



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

BOARD OF TRUSTEES MEETING

28 June 2022



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

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

AGENDA

MoE Project Steering Group Report <i>Move to In-Committee</i>		
1	Register of Interests Check for additions or alterations Annual Plan Review Schedule 2021 Check for additions or alterations	 2-3
2	Confirmation of Minutes <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 	4-6
3	Matters Arising from Minutes of Last Meeting	
4	Correspondence <u>Inward</u> <ul style="list-style-type: none"> Office of the Auditor-General NZSTA – Elections Update 	 7-8 9-11
5	Chair's Report	
6	Management Reports	
6.1	Strategic Review	
6.2	Regular Review: <ul style="list-style-type: none"> NELP Objective 2 Reporting to Parents Progress of Internal Credits Attendance, Absences and Truancy Report Review of Achievement Standards Indicators 	 12 13 14-15 16-24 25-26 27-33
6.3	Emergent Review	
6.4	Health, Safety & Wellbeing Report	34
6.5	Policies <ul style="list-style-type: none"> Complaints Resolution Departing Staff Equal Employment Opportunities Young Person Harm and Neglect – Suspected or Actual 	 35-36 37-38 39-40 41-43

6.6	<u>EOTC Trips</u>	44-47
	Future Leaders Camp Manaia Baptist Camp 6 th – 7 th July 2022	
	Tanner Cup Hockey Tournament St Paul Collegiate, Hamilton 9 th – 13 th July 2022	48-50
	Model United Nations Assembly (MUNA) Auckland Girls Grammar 28 th – 30 th July 2022	51-54
	NZ Secondary School Squash Tournament North Shore Squash Centre, Auckland 4 th – 7 th August 2022	55-57
	Y13 – Bush Survival Kaimai Ranges 16 th – 19 th August 2022	58-59
6.7	Y12 OED – Waipu Caves Overnight Waipu Caves 20 th – 21 st September 2022 22 nd – 23 rd September 2022 27 th – 28 th September 2022 29 th – 30 th September 2022	60-62
	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 Opuia) Overnight in Bay of Islands 19 th – 20 th June 2022	
	Moved to approved the Carruth Hostel overnight trip to the Bay of Islands K. Gilbert-Smith / D. Robertson 8 confirmation emails returned	
	<u>Funding Applications:</u>	
	Submission to Oxford Sports Trust for:	
	<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 	
7	<u>Financial Committee</u> <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 	63-64 65-66
8	<u>General Business</u> <ul style="list-style-type: none"> Stream Testing 	67-68
9	<u>Matters for the next meeting</u>	

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

Whangarei 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	

Whangarei 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 Carruth Update	
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 24 May 2022

MINUTES

Present: D. Robertson, K. Gilbert-Smith, A. Hemara, K. Hanlon, D. Slatter, G. Atkins

Apologies: R. Harrison, A. Carvell, S. Huurnink

Moved to accept the apologies

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

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

MoE Project Steering Group Report

In-Committee Meeting: 5:30pm to 6:30pm

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 / G. Atkins Carried

1	<p><u>Register of Interests</u> Check for additions or alterations</p> <p><u>Annual Plan Review Schedule 2022</u> Check for additions or alterations</p>
2	<p><u>Confirmation of Minutes</u></p> <ul style="list-style-type: none"> 29 March 2022 moved and approved via email <p>Email approval ratified D. Robertson / K. Gilbert-Smith all approved</p>
3	<p><u>Matters Arising from Minutes of Last Meeting</u></p>
4	<p><u>Correspondence</u></p>
5	<p><u>Chair's Report</u></p>
6	<p><u>Management Reports</u></p> <p>6.1 <u>Strategic Review</u></p> <ul style="list-style-type: none"> Every Day Matters – Attendance Report Term 3 2021 (comparisons) Every Day Matters – Attendance Report Term 1 2022 (comparisons) <p>Karen explained the nature of these reports</p>

	<p>Discussion held in regard to the necessity of a Truancy Officer. We no longer have MoE funding for this position and cannot increase the budget to include a replacement. It was suggested that this could be a position covering all schools and funding collectively.</p>
6.2	<p><u>Regular Review:</u></p> <ul style="list-style-type: none"> • Inclusive Learning – Whole School Data The results for Inclusive Learning have been exceptional. It was noted that the transition programme run at Manaia View School has great potential to be run at other schools due to the success. • International Department Report A marketing trip to Europe is planned for July • NELP • NCEA Results 2021 WBHS have achieved extremely well in the final comparisons between the Whangarei schools. Very pleasing results. The BoT will arrange a time when the majority can attend a morning tea with the staff to acknowledge the success of 2021. • Indicators Staffing (due to COVID and other illness) is proving to be a struggle.
6.3	<p><u>Emergent Review</u></p>
6.4	<p><u>Health, Safety & Wellbeing Report</u></p>
6.5	<p><u>Policies</u> Moved that the International Students – Foreign Fee Paying Policy be approved D. Robertson / D. Slatter all in favour carried</p>
6.6	<p><u>EOTC Trips</u> Moved that the following EOTC trips be approved</p> <p>Hillary Challenge North Island Qualifier Event Rotorua 28 May 2022 to 29 May 2022</p> <p>Y13 Drama National Shakespeare Festival Wellington 2 June 2022 to 6 June 2022</p> <p>D. Robertson / G. Atkins all in favour carried</p>
6.7	<p><u>Funding Applications:</u> Moved to approve submissions to Oxford Sports Trust for the following:</p> <ul style="list-style-type: none"> - \$66,224.76 Hall Curtains & Tracking - \$2,664.75 National Squash Tournament : Accommodation - \$417.39 MUNA event – Transportation <p>K. Gilbert-Smith / A. Hemara all in favour carried</p> <p>Moved to approve submission to Pub Charity for Hall Curtains & Tracking to the value of 66,224.76 K. Gilbert-Smith / A. Hemara all in favour carried</p> <p>Moved to approve submission to Four Winds for Hall Curtains & Tracking to the value of \$66,224.76 K. Gilbert-Smith / A. Hemara all in favour carried</p>

7	<u>Financial Committee</u> <ul style="list-style-type: none"> • Finance Minutes (Moved to In-Committee) • Profit & Loss as at 30 April 2022 • Balance Sheet as at 30 April 2022 <p>Greg spoke to the accounts. Highlighting the low working capital position. Whilst the bank balance is healthy most of this is committed funds. The finance committee will be closely monitoring the financial position. The Business Manager has been asked to provide an EOY prediction. The finance committee recommend a base working capital figure of \$200 per student, ideally higher than this but most definitely not lower.</p>
8	<u>General Business</u> <ul style="list-style-type: none"> • Hire of School Facilities – Fees (tabled at the meeting) Moved to approve the fee structure for the Hire of School Facilities D. Slatter / D. Robertson all in favour carried
9	<u>Matters for the next meeting</u>

In-Committee Meeting: 7:35pm to 8:20pm

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 / G. Atkins Carried

Meeting Closed 8:25pm


Next Meeting Tuesday 28 June 2022

Minutes Approved for circulation: 26 May 22



D V Robertson Presiding Member

Moved that the minutes of 24 May 2022 be approved (via email)
D. Robertson / K. Gilbert-Smith
5 approval emails received
1 email response not received


Y. Nees
Board Secretary



25 May 2022

Presiding Member
School Board

Tēnā koe,

AUDIT OF YOUR SCHOOL'S 2021 ACCOUNTS

We are writing to you about a possible delay in completing your audit this year. Covid-19 continues to significantly affect many organisations in New Zealand, including ours, and the audit service providers that carry out audits for us. We appreciate that this could be the second or third year of delays for some schools because of Covid-19, but your school is not alone in having your audit delayed.

There is a shortage of auditors across New Zealand and Australia. Normally, the audit profession relies on bringing in auditors from overseas to manage the workload at peak times. With global mobility restrictions, there is a limited supply of auditors in both the public and private sectors. Compounding this, there are auditor retention challenges. A tight labour market for qualified finance staff means that auditors are being actively sought for other positions.

As part of the recent allocation of appointed auditors to schools for the 2021 to 2023 financial years, we re-allocated some audits to better match auditor capacity, and sought additional audit capacity from existing and new audit firms. In December 2021, the Government granted a border exception for a limited number of auditors to allow firms to recruit from overseas, which gave some relief. However, audit firms are recruiting from a competitive international market, and it takes time for people from overseas to start arriving in New Zealand.

Despite the measures taken, our expectation for the 2021 audits was that we were likely to have some delays. We expected timeliness to be better than for the 2020 audits (70% of schools met the deadline last year). However, late last year we were informed of a change to the school payroll system, which meant we have had to carry out additional and unplanned payroll work for many of our audits.

Our auditors received 92% of school draft financial statements for audit by the 31 March deadline. This is the result of extraordinary efforts by schools and their service providers to produce their accountability documents under challenging circumstances. This was slightly less than the previous year (96% of draft financial statements were received by 31 March), which we understand was mainly due to sickness at either schools or service providers.

Despite our auditors working extended hours for the past months, under equally challenging circumstances, we will be unable to complete all the school audits by the 31 May deadline, including for schools that provided financial statements to us on time. The ongoing Omicron outbreak has meant that our audit teams have dealt with greater than normal levels of sickness in the first half of this year, as well as the outbreak significantly affecting many of the schools that we audit.

Although timeliness is an important aspect of accountability, we cannot compromise on the quality of the audit work we do. School auditors are working hard to complete as many audits as possible by 31 May. We expect many of the audits that will miss the May deadline to be completed within a couple of months, by the end of July. However, this depends on resources being available and audits may take longer where there are specific matters to resolve. If your audit does miss the May

deadline, your auditor will be in touch to provide you with an expected timeline for the completion of your audit.

We have been keeping the Ministry of Education (the Ministry) informed about the progress of the school audits and the challenges we are facing. Where the auditors cannot complete audits by the May deadline, even though the school had provided the draft financial statements by 31 March and all information and assistance requested, the school's financial statements will not report a breach of the statutory deadline. For the schools affected in this way, there are no consequences of the late filing of the school's annual report with the Ministry. Our report on the results of our school audits later this year will also explain the reasons for the audit delays.

There is no short-term solution to the industry-wide shortage of auditors. We, together with the broader auditing profession, are actively working on a range of longer-term measures. These include continuing recruiting from overseas, recruiting a larger number of graduates, and extending the circumstances in which auditing work can be carried out offshore or through virtual secondments (with due consideration of security risks). We also continue to work with our school auditors and the Ministry to identify and implement efficiencies in the financial reporting processes for schools.

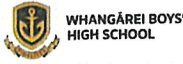
If you have any questions about this letter or your audit, please do not hesitate to contact us.

Nāku noa, nā



Jane Rogers
Sector Manager, Schools

Email: jane.rogers@oag.parliament.nz
Telephone: 04 917 1594



Yvonne Nees <y.nees@wbhs.school.nz>

FW: 2022 school board triennial elections

1 message

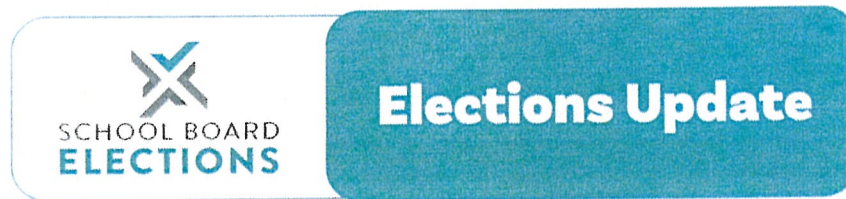
Donald Robertson (NDHB) <Don.Robertson@northlanddhb.org.nz>
To: "botdirect@wbhs.school.nz" <botdirect@wbhs.school.nz>
Cc: Karen Gilbert-Smith <k.smith@wbhs.school.nz>

Thu, May 26, 2022 at 7:59 AM

FYI

From: New Zealand School Trustees Association <reply@comms.nzsta.org.nz>
Sent: Wednesday, 25 May 2022 4:36 pm
To: Donald Robertson (NDHB) <Don.Robertson@northlanddhb.org.nz>
Subject: 2022 school board triennial elections

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**25 May 2022**

2022 school board triennial elections
Regulation Changes Commencing 9 June 2022

Kia ora

The Ministry of Education has released a new updated set of regulations to enable the introduction of electronic voting, and other changes, for this year's triennial school board elections in September.

The updates to the [Education \(Board Elections\) Regulations 2000](#) (SR 2000/195), which will officially come into effect on 9 June 2022, require your board to choose from one of the following options:

1. The board appoints an accredited provider as their returning officer to run electronic elections
2. The board appoints a returning officer to engage with an accredited provider and use their services to run electronic elections.
3. The board appoints a returning officer who will run paper elections and will not offer electronic elections.

To make the right decision for your school we recommend your board discuss which method you would prefer to run your elections and choose an election date. Once you have decided your Returning Officer or Accredited Provider will be able to confirm this choice when they complete the Returning Officer Registration form.

Election dates and timelines

For staff and parent elections, the supplementary roll will close 37 days before election day (rather than 35 days as previously), and nominations will close 35 days before election day (rather than 33 as previously). See the new timetable below, based on the recommended election date of Wednesday 7 September. Boards still have the flexibility to hold their election anywhere from 5 – 23 September. We will notify you when our Election Planner tool, which we're developing, is updated for these changes to schedule.

Event	Date
Select Returning Officer by	Wednesday 6 July 2022
Close Main Roll	Wednesday 13 July 2022
Call for Nominations by	Friday 15 July 2022
Close Supplementary Roll	Monday 1 st of August 2022
Nominations Close	Wednesday 3 August 2022
Voting Papers issued by	Wednesday 10 August 2022
Election Day (voting closes)	4pm Wednesday 7 September 2022
Accept postal votes	Monday 12 September 2022
Count Votes	Tuesday 13 September 2022
Board Takes Office	Wednesday 14 September 2022

Student Elections

Student Elections have been shortened to a 31 - day timetable. Based on a recommended election date of Wednesday 21 September you can see the timetable below, which includes dates for election milestones. Boards have the flexibility to hold the student election throughout September. NZSTA will notify you when a Student election planner tools is available for use.

