

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

**Meeting held in the Board Room  
Tuesday 26<sup>th</sup> November 2019**

**MINUTES**

**PRESENT:** D. Robertson, K. Gilbert-Smith, G. Atkins, B. Woodgates, A. Carvell, A. Hemara, R. Harrison, S. Huurnink, D. Slatter

**IN ATTENDANCE:** G. Whimp (President - Old Boys' Assn)  
J. Goodall (Communications - Old Boys' Assn)  
Y. Nees (Secretary)

**APOLOGIES:** None

General Meeting

Gary Whimp (President, OBA) and Jarrod Goodall (Communications, OBA) attended the meeting to table and speak to documentation received from members on the Old Boys' Association in regards to the school branding.

Jarrod acknowledged that this was feedback from individuals and was not necessarily the view point of the OBA Committee. As a committee they had not yet met to discuss the branding.

Karen and Don explained the process and research that had been undertaken prior to the poll being sent out to stake-holders. Karen has forwarded this information to Gary for circulation to the OBA members.

It was agreed that there were varying design and colour of the "Traditional" anchor and background making it difficult to define exactly which combination was indeed the original or most traditional.

Gary summed up the discussion by ensuring the Trustees understood that the traditional anchor and chain was held very dear to a vast number of the Old Boys'.

**Ministry of Education Property Update : Presented by S. Sun (MoE Project Manager)**

**Move to 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

1	<p><b><u>Register of Interests</u></b></p> <ul style="list-style-type: none"> <li>• Don Robertson : President of Whangarei Golf Club</li> <li>• Derek Slatter : Appointed by Children’s Commission to pilot a review of school suspension.</li> <li>• Andrew Carvell: ex Waste and Drainage Manager for WDC Contract with WDC for advising on Wastewater, Stormwater and Flood management.</li> </ul> <p><b><u>Annual Plan Review Schedule 2019</u></b></p> <ul style="list-style-type: none"> <li>• The Review Committee will make a time to meet and finalise the Annual Plan Review Schedule for 2020.</li> </ul>
2	<p><b><u>Confirmation of Minutes</u></b></p> <p>Motion via email Moved that the minutes of 22<sup>nd</sup> October be approved D. Robertson / G. Atkins 5 in favour, 4 non replies carried</p> <p>Minutes signed by the Chairman</p> <p>Moved that the email motion to approve the minutes of 22<sup>nd</sup> October 2019 be ratified D. Robertson / G. Atkins all in favour carried</p>
3	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Action List from 22<sup>nd</sup> October 2019 <ul style="list-style-type: none"> <li>- Thank You letter to Lisa Ross – Don. c/fwd</li> <li>- BoT Co-option Gap Analysis template to Trustees – Don. c/fwd</li> </ul> </li> <li>• Derek tabled the “Hautu – Maori Cultural Responsiveness” documentation that is specifically for BoT training and not Management. Derek is waiting to hear back from the organisation team and advised the Trustees that this will be run in T1, T2 of 2020.</li> </ul>
4	<p><b><u>Correspondence</u></b></p> <p><u>Inwards</u></p> <ul style="list-style-type: none"> <li>• Chris Hipkins to SPANZ : re school donations scheme</li> <li>• Al Kirk : School Branding</li> <li>• David Hutley : School Branding</li> </ul> <p>Moved that the Inwards correspondence be received D. Robertson / D. Slatter all in favour carried</p>
5	<p><b><u>Chair’s Report</u></b></p> <p>No outstanding matters at this time Don attended the WBHS prizegiving which was a great event and a highlight of the year</p>
6	<p><b><u>Management Reports</u></b></p> <p><b>6.1</b></p> <p><b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• Strategic Plan 2019 - 2022</li> </ul>

