

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

**Meeting to be held in the Board Room  
Tuesday 22<sup>nd</sup> October 2019**

**MINUTES**

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

**IN ATTENDANCE:** S. Sun (MoE Project Delivery Manager)  
Y. Nees (Secretary)

**APOLOGIES:** R. Harrison, A. Hemara

**Ministry of Education Property Update**

**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

**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

<u>General Meeting</u>	
<b>1</b>	<b><u>Register of Interests</u></b> No additions or alterations  <b><u>Annual Plan Review Schedule 2019</u></b> No additions or alterations
<b>2</b>	<b><u>Confirmation of Minutes</u></b>  Resolution via email: Moved that the minutes of 24 <sup>th</sup> September 2019 be approved D. Robertson / A. Hemara 5 in favour (1 not received, 4 absent) carried
<b>3</b>	<b><u>Matters Arising from Minutes of Last Meeting</u></b> <ul style="list-style-type: none"><li>• School Donations – See Finance section</li></ul>

4	<p><b><u>Correspondence</u></b> None</p>
5	<p><b><u>Chair's Report</u></b> None</p>
6	<p><b><u>Management Reports</u></b></p> <p><b>6.1 <u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• School Wide Student Leadership Karen spoke to this report Discussion was held around this report in regards to how this affects / applies to all students</li> </ul> <p><b>6.2</b></p> <p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• Professional Capability and Collective Capacity Karen spoke to this report Discussion was held around the area of Teacher Appraisals and Portfolios</li> </ul> <p><b>6.3</b></p> <ul style="list-style-type: none"> <li>• Indicators <ul style="list-style-type: none"> <li>- The anticipated 2020 roll is 1257 students At this stage the retention in Y12 and Y13 is very high</li> <li>- There is a noticeable spike on the incident register during August and September. Karen advised that this is often due to winter sports.</li> <li>- Discussion was held around the change from streamed to mixed classes</li> </ul> </li> </ul> <p><b>6.4</b></p> <p><b>6.5</b></p> <p><b><u>Emergent Review</u></b> None</p> <p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <p><b>6.6 <u>Policies</u></b></p> <p><b><u>New</u></b></p> <ul style="list-style-type: none"> <li>• Dux Criteria Karen explained the rationale behind this new policy Moved that the Dux Criteria policy be approved K. Gilbert-Smith / D. Slatter all in favour carried</li> </ul> <p><b><u>Review</u></b></p> <ul style="list-style-type: none"> <li>• Animal Welfare</li> <li>• Food and Nutrition Discussion was held in regards to beverages sold throughout the school in both the canteen and the vending machines. It was agreed that the school stay with a "water only" policy and that the Canteen and vending machines can sell current stock of other drinks but must only supply water from then on.</li> </ul> <p><b>6.7</b></p> <ul style="list-style-type: none"> <li>• Sexual Harassment</li> </ul>

- Smoke Free  
A "Definition" section is to be added stating that "our definition of smoking includes vaping and use of e-cigarettes"
- Swimming Pool Operation and Use

Moved that the Animal Welfare, Food and Nutrition, Sexual Harassment, Smoke Free (with the changes above implemented) and Swimming Pool Operation and Use Policies be approved

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

### **EOTC Trips**

Moved that the following EOTC trips be approved

- Adventure Racing – Get 2 Go  
Oakura  
23 November to 24 November 2019
- Y9/10 Cricket  
WBHS v Rosmini College, Rangitoto College, Westlake Boys' High  
Auckland  
25 November to 27 November 2019
- Adventure Racing – Get 2 Go  
Great Barrier Island  
8 December to 13 December 2019
- Prefects Training Camp (tabled at the meeting)  
Tangihua Lodge, Waiotira  
21 January 2020 to 23 January 2020

K. Gilbert-Smith / G. Atkins all in favour carried

### **Funding Applications:**

#### **Lotteries Commission**

- Hall Seating
- AV Equipment

Moved that the Principal be given authorisation to apply to the Lotteries Commission for Hall Seating and AV Equipment

A. Carvell / D. Robertson all in favour carried

#### **Oxford Sports Trust**

Moved that the Executive Officer be given authorisation to apply to the Oxford Sports Trust for the following

- Otoscope \$400
- Hockey – Video & Stand \$2,500
- Hockey – Team Uniforms \$3,872
- Cricket – Coaching Fees \$1,400

	<ul style="list-style-type: none"> <li>• Sports Department – generic uniforms \$3,557.50</li> <li>• Cricket – Glackin Tournament Accommodation \$1,357</li> <li>• Rugby 7's Nationals – Accommodation \$2,000</li> <li>• Student Leadership Badges \$4,155</li> </ul> <p>D. Slatter / G. Atkins all in favour carried</p>
<p><b>7</b></p>	<p><b><u>Financial and Property Committee</u></b></p> <p>The October finance meeting had not been held prior to the Board of Trustees Agenda and papers being compiled and sent to the Trustees A verbal report will be given by Greg Atkins</p> <ul style="list-style-type: none"> <li>• Parent Contributions Discussion was held around the new MoE Initiative and how it would affect the school</li> </ul> <p>Moved that the Trustees accept the Ministry of Education School Donations Scheme D. Robertson / D. Slatter all in favour carried</p> <ul style="list-style-type: none"> <li>• Carruth Hostel P&amp;L 4 years comparison Discussion was held in regards to the course of action that might be taken to ensure the financial stability of the hostel and the refurbishment of the buildings. It was agreed that a subcommittee be selected to conduct a review</li> </ul> <p>Moved that the Trustees form a sub-committee to conduct a review of Carruth House – Financial, Property, Fundraising and Marketing D. Robertson / G. Atkins all in favour carried</p> <p>Greg Atkins was elected Chair of this Committee Andrew Carvell and Don Robertson put their names forward to be on the committee</p>
<p><b>8</b></p>	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• Don asked that any addition items of business to be added to the agenda be submitted to Don on the Friday prior to the meeting</li> <li>• Derek spoke about a possible training tool – “Hautu – Maori Cultural Responsiveness” that Trustees may find beneficial. Karen advised the new Trustees that in 2016 the school embarked on a 3 year PLD with Auckland University – Kia Eke Panaku Observation Tool. This PLD was extremely successful. A video is available for viewing on our website of an interview with Auckland Uni detailing our success. It was agreed would be beneficial training for Trustees to gain greater understanding on raising cultural awareness, however as the school is well beyond this point there would not be changes made to current school practices.</li> <li>• Moved that the Chair write a letter of thank-you to Lisa Ross for her time as Acting Assistant Principal D. Robertson / G. Atkins all in favour carried</li> </ul>

<b>9</b>	<p><b><u>Matters for the next meeting</u></b></p> <ul style="list-style-type: none"> <li>Trustees need to consider the various skill sets required for a Board of Trustees and any perceived gaps on our current BoT. Don will send out a template for Trustees to complete for the next meeting</li> </ul>
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D. Robertson / K. Gilbert-Smith                      Carried

**MEETING CLOSED : 8.40pm**

**NEXT MEETING : 26 November 2019**

Action List

Don	<ul style="list-style-type: none"> <li>Thank You letter to Lisa Ross</li> <li>BoT Co-option Gap Analysis template to Trustees</li> </ul>
All Trustees	<ul style="list-style-type: none"> <li>Complete Gap Analysis report – BoT co-option</li> </ul>



Don Robertson (Chair) 31 Oct 2019

Motion via email  
 Moved that the minutes of 22<sup>nd</sup> October 2019 be approved  
 D. Robertson / G. Atkins      all in favour      carried  
 (5 email replies, 4 non replies)