

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

**Meeting held in the Board Room  
Tuesday 28th February 2023**

**MINUTES**

**PRESENT:** A. Carvell, K. Gilbert-Smith, JP Savio, G. Atkins, G. Thompson, D. Moratti, L. Witana, D. Robertson,

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

**IN ATTENDANCE:** Y. Nees – BoT Secretary

Call for Nominations for Presiding Member  
Andrew Carvell was nominated by Don Robertson  
there were no further nominations for Presiding Member

Vote for Presiding Member  
Moved that Andrew Carvell be elected as Presiding Member for the WBHS Board of Trustees  
D. Robertson / L. Witana all in favour carried

Call for Nominations for Deputy Presiding Member  
Greg Atkins was nominated by Don Robertson  
there were no further nominations for Presiding Member

Vote for Presiding Member  
Moved that Andrew Carvell be elected as Deputy Presiding Member for the WBHS Board of Trustees  
D. Robertson / K. Gilbert-Smith all in favour carried

**BoT Sub-Committees**

Moved to retain the following sub-committees.

- Disciplinary
- Finance
- Health & Safety
- Property
- Review

A. Carvell / K. Gilbert-Smith all in favour carried

Karen advised that under the new collective the Principal Appraisal has been superseded by the Professional Growth Cycle.

Disciplinary Committee  
All Trustees

Finance Committee

Greg Atkins  
Karen Gilbert-Smith  
Andrew Carvell  
David Moratti

Property Committee

Karen Gilbert-Smith  
Greg Atkins  
Andrew Carvell

Health & Safety Committee

Gemma Thompson  
Andre Hemara  
JP Savio

Review Committee

Karen Gilbert-Smith  
Gemma Thompson  
Lorraine Witana  
Andre Hemara

Annual Review and Resolutions

The Trustee register was reviewed, with no changes required

The Code of Behaviour document was reviewed, with change required - changing wording from Chairperson to Presiding Member

Moved the following delegations to the Principal, as per the BoT Finance Delegations policy, (see section 6.5 of the agenda) be approved

**Curriculum**

- The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;

**Financial**

- Approval of orders for goods and services up to the value of \$3,000 provided such an order will not exceed the Board approved budget for the expenditure;
- Transfers to on-call deposits for periods 12 months or less;
- Ordering fixed assets for which the capital expenditure has been approved by the Board;

**Personnel**

- Appointment of teaching staff provided such appointment is within the MOE salaries grant and provided this delegation is not given to any other staff member;
- Appointment of non-teaching staff who are employed on collective employment contracts;

**Communication**

- Interviews with the media and the distribution of media releases on any matter which involves the day to day activities of the school;
- Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
- Delegation in writing to specified staff positions of responsibilities according to the format set out below.

**Legal commitments**

- Implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts.

If the Principal is absent from school for more than 5 days these delegations shall be delegated to the Acting Principal with the separate and prior approval of the Board Chairperson. In such an absence the Acting Principal shall sign a copy of this Schedule.

D. Robertson / A. Carvell all in favour carried

*Tabled at the meeting:*

Authority of principal to close the school (from SPANZ)

The Trustees reviewed this document and requested the following inserts:

- "delegates to the principal to close for a period of up to 3 days"

D. Robertson / A. Carvell all in favour carried

<b>1</b>	<p><b><u>Register of Interests</u></b> Check for additions or alterations</p> <p><b><u>Annual Plan Review Schedule 2023</u></b> Check for additions or alterations</p>
<b>2</b>	<p><b><u>Confirmation of Minutes</u></b></p> <ul style="list-style-type: none"> <li>• 15 December 2023</li> </ul> <p><i>Moved, via email, that the minutes of 15 December 2022 be approved</i> A. Carvell / K. Gilbert-Smith 7 approvals received carried</p> <p>Moved that the email approval of the minutes of 15 December 2023 be ratified A. Carvell / JP Savio all in favour carried</p>
<b>3</b>	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b> No matters arising</p>
<b>4</b>	<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• UHY Haines Norton – Auditor : Sent by Greg to query delay in 2021 audit</li> </ul>
<b>5</b>	<p><b><u>Chair's Report</u></b></p> <p>Meetings taken place to review the draft budget – and implement changes to this</p> <p>Thoughts re attendance issues (i) perhaps meet with other school Board Presiding Members (ii) Maori development – is there additional external funding / financial support to assist with this.</p> <p>Discussions regarding truancy issues and what our response to this is. Discussion regarding the role of the newly appointed Attendance Support Assistant</p> <ul style="list-style-type: none"> <li>- Karen to share this job description with the Trustees</li> <li>- JP to survey students around reasons they choose to bunk. Also to go out with Karen sometime to get an indication of the boys to survey.</li> </ul> <p>Greg has contacted the secretary of the OBA with a view of developing a closer relationship with the OBA</p>
<b>6</b>	<p><b><u>Management Reports</u></b></p>