6.2	<p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• Evaluation, inquiry and knowledge building for improvement and innovation Karen explained this document Discussion was held in regards to the role of the Whanau Teacher</li> <li>• Indicators</li> </ul>
6.3	<p><b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>• Y9 Induction Programme</li> <li>• Carruth Hostel Update Currently 52 boarder enrolments for 2020</li> </ul>
6.4	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <p style="text-align: center;">Moved that the Management Reports be received D. Robertson / D. Slatter all in favour carried</p>
6.5	<p><b><u>Policies</u></b></p> <p>Moved that the following policies be approved</p> <ul style="list-style-type: none"> <li>• Protected Disclosures</li> <li>• Privacy Principals</li> <li>• Performance Management of Principal</li> </ul> <p>A. Carvell / G. Atkins all in favour carried</p>
6.6	<p><b><u>EOTC Trips</u></b></p> <p>Moved that the following EOTC trips be approved</p> <ul style="list-style-type: none"> <li>• Rugby 7's NZSS Condor Comp. Auckland 30 November 2019 to 1 December 2019</li> <li>• Y9 / Y10 Electives Tongariro Crossing 5 December 2019 to 7 December 2019</li> <li>• Y9 / Y10 Cricket Team NZSS Finals Gisborne 23 February 2020 to 29 February 2020</li> </ul> <p>G. Atkins / S. Huurnink all in favour carried</p>
6.7	<p><b><u>Funding Applications:</u></b></p> <p>Moved that approval be given to apply to Oxford Sports Trust for the following:</p> <ul style="list-style-type: none"> <li>• Outdoor Education, Bushcraft Knives x30 \$900</li> <li>• Sailing Team Accom &amp; Van Hire, Ashburton \$3,060</li> <li>• 1<sup>st</sup> XI Rugby Jerseys \$6,219</li> <li>• WBHS Football, Portable Shelter \$3,500</li> <li>• Supported Learning Dept, 10x Chromebooks \$3,300</li> <li>• PE Department, 30x Chromebooks \$9,500</li> <li>• Y9/Y10 Cricket Team Accom &amp; Van Hire, Gisborne \$7,040</li> <li>• Outdoor Education , 10x pairs climbing shoes \$1,020</li> </ul> <p>K. Gilbert-Smith / B. Woodgates all in favour carried</p>

7	<p><b><u>Financial and Property Committee</u></b></p> <ul style="list-style-type: none"> <li>• Finance Minutes 18<sup>th</sup> November 2019</li> <li>• Profit &amp; Loss as at 31 October 2019</li> <li>• Balance Sheet as at 31 October 2019</li> </ul> <p>Moved that the finance reports be accepted G. Atkins / D. Robertson all in favour carried</p> <p>Discussion was held in regards to the use of chromebooks in the school. Karen advised that parents were actively asking at enrolment interviews about this, and glad that WBHS is not BYOD, operating chromebook classes or e-learning classes. Parents are extremely happy that personally owned chromebooks are optional.</p> <p>Greg advised that the draft 2020 budget is not yet available for the BoT to review or sign off. The Finance Committee will meet next week to review the budget.</p> <p>Discussion was held in regards to the overdue debtor accounts for Carruth Hostel.</p>
8	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• Branding All the stakeholders (Staff, Students, Parents, OBA) have now been contacted with a chance to vote on the contemporary or traditional design. Karen tabled the results. 54% in favour of contemporary 46% in favour of traditional</li> </ul> <p>Discussion was held in regards to the outcomes from each stakeholder group. It was acknowledged that some of the background for the rebranding was missing from communication with Old Boys. Karen has sent this information through to the OBA President and Don will email this directly to all the OBA members that have emailed the BoT with comments. The Trustees acknowledged the presentation at the start of the meeting by Gary Whimp and Jarrod Goodall and appreciated the feedback they tabled both written and verbally. The Trustees will thank all the stakeholders that participated in the poll and for taking the time to consider the options and vote.</p> <p>Richard Harrison proposed a motion to the meeting</p> <p>Moved that the Board of Trustees support the change to the Contemporary design for the school branding. R. Harrison / D. Slatter</p> <p>Further discussion was held in regards to the design and the colours presented in the contemporary design. Karen advised that the object of choosing one design and colour palette is to standardize the branding for the new build so that there is consistency throughout (on the building, sports clothing, letterhead, business cards etc.) rather than how it is at the moment with various designs and colour schemes. Andrew asked that we consider the email sent to us by the previous Headmaster, Mr Al Kirk, and his comments made. Mr Kirk's comments were reviewed and considered.</p>

	<p>The Chairman asked for a vote on the motion tabled by Richard</p> <p>Moved that the Board of Trustees support the change to the Contemporary design for the school branding. R. Harrison / D. Slatter      all in favour    carried</p> <p>As the vote was unanimous, with all Trustees present at the meeting, it was agreed to approve the Contemporary design and give permission to the Principal to move forward with this. It was asked that progress on the rebranding be reported on in the Management Reports.</p>
9	<p><b><u>Matters for the next meeting</u></b> None</p>

**Move to InCommittee:**

“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 / D. Slatter                      Carried

**MEETING CLOSED 9:05pm**

**NEXT MEETING 25<sup>th</sup> February 2020**



Don Robertson (Chair) 28 November 2019

<p>Motion via email Moved that the minutes of 26<sup>th</sup> November 2019 be approved D. Robertson / D. Slatter      all in favour      carried (6 email replies, 3 non replies)</p>
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