



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

BOARD OF TRUSTEES MEETING

26 July 2022



WHANGĀREI BOYS' HIGH SCHOOL

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WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting to be held in the Board Room
5:30pm Tuesday 26 July 2022

AGENDA

1	<p><u>Register of Interests</u> Check for additions or alterations</p> <p><u>Annual Plan Review Schedule 2021</u> Check for additions or alterations</p>	1 2-3
2	<p><u>Confirmation of Minutes</u></p> <ul style="list-style-type: none"> 28 June 2022 	4-7
3	<p><u>Management Reports</u></p> <p>3.1 EOTC Trips Motion raised and voted on via email</p> <p>Moved that the following EOTC trips be approved</p> <p>Adventure Racing Whangamata 5th August – 7th August 2022</p> <p>NZSS Rogain Championships Mangamingi, Taranaki 15th – 17th July 2022</p> <p>S. Huurnink / D. Slatter 7 email responses received to approve</p> <p>3.2 Funding Applications: Submission to Oxford Sports Trust for:</p> <ul style="list-style-type: none"> \$5,565.21 Accommodation - NZSS 1st XI Football Premier Tournament \$843.04 Transport – NZSS 1st XI Football Premier Tournament \$6,900 Hillary Challenge Entry Fee – Adventure Racing Team \$2,550 Accommodation – Rugby League Tournament \$1,1152.17 Van & Trailer Hire – Rugby League Tournament \$880.64 School Van Hire – Rugby League Tournament \$727.04 use of private car – Rugby League Tournament \$8,670 Accommodation – Hockey, Rankin cup Tournament 	

WBHS Board of Trustees - Interests Register

This Interests Register is published in accordance with the WBHS Governance Policy 8. "Conflict of Interest Policy".

1. Conflict of Interest Policy

The standard of behaviour expected at Whangarei Boys High School is that all staff and board members effectively manage conflicts of interest between the interests of the school on one hand, and personal, professional, and business interests on the other. This includes managing potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The purposes of this policy are to protect the integrity of the school decision-making process, to ensure confidence in the school's integrity, and to protect the integrity and reputations of staff and board members. Upon or before election or appointment, each person will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, staff and board members will disclose any interests in a transaction or decision where their family, and/or partner, employer, or close associates will receive a benefit or gain. After disclosure, the person making the disclosure will be asked to leave the room for the discussion and will not be permitted to vote on the question.

Name	Interest
Greg Atkins	<ul style="list-style-type: none"> BDO Director
Karen Gilbert-Smith	<ul style="list-style-type: none"> Principal WBHS M. Gilbert-Smith (wife) – Health Contractor to the school
Andrew Carvell	<ul style="list-style-type: none"> Managing Director of VMC Consulting Engineers Ltd
Richard Harrison	None
Andre Hemara	<ul style="list-style-type: none"> Kainga Ora Employee Tai Tokerau Education Trust - Trustee
Stevie Huurnink	None
Don Robertson	<ul style="list-style-type: none"> Whangarei Golf Club Committee Works for DHB
Derek Slatter	<ul style="list-style-type: none"> Chair – BoT Whangarei Intermediate School Chair – Taitokerau Education Trust Chair – Northland Cricket Association Board Chair – NZSTA – Northland Executive Accredited Provider – NZSTA Judge – Central Northland Science Fair Chair – Tectrax Ltd Advisor, Blue Orb Trust (in connection with Admirals Bay Conversation project- aimed partly at Education sector) Director / Shareholder / Trustee – other private entities with no known relationships with Schools or education – to be declared in the event of any conflict arising
Kyle Hanlon	<ul style="list-style-type: none"> Father works for MoE