Event	Date
Select Returning Officer by	Monday 22 August 2022
Close Main Roll	Monday 29 August 2022
Call for Nominations by	Wednesday 31 August 2022
Close Supplementary Roll	Monday 5 September 2022
Nominations Close	Tuesday 6 September 2022
Voting Papers issued by	Monday 12 September 2022
Election Day (voting closes)	4pm Wednesday 21 September 2022
Accept postal votes	Monday 26 September 2022
Count Votes	Tuesday 27 September 2022
Board Takes Office	Wednesday 28 September 2022

Scrutineers

Scrutineers for electronic elections will now have the added role of recounting the electronically cast votes in replacement of observing the and examining the opening of envelopes and counting examining envelopes and voting forms.

Reminder of changes from the Education (Board Elections) Regulations 2020

If your school hasn't held a school board election since 2019, you may not be aware of several other changes introduced to the School Board Election Regulations in 2020, which still apply:

- The elections timetable changed to a 63 day timetable for all elections, including by-elections, for a parent, staff or student vacancy. The timetable cannot be shortened, and the 37-day timeframe can no longer be used.
- To fill a casual vacancy for a parent representative, there is now no longer a requirement that this must be done within 6 weeks. The requirement is to hold a by-election, which is a 63-day process, or to fill the vacancy by using the selection process.
- The notice calling for nominations no longer needs to be published in the local newspaper (but it still can be). E.g. it can now be placed on the school website or in the school newsletter.
- Nomination materials can now be emailed out or personally delivered or posted.
- There are changes to the vote invalidation rules: voting forms are now no longer invalid for the reason they were not returned in the envelope supplied. They are

also now not deemed invalid if there are two sets of voting papers in one envelope.

- The election results (voting or non-voting) no longer need to be published in the local newspaper (but they still can be). All voters on the roll should be able to access a copy of the results but it is up to the board to decide how best to communicate with their school communities and their wider community. E.g. the results can now be announced via the school newsletter, school website, school Facebook page, whānau hui, and community noticeboard.

For further information contact the NZSTA Elections Team.

Our team is here to support you and your board during the school board elections:

- School Board Elections website [schoolboardelections.org.nz/returning officers/](https://schoolboardelections.org.nz/returning-officers/)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvise@nzsta.org.nz



This email was sent to don.robertson@northlanddhsb.org.nz

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New Zealand School Trustees Association
PO Box 5123
Wellington, 6140
New Zealand

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The Statement of National Education and Learning Priorities (NELP)

[NELP 2020](#)

Objective 2 - BARRIER FREE ACCESS

Great education opportunities and outcomes are within reach for every learner

Action 4 for schools and kura:

Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy

Examples of actions for schools/kura	WBHS Actions
Ensure all learners/ākonga have ongoing opportunities to develop key capabilities, including communication, problem solving, critical thinking and interpersonal skills	Review of Junior Curriculum happening across all Faculties alongside changes to the structure of learning to facilitate a broader curriculum diet with a focus on 21st skills. Unit updates and reviews show increased focus on emotional intelligence (interpersonal skills, problem solving, critical thinking). Strong literacy focus in junior school based on Write That Essay program, reinvigorated by Within School Teachers with support from ASTs and CoL2. Full staff engagement with NCEA Accord ToDs to ensure changes to Literacy, Numeracy and Mātauranga Māori are well supported and implemented. Staff PLD in a good space with well supported PLD Committee and Thursday afternoon ssession for staff to upskill in areas of direct benefit to learners.
Identify learners/ākonga who are not making sufficient progress in key foundation skills, and adjust learning opportunities, teaching approaches and supports, including seeking additional support from specialists	At risk lists created by faculties and shared with Deans; in part informed by completion of end of unit/standard reflections. Regular Data hui held with SLT, HoFs, Head of Inclusive Learning (HoIL), and senior Deans to closely track academic performance and follow up with targeted interventions to ensure ongoing success. Inclusive Learning Team (HoIL, Senco, LSC) identify and process all students who need additional support re: Special Assessment Conditions. Differentiation identified through curriculum planning to cater for the wide abilities of learners. Excellent support from outside agencies such as RTLb.
Value the heritage languages spoken by Pacific learners/ākonga, and provide opportunities to use and to build on them	Pasifika group linked with WGHS, released for this connection. This group also attended Polyfest, the intention is for this to run annually. Pasifika students applied to BoT (supported by staff) to have Sulu/tupelo/lavalava included as officail WBHS uniform. This is now worn with pride by pasifika and non-pasifika students alike. SENZ (training and employment) group working in collaboration with WBHS on pathways for boys but also involved with whanau who may need support gaining further training or employment.

Reports

The plan for reporting to parents for 2022 is:

End of Term 1 - Interim Report. Teachers select a comment indicating progress in each of three criteria a) Self Management, b) Engagement, c) Respectful Relationships

End of Term 2 - Mid Year Report. Teachers write a mid-year comment and select a comment for the same three criteria from Term 1. This report also includes a table listing all assessments for the year with any results earned up until that point. The report also includes attendance information and a Whanau teacher comment.

End of Term 4 - End of Year Report. This is the same report as the report produced for the mid-year report. All assessment results should be completed and entered.

Teachers are currently writing and checking the mid-year reports.

There has been an issue with emailing home reports that we are still trying to resolve. There was a fault with emailing reports from the school system at the end of 2021 and also with the interim report this year. New Era are currently working on this issue.

Warren Litchfield
Deputy Principal

20/06/2022

Progress of Internal Credits JUNE 2021

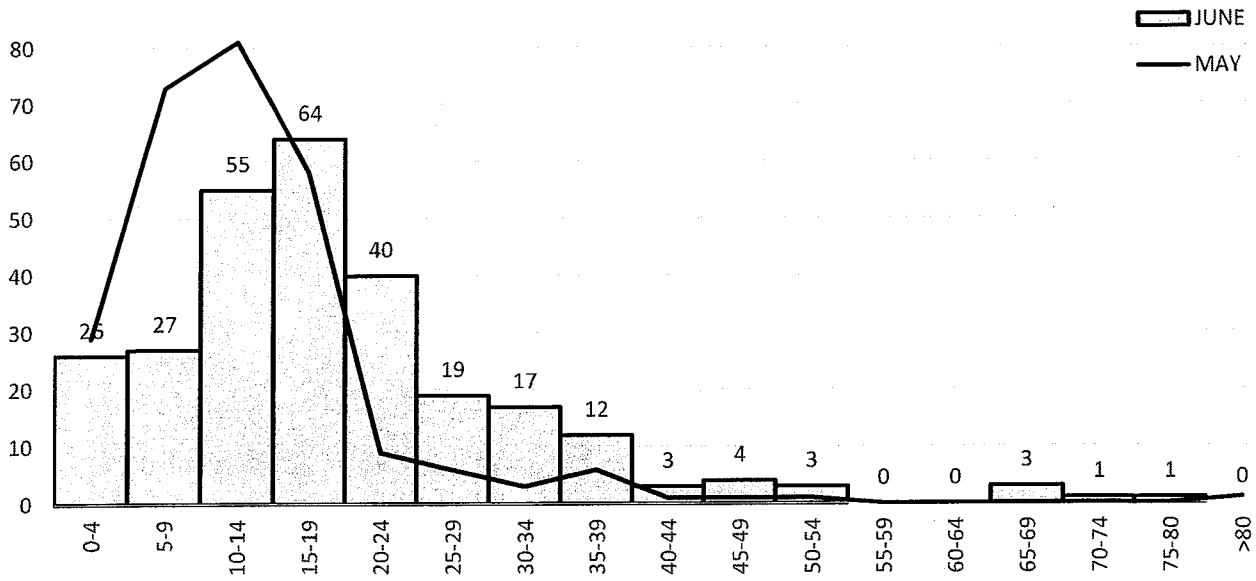
Level 1									
	Jun-20	Jun-20	Jun-20	Jun-21	Jun-21	Jun-21	Jun-22	Jun-22	Jun-22
	All	Maori	Pasifika	All	Maori	Pasifika	All	Maori	Pasifika
NUMBER	238	100	9	266	105	12	275	121	11
Literacy	12%	3%	0%	39%	25%	33%	19%	19%	27%
Numeracy	11%	10%	0%	22%	23%	25%	12%	5%	9%
Level 1	0%	0%	0%	0%	0%	0%	0%	0%	0%
> 80 Credits	0%	0%	0%	3%	1%	0%	0%	0%	0%
> 60 Credits	0%	0%	0%	4%	2%	0%	2%	2%	0%
> 40 Credits	0%	0%	0%	9%	7%	0%	5%	5%	0%
> 20 Credits	18%	15%	11%	69%	59%	75%	37%	29%	45%
> 10 Credits	65%	57%	67%	94%	89%	100%	81%	68%	82%
> 5 Credits	87%	86%	78%	97%	92%	100%	91%	83%	91%
> 0 Credits	94%	91%	89%	98%	95%	100%	96%	93%	91%

Level 2									
	Jun-20	Jun-20	Jun-20	Jun-21	Jun-21	Jun-21	Jun-22	Jun-22	Jun-22
	All	Maori	Pasifika	All	Maori	Pasifika	All	Maori	Pasifika
NUMBER	214	76	6	201	80	7	232	88	10
Level 2	5%	5%	0%	16%	21%	29%	8%	8%	0%
> 80 Credits	0%	0%	0%	16%	21%	29%	8%	8%	0%
> 60 Credits	15%	26%	0%	28%	33%	29%	15%	18%	10%
> 40 Credits	42%	61%	33%	81%	76%	86%	60%	60%	60%
> 20 Credits	96%	96%	100%	96%	93%	86%	98%	97%	100%
> 10 Credits	97%	97%	100%	97%	94%	86%	100%	99%	100%
> 5 Credits	97%	97%	100%	98%	96%	86%	100%	99%	100%
> 0 Credits	100%	100%	100%	98%	96%	86%	100%	99%	100%

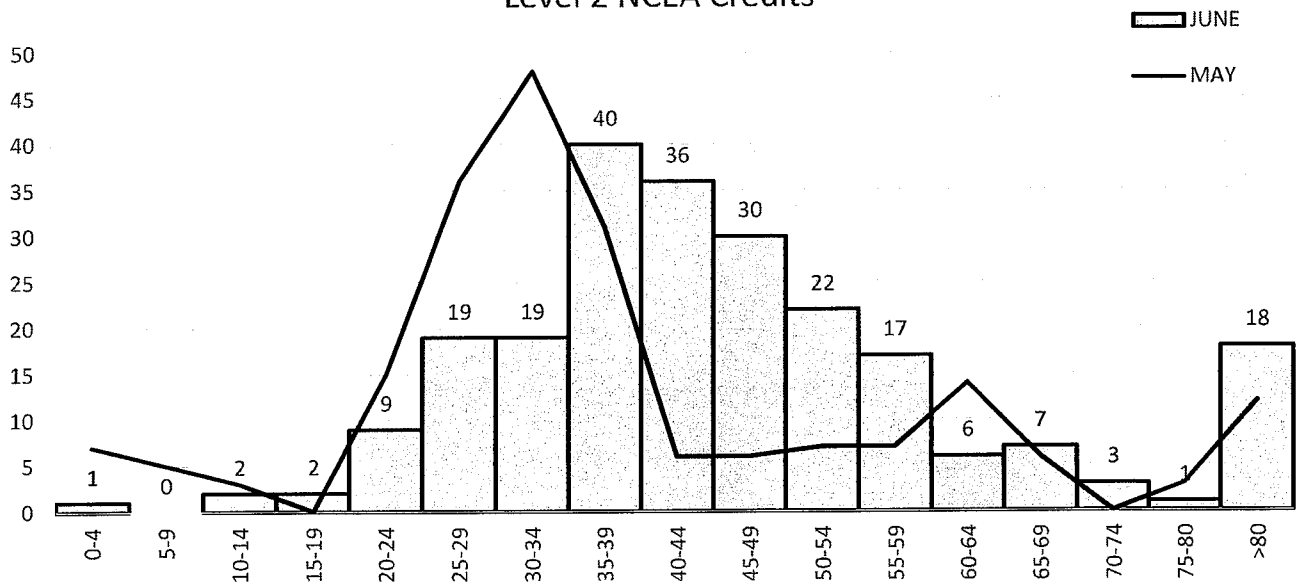
Level 3									
	Jun-20	Jun-20	Jun-20	Jun-21	Jun-21	Jun-21	Jun-22	Jun-22	Jun-22
	All	Maori	Pasifika	All	Maori	Pasifika	All	Maori	Pasifika
NUMBER	156	52	3	136	49	4	119	41	4
Level 3	1%	0%	0%	3%	4%	0%	5%	3%	25%
> 80 Credits	0%	0%	0%	3%	4%	0%	4%	5%	25%
> 60 Credits	7%	13%	0%	12%	18%	0%	22%	34%	75%
> 40 Credits	34%	33%	67%	76%	84%	50%	53%	61%	100%
> 20 Credits	99%	100%	100%	95%	96%	75%	99%	98%	100%
> 10 Credits	100%	100%	100%	96%	98%	75%	99%	98%	100%
> 5 Credits	100%	100%	100%	97%	98%	75%	99%	100%	100%
> 0 Credits	100%	100%	100%	98%	98%	100%	100%	100%	100%

