

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

**Meeting held in the Board Room  
Tuesday 25th June 2019**

**MINUTES**

**PRESENT:** D. Robertson, K. Gilbert-Smith, S. Huurnink, A. Hemara, A. Carvell, D. Slatter

**IN ATTENDANCE:** S. Sun – MoE Project Delivery Manager (left meeting at 6.40pm)  
Y. Nees (Secretary)

**APOLOGIES:** F. Symonds, G. Atkins

General Meeting

**Election of Officers**

**Board Chair**

Nomination received for Don Robertson

Moved: That Don Robertson be appointed as Board of Trustees Chairperson

K. Gilbert-Smith / D. Slatter all in favour carried

**Deputy Chair**

Nomination received for Greg Atkins

Moved: That Greg Atkins be appointed as Board of Trustees Deputy Chairman

D. Robertson / K. Gilbert-Smith all in favour carried

**Election Committee Members**

• **Finance**

Chair: Greg Atkins Other Members: Karen Gilbert-Smith, Derek Slatter

Moved - D. Robertson / K. Gilbert-Smith all in favour carried

• **Disciplinary**

Chair: Derek Slatter Other Members: All Trustees

Moved – D. Robertson / A. Carvell all in favour carried

• **Property**

Agreed that the MoE Project Delivery Manager report directly to the BoT Chair and Principal

• **Health and Safety**

Andrew Carvell

Moved – D. Robertson / D. Slatter all in favour carried

• **Review**

D. Robertson, A. Hemara, K. Gilbert-Smith

Moved – D. Robertson / D. Slatter all in favour carried

It was agreed that there may be areas of expertise still required on the Board of Trustees.

Discussion was held in this regard.

Karen advised of two possible candidates for co-option

Moved: That Richard Harrison from HarrisonStone Law Firm be co-opted onto the Board of Trustees to bring his expertise in School Law

D. Robertson / D. Slatter all in favour carried

It was agreed that all Trustees consider any other areas of potential need on the Board and suggestions of people we may consider for co-option. This will be added to the agenda for July's 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."

D. Robertson / K. Gilbert-Smith Carried

**Out of Committee**

Moved: That the public be allowed to return to the meeting and the exclusion be lifted

D. Robertson / K. Gilbert-Smith Carried

<b>1</b>	<p><b><u>Code of Behaviour</u></b> The Code of Behaviour has been given to the new Trustees for signing</p> <p><b><u>Register of Interests</u></b> New trustees to complete and return to the Secretary</p> <p><b><u>Annual Plan Review Schedule 2019</u></b> Don explained the Annual Plan to the new Trustees</p>
<b>2</b>	<p><b><u>Previous Meeting Minutes</u></b> The minutes of 28<sup>th</sup> May 2019 were circulated and approved via email</p> <p>Moved: That the minutes of 28 May 2019 be approved D. Robertson / S Huurnink 6 in favour / 2 replies not received carried</p>
<b>3</b>	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b> Action List - 28<sup>th</sup> May 2019</p> <ul style="list-style-type: none"> <li>• The BoT Secretary registered 3 Trustees for the NZSTA Conference. Any Trustees interested in attending are to notify the Secretary asap.</li> <li>• Don Robertson submitted a statement of fact to the WDC in relation to Oxford Sports Trust funding</li> </ul>
<b>4</b>	<p><b><u>Correspondence</u></b> None</p>
<b>5</b>	<p><b><u>Chair's Report</u></b> None</p>

6	<p><b><u>Management Reports</u></b></p>
6.1	<p>Karen spoke to the format of the management reports and explained the content to the new Trustees</p>
6.2	<p><b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• Goal 2: Develop a culture of belonging (turangawaewae)</li> </ul> <p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• Progress of Internal Credits – June 2019 Discussion was held in regards to the NZQA changes</li> <li>• Indicators</li> <li>• Mid Term 2 Attendance Data</li> </ul>
6.3	<p><b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>• Hostel Governance Meeting Minutes</li> </ul> <p>Don and Karen explained the operational aspects of the Hostel to the new Trustees and that the Hostel must be totally self-funding, with no money used from the MoE Operational Grant for Hostel purposes, including building maintenance and / or updating. It was noted that student numbers in the Hostel are low.</p>
6.4	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p>
6.5	<p><b><u>Policies</u></b></p> <p>Corrections to the International Students and Professional Learning and Development Policies were raise and noted by the Principal. The Principal’s PA will make the amendments.</p> <p>Moved: That the following policies are approved once the corrections to the International Students and Professional Learning and Development Policies have been made</p> <ul style="list-style-type: none"> <li>• International Students – Foreign Fee Paying</li> <li>• Union Access</li> <li>• Professional Learning and Development</li> <li>• Departing Staff</li> <li>• Equal Employment Opportunities</li> <li>• Complaints Resolution</li> <li>• Colours Award Programme</li> </ul> <p>K. Gilbert Smith / D. Slatter      all in favour      carried</p>
6.6	<p><b><u>EOTC Trips</u></b></p> <p>Moved: That the following EOTC overnight trips be approved</p> <ul style="list-style-type: none"> <li>• Squash – NZSS Sports Tournament Tauranga 1 Sept 2019 to 6 Sept 2019</li> <li>• Hockey 1<sup>st</sup> XI – Worner Shield Hamilton 17 July 2019 to 19 July 2019</li> </ul>