Whangārei Boys' High School

Board Work Plan 2022

REVIEW	AREA FOR REVIEW	FEB	MAR	APR	MAY	JUN
Board Meeting Dates		22/02/2022	22/03/2022	No meeting	24/05/2022	28/06/2022
STRATEGIC REVIEW	Charter	Charter to MoE Draft AoV Review Draft Annual Plan	AoV Review			
	Strategic Aims				1. Amazing facilities that meet needs & aspirations for current & future students	2. Develop a culture of belonging (turangawaewae)
REGULAR REVIEW	Policy		Governance Policies			Curriculum
			1-4			
	HR	Performance Agreement approved	HR tool checklist 1- General HR Policies			Mid-year review Principal's performance
	Student Progress and achievement	Literacy and numeracy (Provisional)			Transition and Inclusive Learning Data	Mid-year student achievement Credit Count
	Budget	Approved	Monitor		Monitor	Mid-year review
	NELP		Priority 2		Priority 1	Priority 4
	Curriculum		HoF Curriculum Reports			RAS Implementation
	Community of Learners (Kaihui Ako)		Update		Update	
	New Govt Initiatives					
	New Local Initiatives				Maori Student Achievement	Carruth Report
BOARD PROCESS REQUIREMENTS		Appoint Chair / Delegations	Accounts to Auditor		Annual Report Approved AoV approved sent to MoE	Parent reporting Roll return 1 July
GOVERNANCE REVIEW AREAS			Leadership Role		Review Committee Meeting	

Whangārei Boys' High School

Board Work Plan 2022

REVIEW	AREA FOR REVIEW	JUL	AUG	SEP	OCT	NOV	DEC
Board Meeting Dates		No meeting	23/08/2022	27/09/2022	25/10/2022	22/11/2022	No Meeting
STRATEGIC REVIEW	Charter				Goal 4	Review Strategic Plan	
	Strategic Aims		3.Equity for all students through innovative teaching methods		4.Develop effective leadership at all levels		
REGULAR REVIEW	Policy			Personnel Policies			
	HR			HR tool Checklist 2-Employee Relations		Formal review report Principal performance	
	Student Progress and achievement		Maori/Pasifica focus Reports	Update of Curriculum reports Gifted and Talented			
	Budget		Monitor			2022 draft for following year	
	NELP		Priority 3	Priority 5	Priority 6	Priority 7	
	10YPP / Master Plan		Update	*Link Property to Curriculum Review	Partnerships & Endowments	Update	
	Community of Learners (CoL)			Update		Update	
EMERGENT REVIEW	New Govt Initiatives			STEM Report		2022 Planning	
	New Local Initiatives			Inclusive Learning Maori Engagement Initiatives	Community Partnerships	Year 9 Induction programme update <u>Carruth Update</u>	
BOARD PROCESS REQUIREMENTS				Health Curriculum consultation	Parent reporting	Succession Planning / BoT Assessment	
GOVERNANCE REVIEW AREAS			Accountability Role Review Committee Meeting		Employer Role	Review Committee Meeting	



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room
Tuesday 28 June 2022 5:30pm

MINUTES

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

Apologies: A. Hemara

Moved to accept the apologies

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

In Attendance: K. Morrison (DP)
Y. Nees (Secretary)

MoE Project Steering Group Report

No Report – BECA and MoE representatives not present at this meeting

1	<u>Register of Interests</u> Additions: Kyle Hanlon – Father works for the MoE <u>Annual Plan Review Schedule 2021</u> No additions or alterations
2	<u>Confirmation of Minutes</u> <ul style="list-style-type: none">24 May 2022 Moved (via email) that the minutes be approved D. Robertson / K. Gilbert-Smith 5 approval emails received Email approval of the 24 May 2022 minutes were ratified at the meeting D. Robertson / K. Hanlon all in favour carried
3	<u>Matters Arising from Minutes of Last Meeting</u> None
4	<u>Correspondence</u> <u>Inward</u> <ul style="list-style-type: none">Office of the Auditor-General<ul style="list-style-type: none">It was noted that the Auditors will be in the school on the 7th & 8th July 2022NZSTA – Elections Update<ul style="list-style-type: none">It was agreed to proceed with electronic voting. The Returning Officer will provide details of which companies are available to do this and the cost. This information will be emailed to the Trustees for approval and appointment of the preferred company.
5	<u>Chair's Report</u>