Progress of Internal Credits JUNE 2021

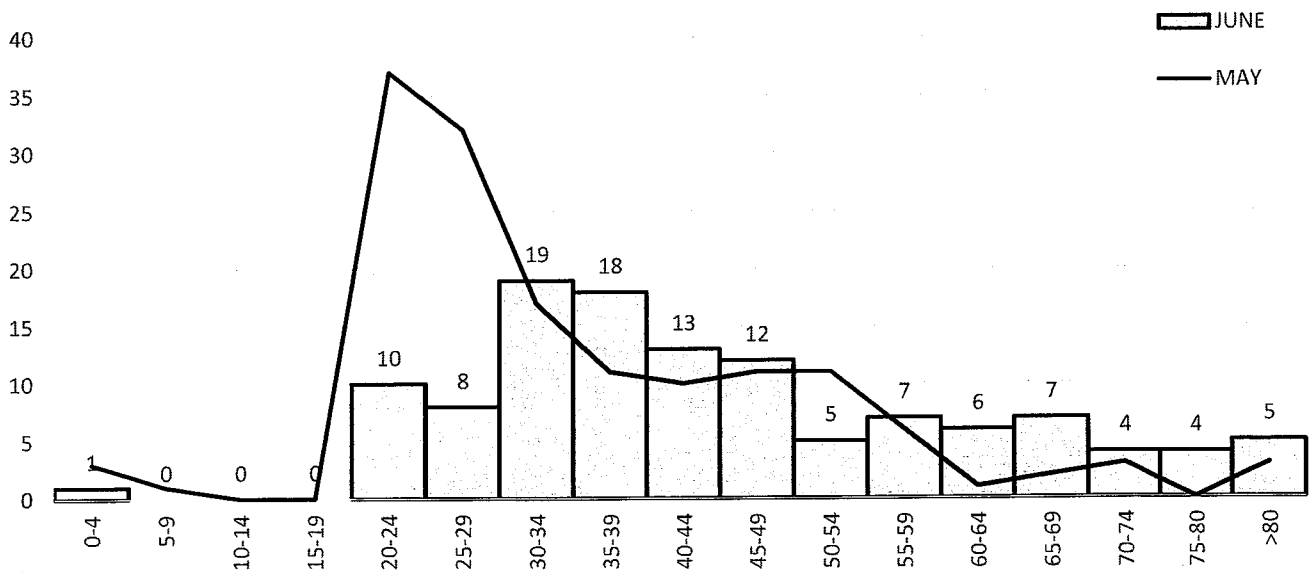
Level 1 NCEA Credits



Level 2 NCEA Credits



Level 3 NCEA Credits



Attendance, Absences and Truancy Report

From : 1 Jan 2022

To : 17 Jun 2022

	Justified Absences	Unjustified Absences	Intermittent Unjustified Absences	Students on Overseas Posting	Attendance Rate	Days x Students Count
--	--------------------	----------------------	-----------------------------------	------------------------------	-----------------	-----------------------

Attendance Rate for School	6.3	9.5	8.2		75.8	107,426
Attendance Rate for Selection	6.3	9.5	8.2		75.8	107,426

Attendance Rate per Year Level (Selection)	Year 1						
	Year 2						
	Year 3						
	Year 4						
	Year 5						
	Year 6						
	Year 7						
	Year 8						
	Year 9	7.5	7.7	6.3		78.4	27,821
	Year 10	7.0	10.2	6.5		76.2	27,141
	Year 11	5.7	9.3	8.6		76.2	23,146
	Year 12	5.6	10.6	11.8		71.8	19,198
	Year 13	4.5	10.8	9.9		74.7	10,120

Attendance Rate per Ethnicity (Selection)	NZ European	6.4	6.7	7.8		78.8	49,102
	Other European	5.1	4.6	6.9		83.1	6,962
	NZ Māori	7.0	13.8	8.8		70.2	42,423
	Samoan	6.3	15.6	7.0		70.9	1,096
	Cook Island Māori	4.4	11.1	15.2		69.0	268
	Tongan	5.6	20.2	8.7		65.4	321
	Niue	5.8	25.8	17.6		50.5	85
	Fijian	2.9	8.9	12.3		75.7	850
	Tokelauan	6.6	5.4	7.8		80.0	255
	Other Pasifika	3.9	9.8	9.4		76.8	510
	South East Asian	3.4	6.1	5.9		84.4	1,360
	Indian	3.2	3.8	4.9		87.8	1,445
	Chinese	2.0	3.1	4.0		90.7	765
	Other Asian	4.9	5.0	7.8		82.1	1,049
	Other Ethnicity	2.8	5.2	12.5		79.3	935

Attendance Rate per Gender (Selection)	Female						
	Male	6.3	9.5	8.2		75.8	107,426

Attendance, Absences and Truancy Report

From : 1 Jan 2022

To : 17 Jun 2022

All Year Level 9						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	7.6	5.7	5.7		80.8	12,874
NZ Maori	7.9	10.3	7.0		74.5	11,728
Others	5.5	5.9	5.9		82.5	3,219
Total	7.5	7.7	6.3		78.4	27,821

Female Year Level 9						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European						
NZ Maori						
Others						
Total Female						

Male Year Level 9						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	7.6	5.7	5.7		80.8	12,874
NZ Maori	7.9	10.3	7.0		74.5	11,728
Others	5.5	5.9	5.9		82.5	3,219
Total Male	7.5	7.7	6.3		78.4	27,821

Attendance, Absences and Truancy Report

From : 1 Jan 2022

To : 17 Jun 2022

All Year Level 10						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	7.5	7.3	6.5		78.5	14,714
NZ Maori	6.6	15.4	6.9		70.9	10,047
Others	5.2	5.9	4.8		83.9	2,380
Total	7.0	10.2	6.5		76.2	27,141

Female Year Level 10						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European						
NZ Maori						
Others						
Total Female						

Male Year Level 10						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	7.5	7.3	6.5		78.5	14,714
NZ Maori	6.6	15.4	6.9		70.9	10,047
Others	5.2	5.9	4.8		83.9	2,380
Total Male	7.0	10.2	6.5		76.2	27,141

Attendance, Absences and Truancy Report

From : 1 Jan 2022

To : 17 Jun 2022

All Year Level 11						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	5.7	6.6	7.8		79.7	8,480
NZ Maori	6.5	12.9	9.9		70.5	10,055
Others	4.2	6.3	7.2		82.2	4,611
Total	5.7	9.3	8.6		76.2	23,146

Female Year Level 11						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European						
NZ Maori						
Others						
Total Female						

Male Year Level 11						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	5.7	6.6	7.8		79.7	8,480
NZ Maori	6.5	12.9	9.9		70.5	10,055
Others	4.2	6.3	7.2		82.2	4,611
Total Male	5.7	9.3	8.6		76.2	23,146

Attendance, Absences and Truancy Report

From : 1 Jan 2022

To : 17 Jun 2022

All Year Level 12						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	4.8	7.9	12.2		74.9	8,622
NZ Maori	7.3	15.3	11.6		65.6	7,176
Others	4.0	7.3	11.3		77.2	3,400
Total	5.6	10.6	11.8		71.8	19,198

Female Year Level 12						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European						
NZ Maori						
Others						
Total Female						

Male Year Level 12						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	4.8	7.9	12.2		74.9	8,622
NZ Maori	7.3	15.3	11.6		65.6	7,176
Others	4.0	7.3	11.3		77.2	3,400
Total Male	5.6	10.6	11.8		71.8	19,198

Attendance, Absences and Truancy Report

From : 1 Jan 2022

To : 17 Jun 2022

All Year Level 13						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	4.3	5.3	10.1		80.1	4,412
NZ Maori	5.4	21.0	11.2		62.3	3,417
Others	3.4	6.2	7.6		82.5	2,291
Total	4.5	10.8	9.9		74.7	10,120

Female Year Level 13						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European						
NZ Maori						
Others						
Total Female						

Male Year Level 13						
Ethnicity	Justified	Unjustified	Intermittent	Overseas	Attend Rate	Days x Student
NZ European	4.3	5.3	10.1		80.1	4,412
NZ Maori	5.4	21.0	11.2		62.3	3,417
Others	3.4	6.2	7.6		82.5	2,291
Total Male	4.5	10.8	9.9		74.7	10,120

Attendance, Absences and Truancy Report

Attendance, Absences and Truancy Report, as specified as part of the Ministry's eAR specification.



There are a range of ways in KAMAR to analyse student attendance for groups of students. One of the ways is using the Attendance, Absences and Truancy Report, as specified as part of the Ministry's eAR specification.

Attendance, Absences and Truancy Report

This report will count up student attendance over a set time period, presenting the data for you in the form of Intermittent, Unjustified, Justified, Overseas and Present % for both the whole school, as well as groups of students within the school (Year Levels, Gender and Ethnicity).

From the Reporting menu, select 'Attendance', then select the 'Attendance, Absences and Truancy' report from the options on the right.

When you select this option, settings appear in the middle column.

- **From and To Dates** : The date range to compare. This defaults to the year to date (1st January to today).
- **Include Whole School Statistics**: Ticked by default, this option includes the 'overall' first page in the report.
- **Ethnicity Breakdown** : will show a breakdown by Ethnicity. You can specify up to eight ethnicities to compare.
- **Specify Students** : By default, the report will include all students. If you choose this setting, you can specify which students to compare, using the [Student Search Filter](#).

Click 'Print' or 'PDF' to produce the report. This may take a few minutes, depending on the size of your school and the date range specified.

Understanding the Statistics

The report breaks student attendance into six categories.

Attendance, Absences and Truancy Report

From : 1 Jan 2021

To : 16 May 2021

Attending Students

	Justified Absences	Unjustified Absences	Intermittent Unjustified Absences	Students on Overseas Posting	Attendance Rate	Days x Students Count
Attendance Rate for School	0.1	47.1	0.0		52.7	18,559
Attendance Rate for Selection	0.1	47.1	0.0		52.7	18,559

Attendance Rate per Year Level (Selection)	Year 1					
	Year 2					
	Year 3				100.0	201
	Year 4				100.0	134
	Year 5				100.0	134
	Year 6				100.0	134
	Year 7				100.0	268
	Year 8		49.3		50.6	2,278
	Year 9	0.3	49.9		49.7	2,144
	Year 10		44.6		55.3	737
	Year 11	0.8	47.1	0.2	51.7	871
	Year 12	0.4	46.2	0.4	52.7	201
	Year 13	0.0	49.8		50.0	11,457

Attendance Rate per Ethnicity (Selection)	NZ European	0.1	48.0	0.0		51.7	12,730
	Other European		42.2	0.1		57.5	1,139
	NZ Māori		40.1			59.8	1,139
	Samoan	2.2	26.1			71.6	134
	Cook Island Māori					100.0	67
	Tongan						
	Niue		52.2			47.7	134
	Fijian						
	Tokelauan					100.0	67
	Other Pasifika						
	South East Asian		52.2			47.7	67
	Indian		52.2			47.7	335
	Chinese		47.8			52.1	1,005
	Other Asian		52.7			47.2	201
	Other Ethnicity		51.0			48.9	1,541

Attendance Rate per Gender (Selection)	Female	0.1	47.6			52.1	8,241
	Male	0.1	46.6	0.0		53.1	10,318

Unlike other attendance stats used in KAMAR, the percentages calculated and displayed on this report is not based on 4 hours present, rather it works on Absences. Blank entries do count as absent! (This is part of the eAR specification).

Justified:

The student is absent two hours or more in any one day with a 'Justified' Truancy code.

Unjustified:

The student is absent two hours or more in any one day with a 'Unjustified' Truancy code or or a mixture of Unjustified and Justified Truancy codes adding up to over two hours.

Intermittent Unjustified

The student is absent at least one hour, but under two hours in any one day with an Unjustified Truancy code.

Overseas:

The student is absent with the Overseas Truancy code 'O' for the whole day.

Attendance Rate:

100, minus all the above absences (justified, unjustified, intermittent and overseas). This is the overall Attendance rate present.

Days x Students Count

The number of days the school has been open multiplied by the amount of students at the school.

How are the statistics worked out?

The calculations are made by:

1. Adding up the **possible number of days** for all students.
2. Adding up the **number of days absent** (using the Truancy Codes J ,U, I, O) for all students.
3. Working out the **percentage of absences out of the number of possible days**.

For example, if you ran the report for one week for 10 students:

One 5 day week for 10 students = 50 possible days. If one student was absence for the first 3 days with unjustified truancy codes recorded against them, this equals 3 days of Unjustified Absences. 3 days out of 50 = 6% Unjustified Absence

However if you ran the same report but for the first 3 days (for 10 students) only, then the total possible days only equals 30 days. The percentage of Unjustified Absences will equal 3 days out of 30 = 10% Unjustified Absence.

Now if you ran the reports for 10 days for the same 10 students, then the total possible days equals 100. If no other absences were recorded, then you still only have 3 days of Unjustified Absences. 3 days now out of 100 = 3% Unjustified Absence.

So the attendance rates will vary depending upon the number of days you run the report on, and of course, the student's attendance for that range.

The final Attendance Rate is 100, minus all the other absences (justified, unjustified, intermittent and overseas).

Questions

Does the 'Unjustified absence' column reflect the percentage of students with unjustified absences?

No - it means the percentage of days of unjustified absences for the selected students, out of the possible number of days, for the selected students combined.

Does the 'Attendance rate' column mean the percentage of students who have no absences in that date range?

No - The 'Attendance rate' (Attendance present) figure is: 100 minus all absence figures (in the columns to the left).

Why does the Attendance, Absence and Truancy Report show different attendance figures from the 'Half Days' Attendance calculations?

These are completely separate reports and they can CANNOT be compared. The Attendance, Absence and Truancy Report is worked out from absences, whereas the Half Days calculations are worked out from 'half days' present. Secondly, the Attendance, Absence and Truancy Report considers 'Intermittent Unjustified' absences and the Half days calculations does not.

How can I compare the Attendance, Absence and Truancy Report 'Attendance rates' with the 'Student Attendance rate' report from the Teachers > Attendance area?

You cannot compare these figures. Attendance, Absence and Truancy Report looks at absences whereas the Student Attendance Rates is worked out using Half Day calculations.