- Football 1<sup>st</sup> XI - Lotto Premier  
Napier  
1 Sept 2019 – 6 Sept 2019
- Football Y9/Y10 – NZSS Sports Tournament  
Tauranga  
1 Sept 2019 – 5 Sept 2019
- Hockey 2<sup>nd</sup> XI – Galletly Shield  
Oamaru  
1 Sept 2019 – 6 Sept 2019
- Football 2<sup>nd</sup> XI – NZSS Sports Tournament  
New Plymouth  
2 Sept 2019 – 6 Sept 2019
- Snowboarding Team Y9-13  
Ohakune / Mt Ruapehu  
21 Sept 2019 – 26 Sept 2019
- Golf Team – NZSS Sports Tournament  
Cromwell  
1 Sept 2019 – 6 Sept 2019

D. Robertson / A. Carvell all in favour carried

## 6.7

### **Funding Applications:**

Moved: That approval be given to apply to the Oxford Sports Trust for the following submissions

- Senior Premier Basketball Team  
Transport and Accommodation \$3,166 total
- Football 1<sup>st</sup> XI  
Accommodation Napier \$3,123.75
- Football 2<sup>nd</sup> XI  
Accommodation New Plymouth \$2,097.39
- Hockey 2<sup>nd</sup> XI  
Accommodation, Airfares, Van Hire – Oamaru \$11,841.00
- Snowboarding  
Accommodation Mt Ruapehu \$2,173.92
- Squash Team  
Accommodation and Transports, Tauranga \$1,792.18

K. Gilbert Smith / D. Slatter all in favour carried

Moved: That approval be given to apply to Pelorus Trust, Grassroots Trust and Lion Foundation for the following submissions

- OED  
Slacklines \$973.78
- OED  
Surfboards \$6,509.00
- Music Department  
Piano \$8,694.78  
Drum Kit \$7,099.52
- New Turf Equipment \$15,000 approx

K. Gilbert-Smith / D. Slatter all in favour carried

<b>7</b>	<p><b><u>Financial and Property Committee</u></b></p> <ul style="list-style-type: none"> <li>• Finance Minutes</li> </ul> <p>Recommendations from the Finance Committee Minutes</p> <p>Moved: The Trustees accept the proposed Government legislation in regards to a Parent Donation Subsidy D. Robertson / D. Slatter      all in favour      carried</p> <p>Moved: The Trustees approved signing over the balance of the 5YA to the Project Delivery Manager for use in the school rebuild D. Robertson / D. Slatter      all in favour      carried</p> <p>Moved: That the WBHS Property Manager be responsible for the tennis court lighting project D. Robertson / D. Slatter      all in favour      carried</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss as at 31 May 2019</li> <li>• Balance Sheet as at 31 May 2019</li> </ul>
<b>8</b>	<p><b><u>General Business</u></b></p> <p>None</p>
<b>9</b>	<p><b><u>Matters for the next meeting</u></b></p> <ul style="list-style-type: none"> <li>• Co-option of Trustees</li> </ul>

**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.”  
D. Robertson / K. Gilbert-Smith      Carried

**Out of Committee**

Moved: That the public be allowed to return to the meeting and the exclusion be lifted  
D. Robertson / S. Huurnink      Carried

**Meeting Closed 8:20pm**

**Next Meeting: 23 July 2019**



**Don Robertson  
Chairman**

Moved (via email): That the minutes of 25 June 2019 be approved  
D. Robertson / K. Gilbert-Smith  
6 in favour / 2 reply emails not received