<p><b>6.1</b></p>	<p><b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• Analysis of Variance</li> <li>• 2023 Annual Plan</li> </ul> <p>Moved to approve the Analysis of Variance and the 2023 Annual Plan G. Thompson / G. Atkins all in favour carried</p>
<p><b>6.2</b></p>	<p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• 2022 NCEA Results (Including Literacy &amp; Numeracy) Karen spoke to the results and highlighted any areas of concern The final results are due out in April Karen talked the Trustees through the data presented and how analysing the data assists with reviewing our internal processes – what we are doing well and what needs to be focused on for improvement.</li> </ul> <p>The following reports were taken as read</p> <ul style="list-style-type: none"> <li>• Kahui Ako Report</li> <li>• NELP</li> <li>• Indicators</li> </ul>
<p><b>6.3</b></p>	<p><b><u>Emergent Review</u></b></p> <p>The following reports were taken as read</p> <ul style="list-style-type: none"> <li>• <u>ERO</u> – Draft Report</li> <li>• <u>Attendance</u> Report</li> </ul>
<p><b>6.4</b></p>	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <p>Taken as read</p>
<p><b>6.5</b></p>	<p><b><u>Policies</u></b></p> <p>Moved that the following policies be approved once the wording changes from NAG's to NELP's has been completed</p> <ul style="list-style-type: none"> <li>• Finance – Budget</li> <li>• Finance – Roles and Responsibilities</li> <li>• Finance – Gifts and Entertainment</li> </ul> <p>K. Gilbert-Smith / G. Atkins all in favour carried</p>
<p><b>6.6</b></p>	<p><b><u>EOTC Trips</u></b></p> <p>Moved that the following EOTC trips be approved</p> <p>Northern Districts Gillette Cricket 1<sup>st</sup> XI Finals 26 March 2023 to 30 March 2023 Hamilton</p> <p>Y13 OED – Outdoor First Aid 29 March 2023 to 31 March 2023 Okaihau</p> <p>Y12 OED – Russell Forest Overnight 18<sup>th</sup> – 19<sup>th</sup> May 2023 22<sup>nd</sup> – 23<sup>rd</sup> May 2023 24<sup>th</sup> – 25<sup>th</sup> May 2023 Russell Forest (Papakauri Road end)</p> <p>Y13 OED – Vertical Caving 12 June 2023 to 17 June 2023 Waitomo</p> <p>Y13 OED – Bush Survival 8 August 2023 to 11 August 2023 Kaimai Ranges</p> <p>Y12 OED – Caving</p>

	<p>22<sup>nd</sup> – 23<sup>rd</sup> August 2023  24<sup>th</sup> – 25<sup>th</sup> August 2023  31<sup>st</sup> Aug 2023 – 1 Sept 2023  Waipu Caves</p> <p>D. Robertson / G. Thompson      all in favour    carried</p> <p><i>Tabled at the meeting</i>  Keelboat Nationals  17 March 2023 to 19 March 2023  Auckland  A. Carvell / G. Atkins      all in favour    carried</p> <p><b>6.7      <u>Funding Applications:</u></b>  Moved that submission to the Oxford Sports Trust for the following, be approved</p> <ul style="list-style-type: none"> <li>● Cricket Coaching    \$4,480</li> <li>● Rugby Training &amp; Match Balls    \$2,860</li> <li>● Library Signage    \$1,150</li> <li>● Auditorium Sound Equipment    \$28,238.40</li> </ul> <p>G. Atkins / JP Savio      all in favour    carried</p>
<p><b>7</b></p>	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>● Finance Minutes: February 2023</li> <li>● 2023 Draft Budget  Greg spoke to the draft budget.  Explaining that we are budgeting on a loss after depreciation but a surplus before depreciation, so our cash position should be more positive by the end of the year.  It is recommended to have a surplus after depreciation to be able to maintain purchase of capital items as they reach their end of life.  Looking at our draft budget and aligning this with the Finance – Budget Policy we meet all requirements  Positive Working Capital  Operating Surplus – income is greater than expenses  Positive Equity  Roll information and staffing usage information are on track  Our Cyclical maintenance obligations are a work in progress to get accurate since moving into the new school.</li> </ul> <p>The draft budget has been shared with the MoE Finance Advisor and has advised that this budget would be acceptable by the MoE. They do, however, suggest that we run a 5 year budget to track progress from a deficit after depreciation.</p> <p>Moved that the 2023 Draft Budget be approved  G. Atkins / A. Carvell      all in favour    carried.</p> <ul style="list-style-type: none"> <li>● Profit &amp; Loss as at 31 December 2022  Greg spoke to the 2022 P&amp;L report  The main point to look at in December is that there was an increase against budget.  The overall year ended in a deficit mainly due to two areas  Wage payment increases that were not budgeted for  Depreciation increase due to the new school and equipment.  The finance committee will review the depreciation rates.</li> <li>● Balance Sheet as at 31 December 2022  The main concerns are the low working capital, bad debts – to be written off, cyclical maintenance provision to be confirmed</li> </ul>

	<p>Moved to accept the 31 December 2022 Finance Reports G. Atkins / A. Carvell all in favour carried</p> <ul style="list-style-type: none"> <li>Staffing Review Andrew advised that the Business Manager had written to himself, Greg and Karen requesting a review of the main finance team with the view of adding one staff member to this. Greg advised that an alternative could be to outsource the finances.</li> </ul> <p>Moved that approval be given for an additional position to be created in the Finance / Admin team, up to the salary value of \$70k. G. Atkins / K. Gilbert-Smith all in favour carried</p>
<b>8</b>	<p><b><u>General Business</u></b> No general business</p>

Moved "That in terms of Section 48 of the Local Government Official Information and Meeting Act 1987 the public be excluded from the next portion of the meeting because it wishes to discuss matters potentially impacting staff for the reason that discussion of these matters in public would infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982."

A. Carvell / G. Atkins

**Meeting Closed 8:15 pm**

**Next Meeting : Tuesday 28 March 2023**

*Moved, via email, that the Minutes of 28 February 2023 be approved  
D. Robertson / L. Witana  
6 emails of approval received*

*Y. Nees  
Board of Trustees Secretary*