Report to the WBHS BoT - June 2022
- RAS (Review of Achievement Standards) implementation -

- Accord Teacher Only Days:

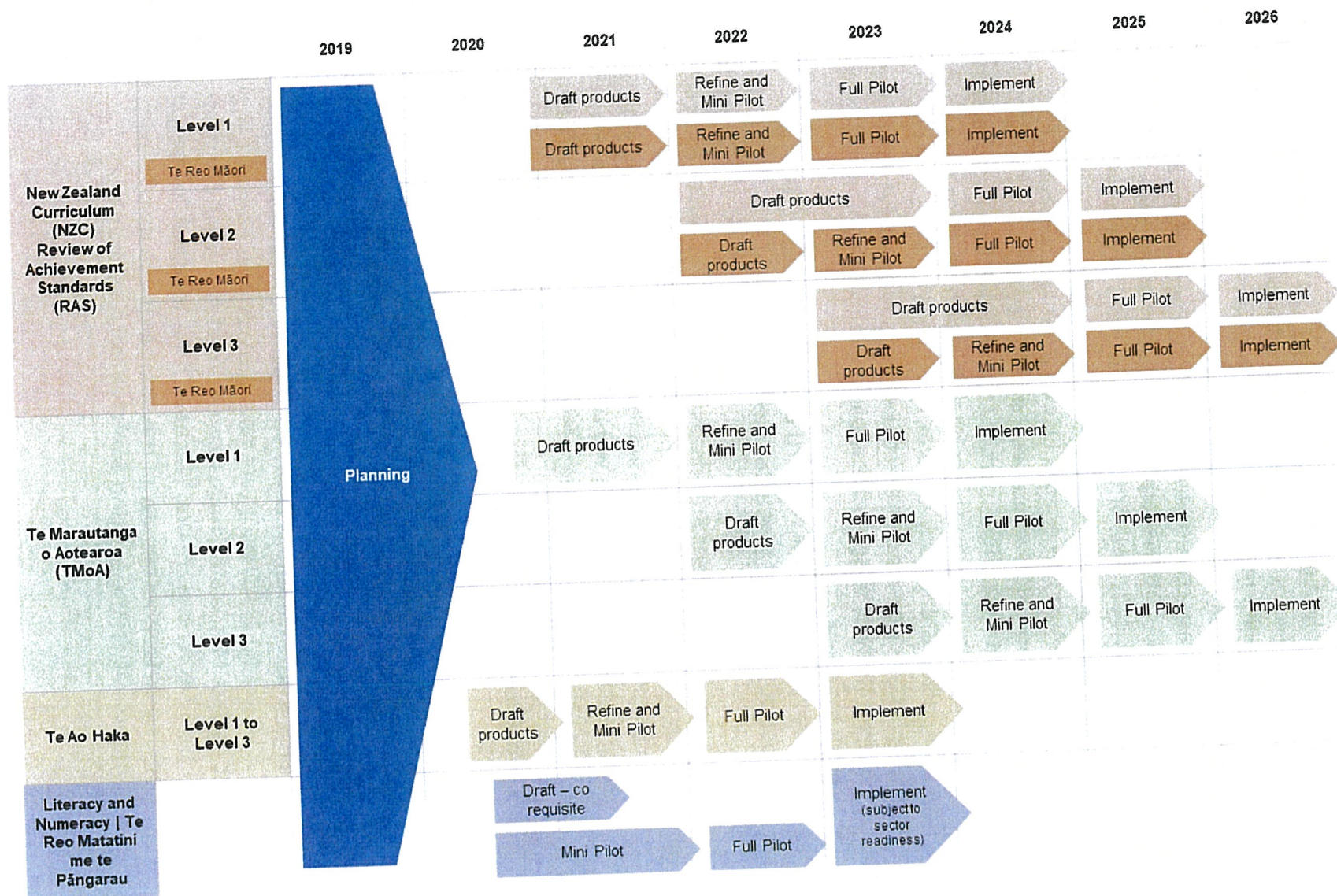
The "Accord" teacher-only days are set aside for both Literacy and Numeracy corequisite readiness and RAS implementation.

- Friday 20th May - Accord Day 5 - departmental focus on new Literacy and Numeracy co-requisites for NCEA. There will be a continued focus on this, both pedagogically, and "mechanically" in terms of how to physically deliver these online tests. This is set for implementation from 2023 but is "subject to sector readiness"
- Friday 26th August - Accord Day 6 - RAS - exact focus TBC dependent on MoE resources (Level 1 in 2024)
- Monday 21st November - Accord Day 7 - RAS focus - a collaboration with other local secondary schools is planned (Tikipunga, KHS, Pompallier, Bream Bay College, Northland College, and Okaihau have so far expressed interest). Each school will host a particular subject (or two) to spread the load and provide an opportunity to work together
- Friday 2nd December - Accord Day 8 - RAS - exact focus TBC dependent on MoE resources (Level 1 in 2024)

- NZC Review of Achievement Standards (RAS) pilots - update from NZQA following Government re-phasing of the NCEA Change Programme

- The NCEA Level 1 pilot planned for 2022 will be replaced with Level 1 mini-pilots. The mini-pilots will be scaled down with fewer schools participating. The number will reduce from 15-25 schools per subject to 5 schools per subject.
- Level 1 (full) pilots will take place in 2023 with full implementation by 2024.
- Level 2 pilots will take place in 2024 with full implementation by 2025.
- Level 3 pilots will take place in 2025 with full implementation by 2026.
- WBHS is not involved in any mini-pilots or Level 1 full pilots (2023)
- Te Ao Haka (L1-3) full pilots are taking place in 2022. HoF Languages and Te Aka Matua staff have heard some feedback from these pilots via local TROTT hui (Te Reo teachers in Tai Tokerau). Investigation is ongoing as to whether any of the standards can be offered to WBHS students within the existing Senior Māori Arts courses.

The updated RAS implementation timeline is reproduced below:



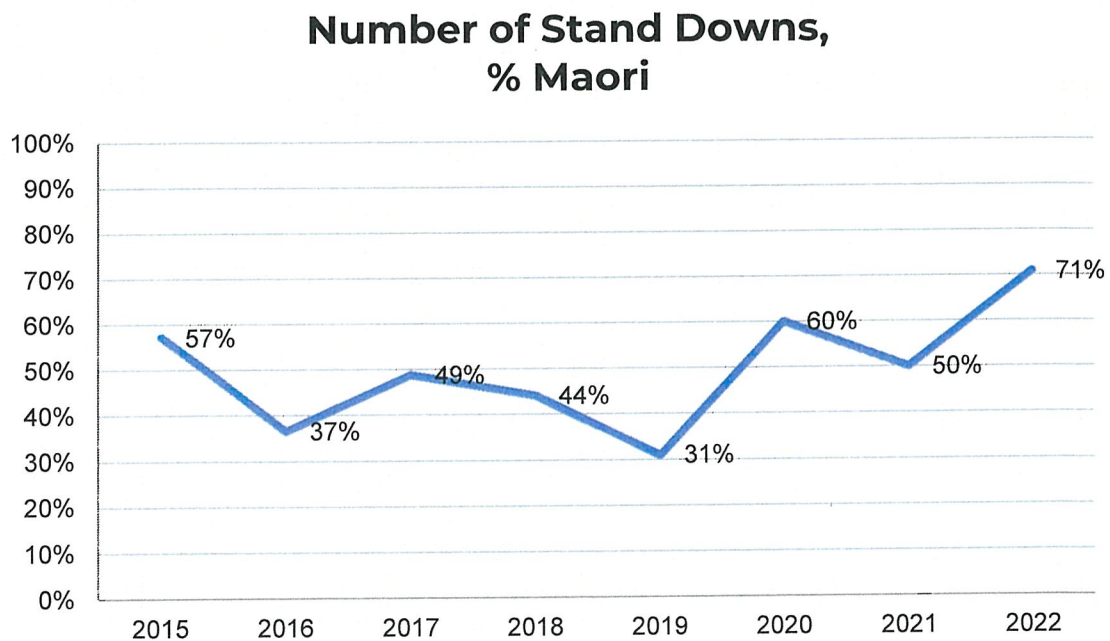
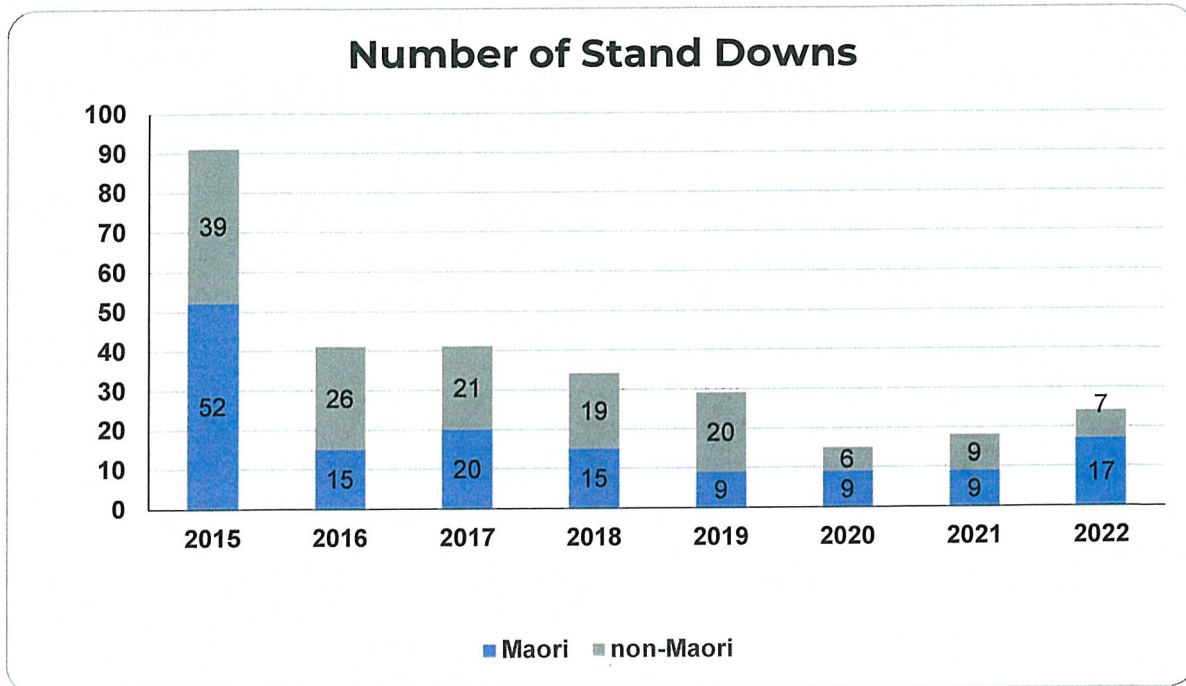