6	<u>Management Reports</u>
6.1	<u>Strategic Review</u>
6.2	<p><u>Regular Review:</u></p> <ul style="list-style-type: none"> • NELP Objective 2 • Reporting to Parents • Progress of Internal Credits Discussion around the results and the consistency with past years. Mid-year data information will be available at the next BoT meeting • Attendance, Absences and Truancy Report Karen advised that this information is passed on to the Deans for further follow up with the students. Derek provided the nationwide percentages. Karen advised that our Truancy Officer has not been replaced since resigning. This is due to the fact that the position was funded with COVID relief funding, and the school is not in the position to fund this themselves. • Review of Achievement Standards Keir spoke to this report • Indicators <p>Current school roll is 1284</p>
6.3	<u>Emergent Review</u>
6.4	<p><u>Health, Safety & Wellbeing Report</u> Taken as read</p>
6.5	<p><u>Policies</u></p> <p>It was noted that the "Scope" on the Departing Staff Policy was identical to the Complaints Resolution. This needs to be corrected.</p> <p>Moved that the following Policies be approved subject to changes to the Departing Staff Policy – Scope section.</p> <ul style="list-style-type: none"> • Complaints Resolution • Departing Staff • Equal Employment Opportunities • Young Person Harm and Neglect – Suspected or Actual <p>D. Robertson / G. Atkins all in favour carried</p>
6.6	<p><u>EOTC Trips</u></p> <p>Moved that the following EOTC trips be approved</p> <p>Future Leaders Camp Manaia Baptist Camp 6th – 7th July 2022</p> <p>Tanner Cup Hockey Tournament St Paul Collegiate, Hamilton 9th – 13th July 2022</p> <p>Model United Nations Assembly (MUNA) Auckland Girls Grammar 28th – 30th July 2022</p>

	<p>NZ Secondary School Squash Tournament North Shore Squash Centre, Auckland 4th – 7th August 2022</p> <p>Y13 – Bush Survival Kaimai Ranges 16th – 19th August 2022</p> <p>Y12 OED – Waipu Caves Overnight Waipu Caves 20th – 21st September 2022 22nd – 23rd September 2022 27th – 28th September 2022 29th – 30th September 2022</p> <p><i>Tabled at the meeting</i> Rugby League National Tournament Rotorua 29 August – 3 September 2022</p> <p>K. Gilbert-Smith / D. Slatter all in favour carried</p> <p>The following EOTC trip was emailed to Trustees and approved via email due to the event happening before the June BoT meeting Carruth Hostel Boarders R Tucker Thompson Sailing Ship (day sailing from Opua) Overnight in Bay of Islands 19th – 20th June 2022</p> <p>Moved to approve the Carruth Hostel overnight trip to the Bay of Islands K. Gilbert-Smith / D. Robertson 8 confirmation emails returned</p> <p>Approval ratified for the Carruth Hostel Trip to Bay of Islands D. Robertson / G. Atkins all in favour carried</p> <p>6.7 <u>Funding Applications:</u> Moved that submission to Oxford Sports Trust be approved for:</p> <ul style="list-style-type: none"> • \$8,000 Sailing Coach • \$4,480 Cricket Coaching • \$6,000 Football Coaching • \$2,161.50 Rugby League Uniform • \$1,311.67 Apple iPad and Bouncepad Stand • \$76,320 Exam Tables • \$25,440 Table Trolleys <p>D. Robertson / G. Atkins all in favour carried</p>
7	<p><u>Financial Committee</u></p> <ul style="list-style-type: none"> • Finance Minutes (moved to In-Committee due to commercially sensitive information. • Profit & Loss as at 31 May 2022 • Balance Sheet as at 31 May 2022


8	<p><u>General Business</u></p> <ul style="list-style-type: none"> Stream Testing This data is being sent to the district council Stevie advised that he will be absent for the next few meetings as he is on leave overseas. He will not be standing in the upcoming elections, so this is his last meeting. Don, on behalf of the Trustees, thank Stevie for his input over the past years.
9	<p><u>Matters for the next meeting</u></p> <p>Although there is not usually a July BoT meeting (due to school holidays) a meeting is planned for the last week of July. This will be for urgent Trustee matters and will not contain usual Management Reports or Financial Reports.</p>

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

Approved for Distribution



Meeting Closed: 8:30pm

Next Meeting: 26 July 2022

Moved via email that the minutes of 28 June be approved

D. Robertson / R. Harrison

6 email approvals

3 email replies not received

Y. Nees

Y. Nees

BoT Secretary