00 (Two Frogs)</td> <td>Rugby jerseys</td> </tr> <tr> <td style="padding-left: 20px;">\$5,046.00 (Paladin)</td> <td></td> </tr> <tr> <td>3. \$5,000 (Transport)</td> <td>Y10 Maori Tertiary Trip</td> </tr> <tr> <td style="padding-left: 20px;">\$5,500 (Accommodation)</td> <td></td> </tr> </table> <p>T. Robinson/B. Smith                      Carried                      8 in favour/0 against</p> | 1. \$5,336.88 | Library shelving | 2. \$5,550.00 (Two Frogs) | Rugby jerseys | \$5,046.00 (Paladin) |  | 3. \$5,000 (Transport) | Y10 Maori Tertiary Trip | \$5,500 (Accommodation) |  |
| 1. \$5,336.88             | Library shelving   |               |                  |                           |               |                      |  |                        |                         |                         |  |
| 2. \$5,550.00 (Two Frogs) | Rugby jerseys  |               |                  |                           |               |                      |  |                        |                         |                         |  |
| \$5,046.00 (Paladin)      |  |               |                  |                           |               |                      |  |                        |                         |                         |  |
| 3. \$5,000 (Transport)    | Y10 Maori Tertiary Trip  |               |                  |                           |               |                      |  |                        |                         |                         |  |
| \$5,500 (Accommodation)   |  |               |                  |                           |               |                      |  |                        |                         |                         |  |
| 8                         | <p><b><u>Financial and Property Committee</u></b><br/>Last set of accounts that will be submitted to the auditors. New Auditors in the school this year and will be here on Friday 1.3.19. NEE has it under control, good back up system.<br/>G. Atkins/J. Hewitt                      Carried                      8 in favour/0 against</p>  |               |                  |                           |               |                      |  |                        |                         |                         |  |
| 9                         | <p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• Community of Learning   Kahui Ako (Group 2)<br/>Achievement Challenges 2019 - 2021</li> </ul> <p>Confirmation of the achievement challenges that have been approved for our Kahui Ako.</p>  |               |                  |                           |               |                      |  |                        |                         |                         |  |
| 10                        | <p><b><u>Matters for the next meeting</u></b><br/>None</p>   |               |                  |                           |               |                      |  |                        |                         |                         |  |



Don Robertson – Chair