WHANGĀREI BOYS' HIGH SCHOOL

Indicators

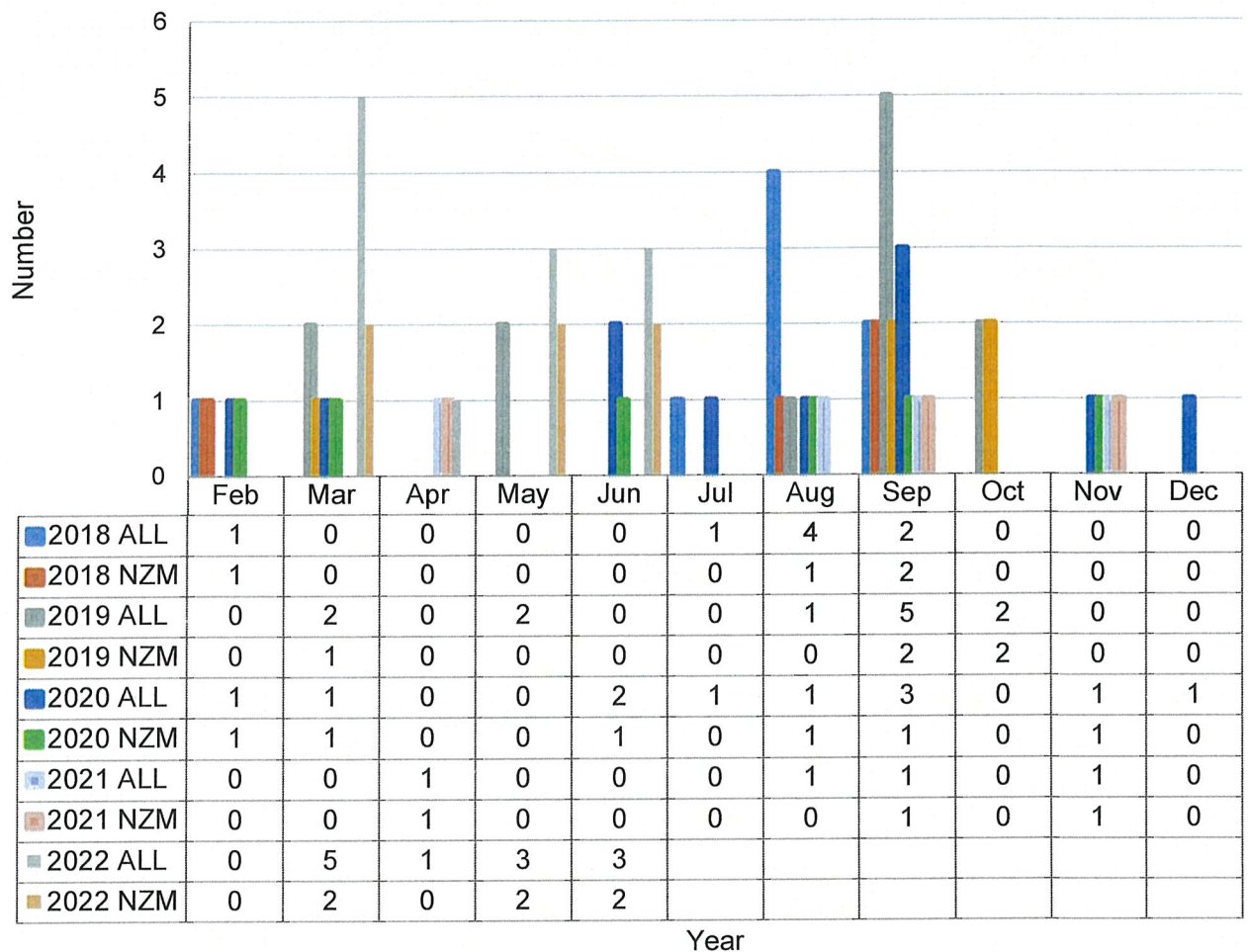
June Board Meeting

Stand downs



Suspensions

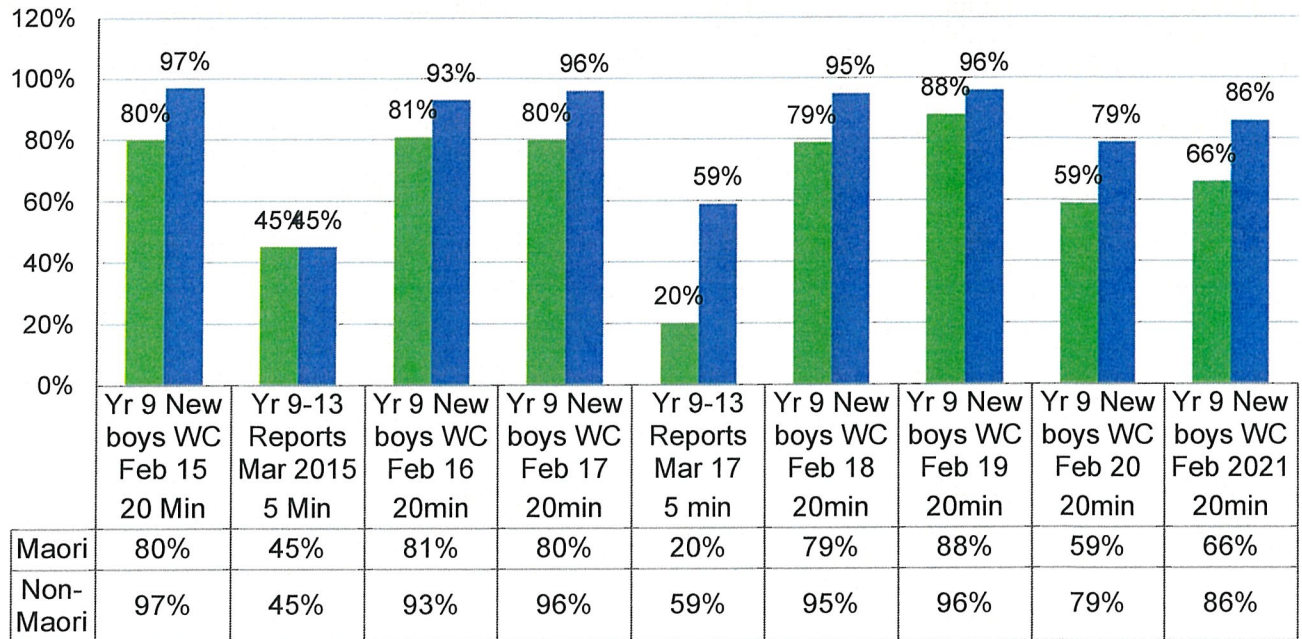
**Suspension - Month by month comparison
2019 - 2022**



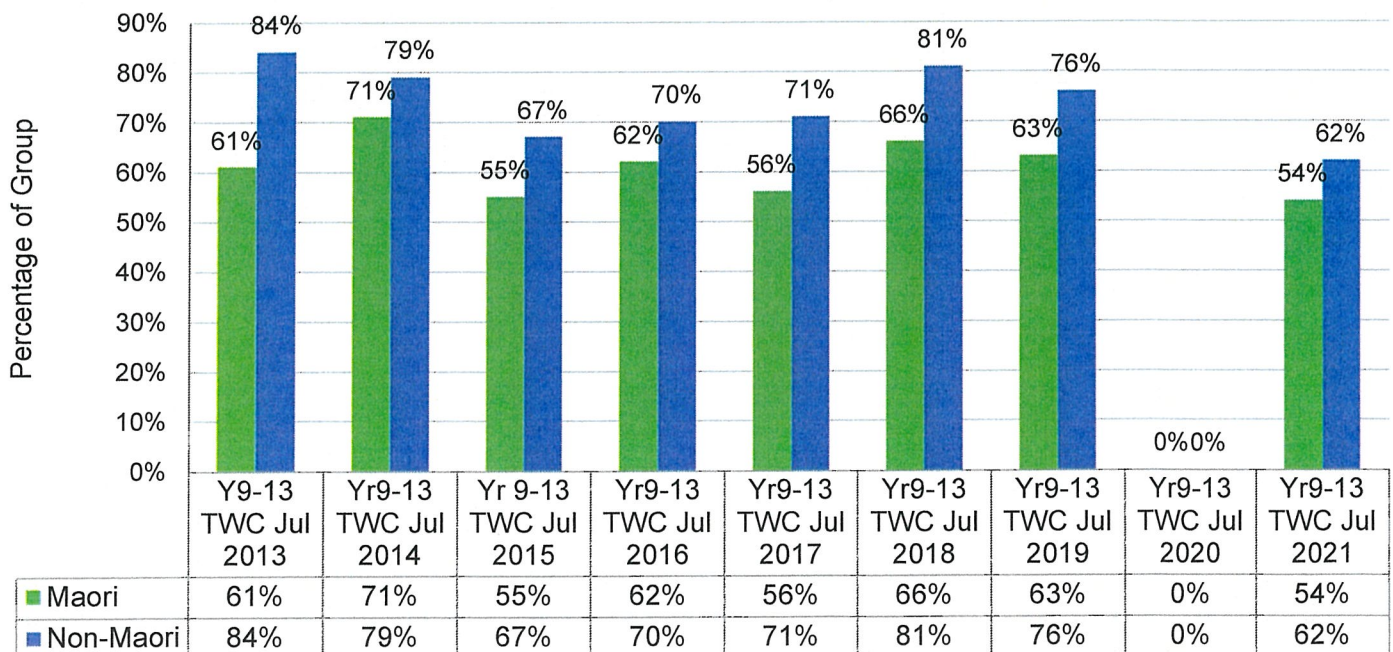
Outcome	Year	Ethnicity	Gross Misconduct (GM)	Continual Disobedience (CD)	Action that can cause serious harm (to himself or others) (ACSH)	Month
Excluded	9	NZM	GM			April
Excluded	10	NZM	GM			April
Excluded	11	NZM	GM			June

Parent attendance at events

Parents Attending Whanau Conferencing



Parents Attending Three Way Conferencing

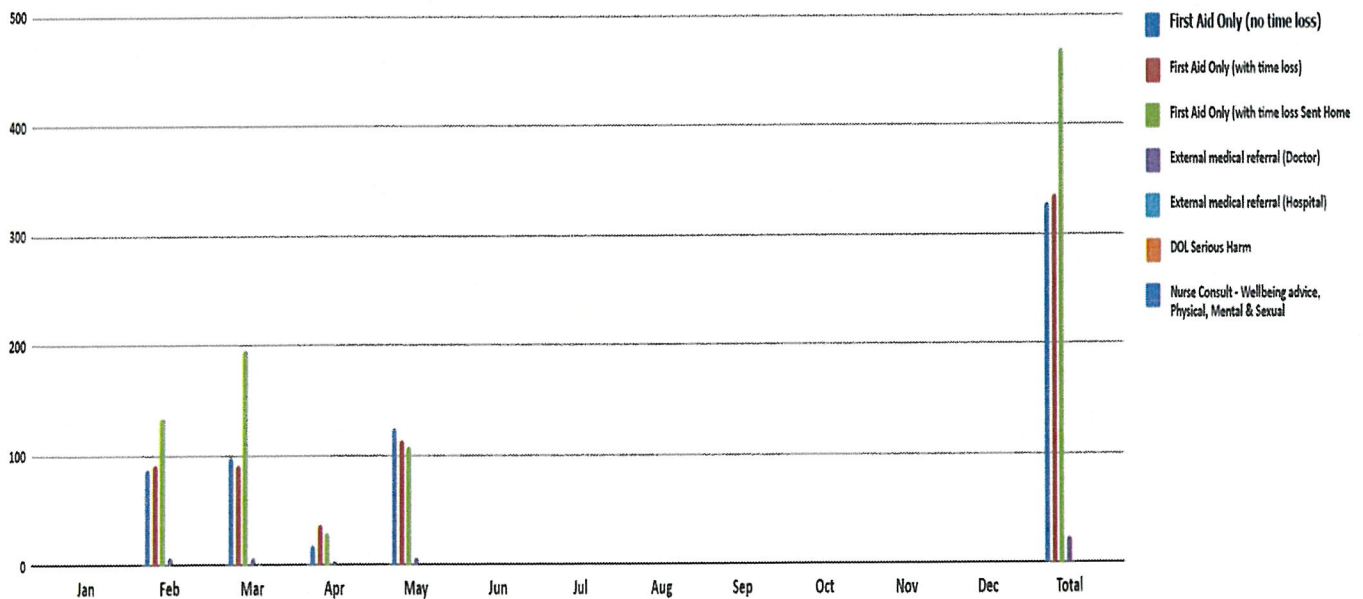


Incident Register

Monthly report - Incident Register for 2022

Incident Register for 2022													
Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Year
First Aid Only (no time loss)	0	88	99	18	124	0	0	0	0	0	0	0	329
First Aid Only (with time loss)	0	92	92	37	114	0	0	0	0	0	0	0	335
First Aid Only (with time loss Sent Home)	0	134	196	30	108	0	0	0	0	0	0	0	468
External medical referral (Doctor)	0	7	7	3	7	0	0	0	0	0	0	0	24
External medical referral (Hospital)	0	0	1	0	0	0	0	0	0	0	0	0	1
DOL Serious Harm	0	0	0	0	0	0	0	0	0	0	0	0	0
Nurse Consult - Wellbeing advice, Physical, Mental & Sexual	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	321	395	88	353	0	0	0	0	0	0	0	1157

Incident Register for 2022



Leavers 2022

Year	Another School	Aotea College	Bream Bay College	Continuous Absence	Course	Employment	Kamo High School	Moved Overseas	Northland College	Okaihau College	Renew School	Tauraroa Area School	Te Aho o Te Kura Pounamu	Te Kapu Whetu	Unknown	Grand Total
9			1	3						1		1	1			7
10		1		2					2			1		1		7
11	2			4			1									7
12				2		2		1			1				1	7
13	1				1	6									1	9
Grand Total	3	1	1	11	1	8	1	1	2	1	1	2	1	1	2	37

New Enrolments 2022

Year Level																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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**WHANGĀREI BOYS'
HIGH SCHOOL**
DEVELOPING BOYS INTO FINE MEN

Health, Safety and Wellbeing Report to BoT - June 2022

Newly Identified Hazards:

- Hazard register still not completed by staff - pressure has been put on during curriculum hui on 14 June.
- Many new hazards in the new school especially with it being a building site. These are constantly being addressed when identified.
- Old school is a significant hazard with broken glass and destroyed classrooms. Students are going up and vandalising this or just generally being nosey/using as a thoroughfare from the buses. Meeting to be held this week regarding the demolition and therefore cordoning off of this area.

Serious Incidents:

- A student who was in the old school suffered a serious cut to his shin.
 - Should be addressed once fencing is up

Covid:

- List of students and another of staff who test positive or are household contacts has been created and shared with MoE. This continues to be updated when the school is made aware. A lot less cases being reported recently.
- Masks
 - General school - still being encouraged to be worn
 - Buses - not good. This is still mandated but there is no way to enforce it. Messages have gone out to students directly as well as in weekly updates to parents. MOE transport person has been in touch and is going to observe the goings on also. Report back to Ritchies and him that their drivers are not always wearing them either.

Other matters:

- 2nd Health and Safety held 25th May
 - Staff working alone procedure verified
- HARRISON/TEW visit postponed. To be held 27th July.
- E.Coli levels in drain by field. This was tested by students in SOS class and found to be very high. Karen has passed the results on to appropriate people to be looked into further.



**WHANGĀREI BOYS'
HIGH SCHOOL**

COMPLAINTS RESOLUTION

Rationale:

A clear and effective process for hearing and resolving complaints from members of the school community and the public is considered by the Board to be an essential part of the school's Communication Strategy.

Purpose:

The purpose of this policy is to provide guidelines for responding to complaints arising from actions, omissions or incidents that affect the school.

Definitions:

Complainant means the person making the complaint.

Scope:

This policy applies to complaints about the school or its hostel by students, parents/caregivers, staff or any other persons.

Guidelines:

1. The process will ensure that complaints can be heard, and independently reviewed.
2. The process will encourage participants to resolve complaints in a respectful, transparent and pragmatic way.
3. The principles of natural justice will be applied.
4. Complaints will be treated as confidential and will only involve those parties needed to establish facts, resolve issues and/or establish solutions.
5. All parties to a complaint may bring a support person to any meeting where the issue is to be discussed.
6. Complaints should first be directed to the school and the best efforts of both the school leadership and the complainant should be made to resolve them. Complaints of a very serious nature should be escalated to the Board of Trustees.
7. Information about the process will be made readily available to the school community and the public.
8. The leadership and Board are not obliged to investigate anonymous or non-specific complaints (ie that do not include sufficient factual information to be properly investigated).
9. Complaints about staff will be investigated and resolved in accordance with any terms and conditions in the staff member's collective or individual employment contract.
10. The school will provide a clearly documented management procedure for dealing with complaints. This shall consist of two parts: Stage One – the school's response to complaints; and Stage Two – the Board's response to complaints. This management



**WHANGĀREI BOYS'
HIGH SCHOOL**

COMPLAINTS RESOLUTION

10: procedure shall be subject to Board approval and shall be published along with this policy on the school's website.

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Related Policies:

1. EEO
2. Sexual Harassment
3. Safe School

References or Sources:

1. MOE Good Practice – Stand-downs, Exclusions and Expulsions 2009
2. NZSTA Trustee Handbook Trusteeship Section

Review Details:

Review Date	Reviewed by
Jun 2022	SMK
Review cycle: 3 years	Due date for Review: Jun 2025

Management Contact:

- ~~AP (Personnel)~~ Deputy Principal



**WHANGĀREI BOYS'
HIGH SCHOOL**

DEPARTING STAFF

Rationale:

This policy supports the requirements of NAG 3 which require the Board to develop and implement personnel and industrial relations policies and to be a good employer as defined in the State Sector Act 1988.

Purpose:

The purpose of this policy is to provide departing staff with an open and transparent forum for providing feedback about their employment experience at the school.

Scope:

This policy applies to complaints about the school or its hostel by students, parents/caregivers, staff or any other persons.

