

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

**Meeting held in the Board Room  
Tuesday 22 February 2022 5:30PM**

**MINUTES**

**Present:** D. Robertson (via zoom), K. Gilbert-Smith, G. Atkins, A. Carvell, S. Huurnink, K. Hanlon, D. Slatter  
**Apologies:** A. Hemara, R. Harrison

**In Attendance:** Y. Nees (Secretary)

**MoE Project Steering Group Report**

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

**Election of Office**

Call for nominations for Chairperson  
Election of Chair  
Call for nominations for Deputy Chairperson  
Election of vice Chairperson

Moved to retain the current Presiding Member (Chairperson) Don Robertson and Deputy Presiding Member Greg Atkins due to this being a Board Election year.  
D. Robertson / S. Huurnink    all in favour    carried

Moved to retain the same BoT sub Committees with the addition of a Carruth Committee

- Disciplinary
- Finance
- Health & Safety
- Property
- Review
- Principal Appraisal
- Carruth Review Committee

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

Review of Trustees sitting on each of the committees

**Disciplinary:** All trustees eligible, with an exemption for Kyle Hanlon. Selection for each individual meeting is made according to availability of the Trustees.

**Finance:** Greg Atkins, Derek Slatter, Karen Gilbert-Smith

**Health & Safety:** Andrew Carvell, Kyle Hanlon

**Property:** All Trustees

**Principal Appraisal:** TBC

**Carruth Review:** Derek Slatter, Andrew Carvell, Karen Gilbert-Smith, Don Robertson

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| 1 | <p><b><u>Register of Interests</u></b><br/>No additions or alterations</p> <p><b><u>Annual Plan Review Schedule 2022</u></b></p>   |
| 2 | <p><b><u>Confirmation of Minutes</u></b></p> <ul style="list-style-type: none"> <li>• 23 November 2021<br/>(note: December meeting was in-committee only)</li> </ul> <p>via email<br/>Moved that the minutes of 23 November 2021 be approved<br/>D. Robertson / A. Carvell Approved (5 email responses received)</p> <p>Ratified at the meeting<br/>S. Huurnink / G. Atkins all in favour carried</p>  |
| 3 | <p><b><u>Matters Arising from Minutes of Last Meeting</u></b><br/>No matters arising</p>   |
| 4 | <p><b><u>Correspondence</u></b><br/>No correspondence</p>  |
| 5 | <p><b><u>Chair's Report</u></b><br/>No Report</p>  |
| 6 | <p><b><u>Management Reports</u></b></p> <p><b>6.1</b> <b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• Analysis of Variance Reporting<br/>Taken as read</li> </ul> <p><b>6.2</b> <b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• 2021 NCEA Results<br/>Discussion around the results, special recognition of the high improvement rate. Don with email an acknowledgement and thank you to teaching staff.</li> <li>• Health Education Consultation 2021<br/>Discussion around the results. Should we consider consultation of the students as well as the parents. What will be the follow up from the results?<br/>Stevie (as HoF) to discuss with Davina Cooper (HoD Health)</li> <li>• Indicators<br/>Current roll is 1361. Y9 numbers are as predicted however the Y11 numbers are extremely high. All further Y11 enrolments are going through Karen. Attendance is below average. COVID disruptions alone with boys staying home with minor illness when they would normally (in non COVID times) have come to school.</li> </ul> <p><b>6.3</b> <b><u>Emergent Review</u></b></p> <p><b>6.4</b> <b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <ul style="list-style-type: none"> <li>• COVID Response Report<br/>Karen spoke to the practical aspects of COVID management within the school (eg. how to determine close contacts, mask exemptions etc.)<br/>The school is currently handing out approximately 150 masks per day to students – this is financially unsustainable.<br/>Karen advised the process the school would undertake should there be too many teachers on sick leave and not enough relievers to cover.</li> </ul> |

**6.5**

**Policies**

- Moved that the Performance Management of Principal Policy be approved subject to an amendment added detailing the 3-year cycle – Board of Trustees (in non-election years), Peer and External Provider  
D. Robertson / G. Atkins all in favour carried
- Moved that the Health & Safety Policy be approved  
A. Carvell / K. Hanlon all in favour carried

It was agreed to change the wording in the policies from Chairperson to Presiding Member as the policy comes up for renewal on the regular cycle, rather than amend them all now in bulk.

**6.6**

**EOTC Trips**

Moved that the following EOTC trips be approved

Nthn Districts Junior SS Cricket Tournament  
Hamilton  
27 February to 2 March 2022

OPC  
Hillary Outdoors Education – Tongariro  
13 March to 18 March 2022

Outdoor Education Y13  
Outdoor First Aid – Okaihau  
28 March to 30 March 2022  
30 March to 1 April 2022

ANZAC Hockey Tournament  
Hamilton  
24 April to 27 April 2022

D. Robertson / D. Slatter all in favour carried

Tabled at the meeting:

Moved that the following EOTC trip be approved

Sailing Nationals  
Algies Bay  
24 April to 29 April 2022

D. Robertson / D. Slatter all in favour carried

**6.7**

**Funding Applications:**

Moved that approval be given for submissions to Oxford Sports Trust for

- \$9,002.00 – Chromebook Trolleys x7
- \$4,480.00 – 2022 Cricket Coaching
- \$6,000.00 – WBHS Football Academy general operational expenses

D. Slatter / D. Robertson all in favour carried

Moved that approval be given to apply to Grassroots Trust for Hall Curtains to the value of \$66,224.76

D. Slatter / D. Robertson all in favour carried

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| <b>7</b>  | <p><b><u>Financial Committee</u></b></p> <p>Greg advised that there were no January financial accounts due to the closure during the school holidays with finance staff not returning until the start of Term 1 (beginning of February)</p> <p>The Committee reviewed the draft December accounts which are being finalised in preparation for sending to the Auditor.</p> <p>Carruth maintenance on the bathrooms was completed over the summer break. This has improved the Carruth facilities considerably.</p> <p>Carruth student numbers are down – 37 Boarders</p> <p>Financial constraints were discussed due to low numbers and increasing costs.</p> <p>The Director of International Students has advised that she has 2 potential students who wish to reside in the Hostel once the international borders are opened again for International Students to travel into the country.</p> |
| <b>8</b>  | <p><b><u>General Business</u></b></p> <p>No general business</p>  |
| <b>9</b>  | <p><b><u>Matters for the next meeting</u></b></p>   |
| <b>10</b> | <p><b><u>Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Head of Faculty presentations</li> </ul>   |

**In-Committee Meeting: 7:15pm to 8:15pm**

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 / A. Carvell                      Carried

**Meeting Closed 8:15pm**

**Next Meeting 29<sup>th</sup> March 2022**

Minutes approved for circulation



24 Feb 22

Moved that the minutes of 22nd February 2022 be approved  
D. Robertson / A. Carvell  
6 approval emails received  
carried



1 March 2022