Guidelines:

1. A **Departing Staff Checklist** must be completed by all staff before they leave their employment at school.
2. Departing permanent staff and relievers (who have been employed for a continuous period in excess of four weeks) will be encouraged to participate in an **exit interview**. Exit interviews are optional.
3. Exit interviews with teaching staff may be conducted by the Principal.
4. Exit interviews with support staff may be conducted by the **Executive Officer Business/Financial Manager**.
5. Departing staff may optionally ask for a Board of Trustees' member to conduct their exit interview.
6. Interviews are confidential to the interviewer, interviewee and the Board of Trustees.
7. Exit interviews will be tabled at the next "In-Committee" section of the Board of Trustees' meeting.

Related Policies:

1. EEO

References or Sources:

1. National Administration Guideline 3
2. State Sector Act 1988, and amendments



**WHANGĀREI BOYS'
HIGH SCHOOL**

DEPARTING STAFF

Review Details:

Review Date	Reviewed by
Jun 2022	SMK
Review cycle: 3 years	Due date for Review: Jun 2025

Management Contact:

- Business/Financial Manager



**WHANGĀREI BOYS'
HIGH SCHOOL**

EQUAL EMPLOYMENT OPPORTUNITIES (EEO)

Rationale:

This policy supports the requirements of the State Sector Amendment Act 1989, the Human Rights Act 1993 and NAG 3.

Purpose:

The purpose of this policy is to ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without regard to irrelevant factors.

Scope:

This policy applies to all staff and job applicants at the school.

Guidelines:

1. The school will develop and implement an EEO programme in consultation with employees, especially employees from the target groups of:
 - Maori
 - Ethnic or minority groups
 - Women
 - Persons with disabilities
2. The EEO committee will comprise two or more staff members. They will be responsible for co-ordinating the development and implementation of the annual EEO programme and reporting the programme to the Board.
3. The committee will maintain a database to identify members of the EEO target groups and an employment profile of the school.
4. All personnel policies and practices will be developed and reviewed by the committee to ensure they adhere to EEO principles. Areas to be considered are:
 - Recruitment and selection
 - Promotion and career development
 - Conditions of service
 - Staff professional development
 - Sexual harassment
 - ~~Appraisal~~[Professional Growth Cycle](#)
 - Performance management



EQUAL EMPLOYMENT OPPORTUNITIES (EEO)

Related Policies:

References or Sources:

1. National Administration Guideline 3
2. State Sector Act 1988, and amendments
3. Human Rights Act 1993, and amendments

Review Details:

Review Date	Reviewed by
Jun 2022	SMK
Review cycle: 3 years	Due date for Review: Jun 2025

Management Contact:

- EEO Committee



YOUNG PERSON HARM AND NEGLECT

- SUSPECTED OR ACTUAL

Rationale:

The school is required by NAG 5 to:

- Provide a safe physical and emotional environment for students; and
- Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees

Purpose:

This policy establishes a procedure for those working at the school to report suspected or actual child harm and neglect which ensures that:

- The welfare and interests of the child or young person are the first and paramount consideration.
- That all complaints are taken seriously and dealt with effectively including full, accurate and prompt sharing of information (as permitted by the law);
- That in the case of a complaint against an employee, action is guided by the applicable employment contract, Complaints Policy and/or principles of natural justice.
- The vital role of cultural groups and local support agencies is recognised by the Principal in their ongoing communication and liaison with the wider community.

Definitions:

Child and Young Person – a **child** is someone under the age of 14 years and a **young person** is someone aged 14 years and over, but under 17 years who is not or has never been married or in a civil union (section 2, CYP&F Act).

Child Harm – means the harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person (section 2 CYP&F Act).

Child harm/neglect includes:

- Physical abuse
- Sexual abuse
- Emotional/psychological abuse e.g. family violence, exposure to illegal activities, rejection
- Neglect e.g. medical neglect, abandonment, neglectful supervision

Scope:

This policy applies to all staff and students.

This policy covers all those who are employed or engaged as children's workers in your Service or school. It can also be expanded to include: › staff members who are volunteers › unpaid workers undertaking educational or vocational training courses › itinerant teachers (such as RTLb, RTLit, RTM etc) › volunteers › statutory appointees › contractors › parents › visitors.



YOUNG PERSON HARM AND NEGLECT

- SUSPECTED OR ACTUAL

Guidelines:

Staff and student education about child harm/neglect

- The school will facilitate training for staff to help them identify suspected harm and/or neglect and to be able to respond appropriately.
- To assist with training the school may liaise with Oranga Tamariki and the NZ Police, the Guidance Counsellor or educational psychologists from Group Special Education (GSE).
- The school will provide preventative education in the delivery of the Health and Physical Education national curriculum statement. Students will have access to information about child harm and appropriate responses to it through the relevant parts of the curriculum.
- Staff will ensure the interests and protection of the child are paramount in all circumstances.
- The school will promote a culture where staff feel confident that they can constructively challenge poor practice or raise issues of concern without fear of reprisal.
- Staff will consult, share and discuss relevant information in a timely way regarding any concerns about an individual child with the Board or the Principal.
- The Principal will seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise.
- The Principal will inform the Board Chair of any and all such concerns.

Guidelines for reporting child harm/neglect

Section 15 of the CYP&F Act 1989 provides that:

Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected or deprived may report the matter to a social worker or constable. Guiding principles are:

- The child's safety should always be the paramount consideration in the notification process.
- No decisions or actions in respect of suspected or actual child harm are to be made by any staff member in isolation unless there are concerns for the immediate safety of the child.
- *A consultative approach is essential to ensure the safety of the child and the staff member. Staff must discuss their concerns with the Principal or Counsellor/social worker. Where applicable follow the board's Complaint Policy.*
- Decisions about informing parents, caregivers or any authority (e.g. Police, Oranga Tamariki etc) will be made once discussion about the proposed reporting has been undertaken with the affected student. The decision to inform or report the harm or neglect will involve making a professional judgement as to the student's ability to give fully informed consent to a report being made on their behalf. Schools are not legally obliged to report harm. Anonymous protection for referees is legally binding.
- Decisions about informing parents or caregivers should be made after consultation between the school and Oranga Tamariki.



YOUNG PERSON HARM AND NEGLECT - SUSPECTED OR ACTUAL

- *Students will be made aware of processes for reporting concerns about staff or the Principal through the pastoral care team network. Any concerns relating to staff or the Principal will be referred to the Presiding member of the board.*

Related Policies:

1. Safe School
2. Sexual Harassment
3. Equity
4. Complaints
5. Staff appointments

References or Sources:

1. Reporting of Suspected or Actual Child Harm and Neglect: Protocol between the MOE, NZSTA and CYF 2009
2. Child, Young Persons, and Their Families Act 1989 (CYP&F Act)
3. Vulnerable Children Act 2014

Review Details:

Review Date	Reviewed by
Jul 2021	SMK, GIB
Review cycle: 3 years	Due date for Review: Jul 2024

Management Contact:

Principal

Guidance Counsellor



**WHANGĀREI BOYS'
HIGH SCHOOL**

EOTC Event Proposal, Approval and Intentions

Event Name:	Kaiārahi/ future leaders camp				
Dates:	6-7 July 2022				
Person in Charge and Attending:	HLV, HOP	Student group:	Y12	No. of Students:	50
Activity outline, learning objectives and other benefits:		Assessment based Standards:		HoD/ HoF approval:	
Overnight camp				TiC approval:	
Event location/venue:		Other staff attending & contact no.			
Manaia Baptist Camp		MOR 02108174857			
		GIB 021305850			
Pre site visit completed: repeat camp		Date: annual camp			
External Providers: Grant Harrison Mark Burkill		Details: Sport Northland Sport Northland			
Accommodation:		Transport method:			
Cabins		Bus			
Emergency Contact:		Times:			
Type to be used:		Meet: Bus bay			
Name of contact: Ginny Hill Number: 0272330317 Other: WBHS 09 430 4170		Depart: 8.45-9.00am			

	Return: 3.00pm Any additional details:
--	---

Use this first page as an Intentions Form – to be left with the Office

Budget

(ALL ITEMS MUST INCLUDE GST– where rates are quoted GST has already been added)

What category is your trip under?		A	B	C
1	TEACHER RELIEF (for Category B / C Trips)			
	No. of staff involved:			
	Total number of relief days or periods:	2@ \$375.27	=	750.54
2	TEACHER ALLOWANCES (must be included for ALL overnight trips)			
	Total number of daily allowances: (payable less GST on any trip over 24hrs in duration)	4@ \$28.75	=	115
	Other Staff Expenses: Driver wages -9hrs @ \$20 (3 days)			
3	TRANSPORT (please <u>attach quotes</u> for non school / staff vehicles) or <i>Google map</i> showing distances			
	1. School vans / Gateway car (1 – 200kms = 99c km / 200kms – 500kms = 92c / 500kms & over = 86c)	kms	@	=
	2. Staff Vehicles (payable less GST) (Staff vehicle rates 1 – 1600km = 71c km/ 1600km & over = 54c)	62 kms	@ 0.71 km	= \$44.02
	3. Private vehicles 2 Buses	kms	@ km	= \$500 quote to come
	4. Van Hire (non school) x 3 days @130.00 per day			=
	5. Fuel			
	6. Trailer			
4	EVENT COSTS (entry fees / registrations, etc – <u>please attach quotes</u>)			
	1.			=
	2.			=
	3.			
5	OTHER RELATED EXPENSES (please specify) <u>Attach quotes</u>			
	1. Accommodation	50@	\$14	✓ = 1500 - mkr.
	2. Food	50@	\$25	✓ = 1250
				=
	Total Cost			= 4160
	No. of students : 50	Cost per student		= 85.00.

Details of application for external funding (Trust Money / Grants & subsidies / Fundraising)
(which may in the future modify the cost per student)

Funding Sources (please list including amount)	Total confirmed subsidy
	Subsidy per student
	Subsidised cost per student


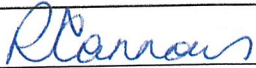
Trip Management Category		
Low	High	
Routine and expected activities and environments <ul style="list-style-type: none"> • School grounds • Supervised local curriculum visits • Whole school events 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments 	Including residential and overseas trips.

SEE BELOW FOR ACTIONS TO NOW COMPLETE BASED ON LEVEL OF RISK
Task Checklist to complete based on Level of Risk

Low Risk	High Risk	
<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input checked="" type="checkbox"/> Activity Proposal <input checked="" type="checkbox"/> HOD Approval <input checked="" type="checkbox"/> EOTC Coordinator Approval <input type="checkbox"/> Principal/BOT Approval
<u>Must</u> include: <input type="checkbox"/> Parental Notification <input type="checkbox"/> Staffing allocated/ supervision structure	<u>Must</u> include: <input type="checkbox"/> Parental Notification <input type="checkbox"/> Parental Consent <input type="checkbox"/> Health Profile <input type="checkbox"/> Risk assessment form <input type="checkbox"/> Staffing allocated/ supervision structure <input type="checkbox"/> Any financial quotes	<u>Must</u> include: <input checked="" type="checkbox"/> Parental Notification <input checked="" type="checkbox"/> Parental Consent <input checked="" type="checkbox"/> Health Profile <input checked="" type="checkbox"/> Risk assessment form <input checked="" type="checkbox"/> Staffing allocated/ supervision structure <input type="checkbox"/> Any financial quotes
<u>May</u> include but not limited to: <input type="checkbox"/> Student medical lists <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Risk assessment form	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information

	<input type="checkbox"/> Emergency communication plan	<input type="checkbox"/> Emergency communication plan
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FINAL APPROVAL

Approved By	Name	Date	Signed
EOTC Coordinator	M. Lawson	16/6/22	
EOTC Admin	R. Connors	17/6/22	
Board of Trustees			

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**WHANGĀREI BOYS'
HIGH SCHOOL**

EOTC Event Proposal, Approval and Intentions

Event Name:	Tanner Cup Hockey tournament
Dates:	9/7 - 13/7

Person in Charge and Attending:	Warren Litchfield 027 727 6240	Student group:	Under 15i Hockey	No. of Students:	16
Activity outline, learning objectives and other benefits:	Assessment based Standards:		HoD/ HoF approval:		
Under 15 Hockey tournament.			TiC approval:		
Event location/venue:	Other staff attending & contact no.				
St Paul Collegiate Hamilton					
Pre site visit completed: Yes	Date:				
External Providers:	Details:				
Accommodation:	Transport method:				
St Paul's Collegiate Hostel	Vans				
Emergency Contact:	Times:				
Type to be used: Mobile	Meet: 11:30am on 9/7 at WBHS carpark				
Name of contact: Warren Litchfield Number: 027 727 6240 Other:	Depart: 12:00pm				
	Return: 4:00pm at WBHS Carpark on 13/7				
	Any additional details:				

Use this first page as an Intentions Form – to be left with the Office

Budget

(ALL ITEMS MUST INCLUDE GST- where rates are quoted GST has already been added)

What category is your trip under?		A	B	C
1	TEACHER RELIEF (for Category B / C Trips)			
	No. of staff involved:			1
	Total number of relief days or periods:	@ \$375.27	=	0
2	TEACHER ALLOWANCES (must be included for ALL overnight trips)			
	Total number of daily allowances: (payable less GST on any trip over 24hrs in duration)	@ \$28.75	=	0
	Other Staff Expenses: Driver wages -9hrs @ \$20 (3 days)			0
3	TRANSPORT (please <u>attach quotes</u> for non school / staff vehicles) or <i>Google map</i> showing distances			
	1. School vans / Gateway car (1 – 200kms = 99c km / 200kms – 500kms = 92c / 500kms & over = 86c)	564 kms	@ 0.86	= 970.08 ✓
	2. Staff Vehicles (payable less GST) (Staff vehicle rates 1 – 1600km = 71c km/ 1600km & over = 54c)	kms	@ km	= 0
	3. Private vehicles	kms	@ km	= 0
	4. Van Hire (non school) x 3 days @130.00 per day			=
	5. Fuel			
	6. Trailer			
4	EVENT COSTS (entry fees / registrations, etc – <u>please attach quotes</u>)			
	1.Entry Fee			= 850 ✓
	2.			=
	3.			
5	OTHER RELATED EXPENSES (please specify) <u>Attach quotes</u>			
	1. Accommodation			= 2880 ✓
	2.Food			= 1500 ✓
				=
	Total Cost			= 6200.80
	No. of students : 16	Cost per student		= \$390 ✓

Details of application for external funding (Trust Money / Grants & subsidies / Fundraising) (which may in the future modify the cost per student)	
Funding Sources (please list including amount)	Total confirmed subsidy
	Subsidy per student
	Subsidised cost per student

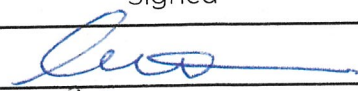
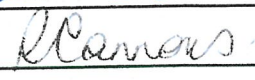
Trip Management Category		
Low	High	Overnight
Routine and expected activities and environments <ul style="list-style-type: none"> • School grounds • Supervised local curriculum visits • Whole school events 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments 	Including residential and overseas trips.

SEE BELOW FOR ACTIONS TO NOW COMPLETE BASED ON LEVEL OF RISK

Task Checklist to complete based on Level of Risk

Low Risk	High Risk	Overnight
<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval <input type="checkbox"/> Principal/BOT Approval
<u>Must</u> include: <input type="checkbox"/> Parental Notification <input type="checkbox"/> Staffing allocated/ supervision structure	<u>Must</u> include: <input type="checkbox"/> Parental Notification <input type="checkbox"/> Parental Consent <input type="checkbox"/> Health Profile <input type="checkbox"/> Risk assessment form <input type="checkbox"/> Staffing allocated/ supervision structure <input type="checkbox"/> Any financial quotes	<u>Must</u> include: <input type="checkbox"/> Parental Notification <input type="checkbox"/> Parental Consent <input type="checkbox"/> Health Profile <input type="checkbox"/> Risk assessment form <input type="checkbox"/> Staffing allocated/ supervision structure <input type="checkbox"/> Any financial quotes
<u>May</u> include but not limited to: <input type="checkbox"/> Student medical lists <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Risk assessment form	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan

FINAL APPROVAL

Approved By	Name	Date	Signed
EOTC Coordinator	M. Lawson	27/5/22	
EOTC Administrator	R. Connors	27/5/22	
Board of Trustees			



**WHANGĀREI BOYS'
HIGH SCHOOL**

EOTC Event Proposal, Approval and Intentions

Event Name:	Model United Nations Assembly				
Dates:	28 th 29 th and 30 th July, 2022				
Person in Charge and Attending:	B Taffs/A Petre	Student group:	Year 13	No. of Students:	9
Activity outline, learning objectives and other benefits:	Assessment based Standards:			HoD/ HoF approval: Yes	
<ul style="list-style-type: none"> Gain confidence in public speaking and networking Leadership skills development Enhance global and national awareness of current issues. 	N/A			Yes.	
Event location/venue: Auckland Girls Grammar	Other staff attending & contact no.				
Venue;	Adrianne Petre - 0221746046				
Pre site visit completed:	Date: Have attended event in the past and have a sound knowledge on the venue.				
External Providers:	Details:				
Accommodation:	Transport method:				
City Lodge YMCA Vincent Street Auckland 09 2820748 / 021962 236	Van RaD Car Hire 12 Albert Street				
Emergency Contact:	Times: Wednesday 6th April				

Bernie Taffs 027 640 7560 Adrienne Petreoli Brodie Nicholl Auckland Girls Grammar Host 09 307 4180, Ext 846	Meet: Front of School
	Depart: 3.30pm, Thursday 28, July
	Return: 8.00 pm, Saturday 30 th July Any additional details: Parents will pick boys up from the school on return.

Use this first page as an Intentions Form – to be left with the Office

Budget

(ALL ITEMS MUST INCLUDE GST– where rates are quoted GST has already been added)

What category is your trip under?		A	B	C
1	TEACHER RELIEF B			
	No. of staff involved: 2			
	Total number of relief days or periods: 1 period (internal)	9 periods	=	\$326.32
2	TEACHER ALLOWANCES (must be included for ALL overnight trips)			
	Total number of daily allowances: (payable less GST on any trip over 24hrs in duration)	4 @ \$28.75	=	\$115.00
	Other Staff Expenses: Driver wages -9hrs @ \$20 (3 days)			
3	TRANSPORT (please attach quotes for non school / staff vehicles) or Google map showing distances			
	1. School vans / Gateway car (1 – 200kms = 99c km / 200kms – 500kms = 92c / 500kms & over = 86c)	6 kms	@ .99c	=
	2. Staff Vehicles (payable less GST) (Staff vehicle rates 1 – 1600km = 71c km/ 1600km & over = 54c)	kms	@ km	=
	3. Private vehicles	kms	@ km	=
	4. Van Hire			= \$530.00
	5. Fuel			\$100.00
	6. Trailer			
4	EVENT COSTS (entry fees / registrations, etc – please attach quotes)			
	1. 3 Teams @\$250.00 per Team		=	\$750.00 1050
	2. Parking		=	\$50.00

3.					
5	OTHER RELATED EXPENSES (please specify) <u>Attach quotes</u>				
	1. Air fares		return	=	
	2. Accommodation		2 nights	=	\$1176.00 ✓
	3. Airport parking			=	
	4. Mainfreight set transport		return		
	Total Cost			=	\$3047.32 3347.32
	No. of students : 9			Cost per student	= 370 -

Details of application for external funding (Trust Money / Grants & subsidies / Fundraising) (which may in the future modify the cost per student)	
Funding Sources (please list including amount)	Total confirmed subsidy
Oxford Trust \$680.00	\$2430.00
Student council \$1000.00	Subsidy per student
Whangarei Rotary \$750.00	\$270.00
	Subsidised cost per student
	\$68.59 \$100 -

Trip Management Category		
Low	High	Overnight
Routine and expected activities and environments <ul style="list-style-type: none"> • School grounds • Supervised local curriculum visits • Whole school events 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments 	Including residential and overseas trips.

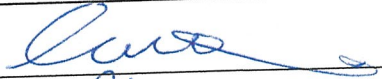

SEE BELOW FOR ACTIONS TO NOW COMPLETE BASED ON LEVEL OF RISK

Task Checklist to complete based on Level of Risk

Low Risk	High Risk	Overnight
<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval <input type="checkbox"/> Principal/BOT Approval
<u>Must include:</u> <input type="checkbox"/> Parental Notification <input type="checkbox"/> Staffing allocated/supervision structure	<u>Must include:</u> <input type="checkbox"/> Parental Notification <input type="checkbox"/> Parental Consent <input type="checkbox"/> Health Profile	<u>Must include:</u> <input type="checkbox"/> Parental Notification <input type="checkbox"/> Parental Consent <input type="checkbox"/> Health Profile

	<input type="checkbox"/> Risk assessment form <input type="checkbox"/> Staffing allocated/ supervision structure <input type="checkbox"/> Any financial quotes	<input type="checkbox"/> Risk assessment form <input type="checkbox"/> Staffing allocated/ supervision structure <input type="checkbox"/> Any financial quotes
<u>May</u> include but not limited to: <input type="checkbox"/> Student medical lists <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Risk assessment form	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan

FINAL APPROVAL

Approved By	Name	Date	Signed
EOTC Coordinator	M. Lawson	10/6/22	
EOTC Administrator	R. Cannons	17/6/22	
Board of Trustees			



**WHANGĀREI BOYS'
HIGH SCHOOL**

EOTC Event Proposal, Approval and Intentions

Event Name:	NZ Secondary School Squash Tournament				
Dates:	August 4th - August 7th				
Person in Charge and Attending:	Mark Oldridge	Student group:	9-13	No. of Students:	12
Activity outline, learning objectives and other benefits:		Assessment based Standards:		HoD/ HoF approval:	
n/a		n/a		TiC approval:	
Event location/venue:		Other staff attending:			
North Shore Squash Centre		n/a			
Pre site visit completed: / No		Date:			
External Providers: /No		Details:			
Accommodation:		Transport method:			
AUT Millennium Institute		Minivan			
Emergency Communication:		Times:12.00 pm			
Type to be used:Phone		Meet:Whangarei Squash Club			
Numbers:		Depart:04/08/21			
Person in charge:Mark Oldridge		Return 07/08/21			
Provider:					
On-call Contact person: Name:Mark Oldridge		Phone number (s):0274499260			

Use this first page as an Intentions Form – to be left with the Office &/or On Call Person

Budget

(ALL ITEMS MUST INCLUDE GST- where rates are quoted GST has already been added)

What category is your trip under?		A	B	C
1	TEACHER RELIEF (for Category B / C Trips)			
	No. of staff involved:			
	Total number of relief days or periods:	@ \$375.27	=	
2	TEACHER ALLOWANCES (must be included for ALL overnight trips)			
	Total number of daily allowances: (payable less GST on any trip over 24hrs in duration)	@ \$28.75	=	
	Other Staff Expenses:			
3	TRANSPORT (please <u>attach quotes</u> for non school / staff vehicles) or <i>Google map</i> showing distances			
	1. School vans / Gateway car (1 – 200kms = 99c km / 200kms – 500kms = 92c / 500kms & over = 86c)	510 kms	@ .86	= 438.60 ✓
	2. Staff Vehicles (payable less GST) (Staff vehicle rates 1 – 1600km = 71c km/ 1600km & over = 54c)	kms	@ km	=
	3. Private vehicles	kms	@ km	=
	4. Van Hire (non school)			=
	5. Fuel			
	6. Trailer			
4	EVENT COSTS (entry fees / registrations, etc – <u>please attach quotes</u>)			
	1.Entry Fee			= 598.00 ✓
	2.			=
	3.			
5	OTHER RELATED EXPENSES (please specify) <u>Attach quotes</u>			
	1. Accommodation			= 3064.46 ✓
	2.Food			= 500.00 ✓
				=
	Total Cost		=	4601.06
	No. of students :12	Cost per student		= 390.00 ✓

Details of application for external funding (Trust Money / Grants & subsidies / Fundraising) (which may in the future modify the cost per student)	
Funding Sources (please list including amount)	Total confirmed subsidy \$
Oxford Trust	
Student Council	Subsidy per student \$
	Subsidised cost per student


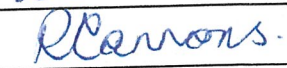
Trip Management Category		
Low	High	Overnight
Routine and expected activities and environments <ul style="list-style-type: none"> • School grounds • Supervised local curriculum visits • Whole school events 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments 	Including residential and overseas trips.

SEE BELOW FOR ACTIONS TO NOW COMPLETE BASED ON LEVEL OF RISK

Task Checklist to complete based on Level of Risk

Low Risk	High Risk	Overnight
<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input checked="" type="checkbox"/> Activity Proposal <input checked="" type="checkbox"/> HOD Approval <input checked="" type="checkbox"/> EOTC Coordinator Approval <input type="checkbox"/> Principal/BOT Approval
<u>Must</u> include: <input type="checkbox"/> Parental Notification <input type="checkbox"/> Staffing allocated/ supervision structure	<u>Must</u> include: <input type="checkbox"/> Parental Notification <input type="checkbox"/> Parental Consent <input type="checkbox"/> Health Profile <input type="checkbox"/> Risk assessment form <input type="checkbox"/> Staffing allocated/ supervision structure <input type="checkbox"/> Any financial quotes	<u>Must</u> include: <input checked="" type="checkbox"/> Parental Notification <input checked="" type="checkbox"/> Parental Consent <input checked="" type="checkbox"/> Health Profile <input type="checkbox"/> Risk assessment form <input checked="" type="checkbox"/> Staffing allocated/ supervision structure <input checked="" type="checkbox"/> Any financial quotes
<u>May</u> include but not limited to: <input type="checkbox"/> Student medical lists <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Risk assessment form	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan	<u>May</u> include but not limited to: <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Transport plan <input type="checkbox"/> Drivers/ passengers consent <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan

FINAL APPROVAL

Approved By	Name	Date	Signed
EOTC Coordinator	M. Lawson	16/6/22	
EOTC Admin	R. Cannons	16/6	
Board of Trustees			



**WHANGĀREI BOYS'
HIGH SCHOOL**

EOTC Event Proposal, Approval and Intentions

Year Level:		13		
Trip:		Bush Survival		
Purpose:		Bush survival and river crossing unit standard completion		
Person in Charge:		Ben Windsor		
Location:		Kaimai Ranges		
Day trips or Overnight?		Overnight		
Dates	16-19 August	TiC for the trip trip:	Cullen Lowe	0214707861
:				
Timings:		Tuesday 8:30am – Friday 6pm		
Pre site visit completed?		Yes		
Other instructors/teachers going:		1 Outdoor Instructor (TBC)		
Emergency Contact:		Ben Windsor		0210506259

Use this first page as an Intentions Form – to be left with the Office

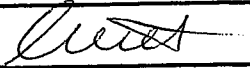
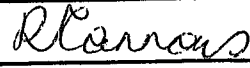
Trip Management Category		
Low	High	
Routine and expected activities and environments <ul style="list-style-type: none"> • School grounds • Supervised local curriculum visits • Whole school events 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments 	Including residential and overseas trips.

SEE BELOW FOR ACTIONS TO NOW COMPLETE BASED ON LEVEL OF RISK

Task Checklist to complete based on Level of Risk

Low Risk	High Risk	
Activity Proposal HOD Approval EOTC Coordinator Approval	Activity Proposal HOD Approval EOTC Coordinator Approval	✓ Activity Proposal ✓ HOD Approval ✓ EOTC Coordinator Approval Principal/BOT Approval
<u>Must</u> include: Parental Notification Staffing allocated/ supervision structure	<u>Must</u> include: Parental Notification Parental Consent Health Profile Risk assessment form Staffing allocated/ supervision structure Any financial quotes	<u>Must</u> include: ✓ Parental Notification ✓ Parental Consent ✓ Health Profile ✓ Risk assessment form ✓ Staffing allocated/ supervision structure ✓ Any financial quotes
<u>May</u> include but not limited to: Student medical lists Emergency contact information Risk assessment form	<u>May</u> include but not limited to: Emergency contact information Transport plan Drivers/ passengers consent Site plan and information Emergency communication plan	<u>May</u> include but not limited to: Emergency contact information Transport plan Drivers/ passengers consent Site plan and information Emergency communication plan

FINAL APPROVAL

Approved By	Name	Date	Signed
EOTC Coordinator	M. Lawson	16/6/22	
EOTC Admin	R. Connors	17/6/22	
Board of Trustees			



**WHANGĀREI BOYS'
HIGH SCHOOL**

EOTC Event Proposal, Approval and Intentions

Year Level:		12OED			
Trip:		Waipu Caves – Overnight trip			
Purpose:		Complete overnight and rope skills standards			
Person in Charge:		Ben Windsor			
Location:		Waipu Caves			
Day trips or Overnight?		Overnight			
Dates :	12OED6	20-21 September	TiC for each trip:	Kiani Harte	0273488995
	12OED4	22-23 September			
	12OED5	27-28 September			
	12OED2	29-30 September			
Timings:		8:30 – 3:10 (the following day)			
Pre site visit completed?		Yes			
Other instructors/teachers going:		1 Instructor, TBC			
Emergency Contact:		Ben Windsor		0210506259	

Use this first page as an Intentions Form – to be left with the Office

Budget

(ALL ITEMS MUST INCLUDE GST– where rates are quoted GST has already been added)

What category is your trip under?		A	B	C
1	TEACHER RELIEF (for Category B / C Trips)			
	No. of staff involved:			
	Total number of relief days or periods:	8 @ \$375.27	=	
2	TEACHER ALLOWANCES (must be included for ALL overnight trips)			
	Total number of daily allowances: (payable less GST on any trip over 24hrs in duration)	4 @ \$28.75	=	115
	Other Staff Expenses: Driver wages -9hrs @ \$20 (3 days)			
3	TRANSPORT (please <u>attach quotes</u> for non school / staff vehicles) or <i>Google map</i> showing distances			
	1. School vans / Gateway car (1 – 200kms = 99c km / 200kms – 500kms = 92c / 500kms & over = 86c)	64 x 2 x 4 kms	512 @ 0.86	= 440.32
	2. Staff Vehicles (payable less GST) (Staff vehicle rates 1 – 1600km = 71c km / 1600km & over = 54c)	kms	@ km	=
	3. Private vehicles	kms	@ km	=
	4. Van Hire (non school) x 3 days @130.00 per day			=
	5. Fuel			
	6. Trailer			
4	EVENT COSTS (entry fees / registrations, etc – <u>please attach quotes</u>)			
	1.			=
	2.			=
	3.			
5	OTHER RELATED EXPENSES (please specify) <u>Attach quotes</u>			
	Instructor fees	8	300	= 2400
	Food	1	500	= 500
				=
	Total Cost			= 3455.32
	No. of students :	Cost per student		= Nil

Details of application for external funding (Trust Money / Grants & subsidies / Fundraising) (which may in the future modify the cost per student)	
Funding Sources (please list including amount)	Total confirmed subsid
	Subsidy per student
	Subsidised cost per student

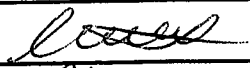
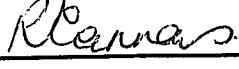
Trip Management Category		
Low	High	
Routine and expected activities and environments <ul style="list-style-type: none"> School grounds Supervised local curriculum visits Whole school events 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> Adventurous activities Hazardous environments 	Including residential and overseas trips.

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FINAL APPROVAL

Approved By	Name	Date	Signed
EOTC Coordinator	M. Lawson	16/6/22	
EOTC Admin	R. Connors	17/6/22	
Board of Trustees			

Profit & Loss

Whangarei Boys' High School 1 May 2022 to 31 May 2022

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Income								
Government Grants	1,382,082	1,037,127	344,955▲	33.3%▲	5,304,278	5,063,915	240,363▲	4.7%▲
Hostel Income	37,251	42,305	(5,054)▼	-11.9%▼	157,360	221,650	(64,290)▼	-29.0%▼
Insurance Reimbursements	-	-	-	0.0%	6,812	-	6,812▲	0.0%
Interest Received	614	50	564▲	1128.5%▲	2,296	550	1,746▲	317.4%▲
International Students	3,986	3,043	943▲	31.0%▲	17,270	18,587	(1,317)▼	-7.1%▼
Locally Raised Funds	24,872	57,403	(32,531)▼	-56.7%▼	140,374	229,042	(88,668)▼	-38.7%▼
Trading Account	23,773	19,066	4,707▲	24.7%▲	63,192	61,531	1,661▲	2.7%▲
Total Income	1,472,578	1,158,994	313,584	27.1%	5,691,582	5,595,275	96,307	1.7%
Gross Profit	1,472,578	1,158,994	313,584	27.0%	5,691,582	5,595,275	96,307	2.0%
Less Operating Expenses								
Administration	142,261	106,188	36,073▲	34.0%▲	475,950	426,023	49,927▲	11.7%▲
COVID-19 related resources & expenses	-	-	-	0.0%	6,107	-	6,107▲	0.0%
Finance Costs	1,328	1,200	128▲	10.6%▲	6,246	6,000	246▲	4.1%▲
Hostel Expenses	51,180	38,431	12,749▲	33.2%▲	212,211	191,567	20,644▲	10.8%▲
International Students	6,397	5,562	835▲	15.0%▲	26,484	25,389	1,095▲	4.3%▲
Learning Resources	1,169,200	807,117	362,083▲	44.9%▲	3,827,136	3,585,779	241,357▲	6.7%▲
Locally Raised Funds	10,791	23,993	(13,202)▼	-55.0%▼	53,315	82,639	(29,324)▼	-35.5%▼
Loss on Disposal of Property, Plant and Equipment	-	-	-	0.0%	239	-	239▲	0.0%
Property	207,389	177,070	30,319▲	17.1%▲	872,525	868,078	4,447▲	0.5%▲

Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Trading Account	21,601	11,500	10,101▲	87.8%▲	52,557	46,000	6,557▲	14.3%▲
Total Operating Expenses	1,610,148	1,171,061	439,087	37.5%	5,532,770	5,231,475	301,295	5.8%
Operating Profit	(137,570)	(12,067)	(125,503)	-1040.0%	158,812	363,800	(204,988)	-56.0%
Non-operating Expenses								
Depreciation								
Hostel	6,024	4,731	1,293▲	27.3%▲	30,121	23,655	6,466▲	27.3%▲
School	60,667	36,842	23,825▲	64.7%▲	247,838	184,210	63,628▲	34.5%▲
Total Depreciation	66,691	41,573	25,118	60.4%	277,959	207,865	70,094	33.7%
Total Non-operating Expenses	66,691	41,573	25,118	60.4%	277,959	207,865	70,094	33.7%
Net Profit	(204,261)	(53,640)	(150,621)	-281.0%	(119,147)	155,935	(275,082)	-176.0%

Dashboard

Whangarei Boys' High School - Balance Sheet

Balance Sheet Whangarei Boys' High School As at 31 May 2022

Add Summary

	31 May 2022	31 May 2021
Assets		
Bank		
Cash & Cash Equivalents	1,816,457.14	1,421,967.95
Investments	0.00	1,500,000.00
Total Bank	1,816,457.14	2,921,967.95
Current Assets		
Accounts Receivable	109,402.19	659,979.08
Prepayments	1,250.00	950.00
Total Current Assets	110,652.19	660,929.08
Non-Current Assets		
Property Plant & Equipment	4,984,789.07	2,666,138.89
Total Non-Current Assets	4,984,789.07	2,666,138.89
Total Assets	6,911,898.40	6,249,035.92

Liabilities

Current Liabilities		
Accounts Payable	689,084.82	344,408.51
Cyclical Maintenance - Current	18,550.00	62,086.00
Finance Leases - Current	92,794.66	95,774.96
Funds Held In Trust	149,521.37	103,667.07
GST	(77,840.57)	1,141.41
MOE Capital Works	507,207.66	71,674.10
Revenue in Advance	409,899.38	443,228.14
Total Current Liabilities	1,789,217.32	1,121,980.19
Non-Current Liabilities		

Cyclical Maintenance - Term	107,589.00	96,058.00
Finance Leases - Term	148,789.87	189,388.21
Total Non-Current Liabilities	256,378.87	285,446.21
Total Liabilities	2,045,596.19	1,407,426.40
Net Assets	4,866,302.21	4,841,609.52

Equity

Current Year Earnings	(119,146.87)	559,423.19
Furniture Grants	2,049,730.00	1,999,702.00
Retained Earnings	2,935,719.08	2,282,484.33
Total Equity	4,866,302.21	4,841,609.52

Phosphorus

Dissolved Reactive Phosphorus (DRP mg/L) - NPSFM 2000

Table 20 – Dissolved reactive phosphorus

Value (and component)	Ecosystem health (Water quality)	
Freshwater body type	Rivers	
Attribute unit	DRP mg/L (milligrams per litre)	
Attribute band and description	Numeric attribute state	
	Median	95th percentile
A Ecological communities and ecosystem processes are similar to those of natural reference conditions. No adverse effects attributable to dissolved reactive phosphorus (DRP) enrichment are expected.	≤ 0.006	≤ 0.021
B Ecological communities are slightly impacted by minor DRP elevation above natural reference conditions. If other conditions also favour eutrophication, sensitive ecosystems may experience additional algal and plant growth, loss of sensitive macroinvertebrate taxa, and higher respiration and decay rates.	> 0.006 and ≤ 0.010	> 0.021 and ≤ 0.030
C Ecological communities are impacted by moderate DRP elevation above natural reference conditions. If other conditions also favour eutrophication, DRP enrichment may cause increased algal and plant growth, loss of sensitive macroinvertebrate and fish taxa, and high rates of respiration and decay.	> 0.010 and ≤ 0.018	> 0.030 and ≤ 0.054
D Ecological communities impacted by substantial DRP elevation above natural reference conditions. In combination with other conditions favouring eutrophication, DRP enrichment drives excessive primary production and significant changes in macroinvertebrate and fish communities, as taxa sensitive to hypoxia are lost.	> 0.018	> 0.054
Numeric attribute state must be derived from the median of monthly monitoring over 5 years.		

Note – DRP is one of the major drivers of nuisance algal bloom and macrophyte growth in our waterways. DRP in several Northland rivers are naturally high because of our volcanic soil.

* phosphate = 0.96 mg/l
 ↳ phosphate-P = 0.31 mg/l.

Microbial contamination for human contact (lakes and rivers) - NPSFM 2000 *E. coli* MPN/100 mL (number of *E. coli* per hundred millilitres)

Consider the worst of all four measurements to assess the overall contamination risk**

Attribute band and description	Numeric attribute state			
	% exceedances over 540/100 mL	% exceedances over 260/100 mL	Median concentration /100 mL	95th percentile of <i>E. coli</i> /100 mL
A (Blue) For at least half the time, the estimated risk is <1 in 1000 (0.1% risk). The predicted average infection risk is 1%	<5%	<20%	≤130	≤540
B (Green) For at least half the time, the estimated risk is <1 in 1000 (0.1% risk). The predicted average infection risk is 2%	5-10%	20-30%	≤130	≤1000
C (Yellow) For at least half the time, the estimated risk is <1 in 1000 (0.1% risk). The predicted average infection risk is >3%.	10-20%	20-34%	≤130	≤1200
D (Orange) 20-30% of the time, the estimated risk is ≥50 in 1000 (>5% risk). The predicted average infection risk is >3%.	20-30%	>34%	>130	>1200
E (Red) For more than 30% of the time the estimated risk is ≥50 in 1,000 (>5% risk). The predicted average infection risk is >7%.	>30%	>50%	>260 3,000	>1200

**Note - this table works better for long-term monthly monitoring data collected over 5 years period i.e., 60 samples. If you have one-off data, consider the median concentration as guideline value, even if not ideal.

Horizontal visual Clarity or Black disk distance in m (indicator of suspended sediment) - NPSFM 2000
(Each river is broken down into Suspended sediment clustered River Environment Classification groups which are then put into suspended sediment classes*)

Attribute band and description	Numeric attribute state by suspended sediment class			
	1	2	3	4
A Minimal impact of suspended sediment on instream biota. Ecological communities are similar to those observed in natural reference conditions.	≥1.78	≥0.93	≥2.95	≥1.38
B Low to moderate impact of suspended sediment on instream biota. Abundance of sensitive fish species may be reduced.	<1.78 and ≥1.55	<0.93 and ≥0.76	<2.95 and ≥2.57	<1.38 and ≥1.17
C Moderate to high impact of suspended sediment on instream biota. Sensitive fish species may be lost.	<1.55 and >1.34	<0.76 and >0.61	<2.57 and >2.22	<1.17 and >0.98
National bottom line	1.34	0.61	2.22	0.98
D High impact of suspended sediment on instream biota. Ecological communities are significantly altered and sensitive fish and macroinvertebrate species are lost or at high risk of being lost.	<1.34	<0.61	<2.22	<0.98

* Note - most rivers in Northland, particularly in Whangārei, are either in suspended sediment class 1 or class 2.

Nitrate nitrogen toxicity - Rivers NPSFM 2020

Attribute band	Numeric attribute state	
	median	
A	≤1.0	Excellent
B	>1.0 and ≤2.4	Good
National bottom line	2.4	Moderate
C	>2.4 and ≤6.9	Poor
D	>6.9	Poor

Unit mg NO₃-N/L (milligrams of nitrate-nitrogen per litre)

Ammoniacal nitrogen toxicity - Rivers and lakes NPSFM 2020

Attribute band	Numeric attribute state	
	median	
A	≤0.03	Excellent
B	>0.03 and ≤0.24	Good
National bottom line	0.24	Moderate
C	>0.24 and ≤1.30	Poor
D	>1.30	Poor

Unit mg NH₄-N/L (milligrams of ammoniacal-nitrogen per litre)

Note – above concentrations of NO₃-N and NH₄-N are purely based on their toxicity level for aquatic creatures. However, even lower concentration of nitrate and ammonia can have deteriorating effect on ecosystem health such as prolific algal bloom or macrophyte growth.