



# WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting to be held in the Board Room  
Tuesday 23 May 2023

### MINUTES

**PRESENT:** A. Carvell, G. Atkins, K. Gilbert-Smith, D. Robertson, G. Thompson, L. Witana,  
A. Hemara, R. Harrison, D. Moratti,

**APOLOGIES:** JP Savio

**IN ATTENDANCE:** Y. Nees – BoT Secretary  
Denise Piper – Stuff news reporter

<b>1</b>	<b><u>Register of Interests</u></b> No additions or alterations required  <b><u>Annual Plan Review Schedule 2021</u></b> The review committee is due to meet. Time to be arranged
<b>2</b>	<b><u>Confirmation of Minutes</u></b> Moved via email, that the minutes of 28 March 2023 be approved A. Carvell / G. Thompson 5 email approvals received  Approval of the minutes ratified G. Atkins / G. Thompson all approved carried
<b>3</b>	<b><u>Matters Arising from Minutes of Last Meeting</u></b> <ul style="list-style-type: none"><li>Letter to HoF's thanking them for the Curriculum Presentations, has been sent out.</li></ul>
<b>4</b>	<b><u>Correspondence</u></b> <u>Inwards</u> <ul style="list-style-type: none"><li>WorkSafe NZ Following on from the accident in Technology, a guard for the machine was tried to be sourced, without success. The machine is now not available for use. Worksafe visited the site. Karen tabled their follow up letter. The school is required to develop Standard Operating Procedures for the relevant machinery and a meeting with relevant staff to ensure these procedures are carried out. A video of the Safe Operating Procedures will also be made. The injured employee is now back at work.</li></ul>
<b>5</b>	<b><u>Presiding Member's Report</u></b> No report
<b>6</b>	<b><u>Management Reports</u></b>
<b>6.1</b>	<b><u>Strategic Review</u></b>

6.2	<p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>Inclusive Learning Report This report is a follow up from the HoF Presentations to the BoT Karen spoke to the report: To note is the increase in conditions and diagnoses Discussion in regard to the challenges this may bring to the Department NCEA successes are reflective of the quality of work being done in this department. Discussion around Numeracy and Literacy within the school and within feeder schools, and the challenges in this area.</li> <li>Indicators Karen spoke to the report. <i>Wording change required. Excluded should be Expelled</i></li> </ul>
6.3	<p><b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>Attendance Report It was noted that attendance is of concern. ERO have provided the attendance targets and it is against these that we must report. Re the MoE appointment Attendance Officer for schools has not, as yet, be clarified as to when this will begin and how it will work.</li> </ul>
6.4	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <p>Karen explained that the defects period for the new build ends in August 2023. One of the defects to not is that incorrect rubber size (too small) has been used in the glazing. Remediation of this will begin in June.</p>
6.5	<p><b><u>Policies</u></b></p> <p>Karen spoke to the changes made to the policies up for review.</p> <p><u>EOTC policy</u> It was agreed to adopt the revised policy now but to resubmit this to the BoT once EOTC review has been completed, should there be a requirement to make any further changes to the policy.</p> <p><u>Seclusion &amp; Physical Restraint Policy</u> This has been updated to include the new restraint guidelines</p> <p>Moved that the following policies be approved</p> <ul style="list-style-type: none"> <li>Assessment</li> <li>Attendance</li> <li>Colours Award Programme</li> <li>Cultural Diversity</li> <li>Curriculum</li> <li>EOTC</li> <li>Seclusion and Physical Restraint</li> <li>Student Progression Framework</li> </ul>
6.6	<p>K. Gilbert-Smith / D. Robertson      all in favour      carried</p> <p><b><u>EOTC Trips</u></b></p> <p>Moved to approve in principle, for the preparation to begin for the 1<sup>st</sup> XI Cricket tour to Australia 2024</p> <p>Each of the following EOTC paperwork was reviewed by the Trustees.</p>

Moved (individually) that the following EOTC trips be approved.

Sheila Winn Festival 2023  
(Group 1)  
Wellington  
1<sup>st</sup> – 5<sup>th</sup> June 2023

R. Harrison / A. Carvell all in favour carried

Sheila Winn National Shakespeare Festival 2023  
(Group 2)  
Wellington  
1<sup>st</sup> – 5<sup>th</sup> June 2023

D. Robertson / G. Atkins all in favour carried

Hamilton Field Days  
Hamilton  
15<sup>th</sup> – 16<sup>th</sup> June 2023

It was noted that the date needed changing from 2019 to 2023. Subject to these changes the trip was approved

.... *Note added following the meeting: The 2019 date is against the section "Pre site visit completed" this is the accurate date for the last time the Field Days were visited....*

R. Harrison / A. Carvell  
All in favour, Carried

Tanner Cup Hockey Tournament  
St Pauls Collegiate  
Hamilton  
1<sup>st</sup> – 5<sup>th</sup> July 2023

G. Atkins / G. Thompson  
All in favour, Carried

Warner Shield Hockey Tournament  
St Pauls Collegiate  
Hamilton  
15<sup>th</sup> – 17<sup>th</sup> July 2023

D. Robertson / G. Atkins  
All in favour, Carried

NZSS Squash Tournament  
North Shore Squash Centre, Auckland  
3<sup>rd</sup> – 6<sup>th</sup> August 2023

K. Gilbert-Smith / L. Witana  
All in favour, Carried

1<sup>st</sup> XI Football – Lotto Premier Tournament  
Christchurch  
27<sup>th</sup> August to 1<sup>st</sup> September 2023

D. Robertson / G. Thompson  
All in favour, Carried

Tauranga Hockey Tournament  
Tauranga  
27<sup>th</sup> August to 1<sup>st</sup> September 2023

D. Robertson / L. Witana  
All in favour, Carried

<p><b>6.7</b></p>	<p>NZSS Junior Football Hillside Tournament Tauranga 27<sup>th</sup> – 31<sup>st</sup> August 2023</p> <p>R. Harrison / A. Carvell All in favour, Carried</p> <p>2<sup>nd</sup> XI Football Tournament New Plymouth 29<sup>th</sup> August to 1<sup>st</sup> September 2023</p> <p>Discussion in regard to Driver fatigue with long trips in the van and if rest stops are part of our compliance. It was agreed that this must be added. Karen will follow up with this. Providing the above has been actioned and put in place for this trip to New Plymouth the Trustees agreed to approve the trip</p> <p>D. Robertson / G. Thompson All in favour, Carried</p> <p>An EOTC Sailing event was approved in the previous meeting. Karen will seek clarification from Worksafe regarding if this is classed as High Risk. It is an externally organized event.</p> <p><b><u>Funding Applications:</u></b></p> <p>Moved that the following applications to Oxford Sports Trust be approved Football – Tournament Week Airfares \$9,933.91 Auditorium – Media laptop \$2,160 Auditorium Equipment \$6,148.63 Rowing Machines \$6,330 NZSS Squash Championships Accommodation \$3,171.39 Sailing Jackets and Waterproof Trousers \$1,629</p> <p>G. Atkins / L. Witana All in favour, Carried</p> <p>Moved that application to Four Winds, Grassroots and Pub Charity for Basketball Hoops \$20,762.46 and Installation \$5,681.74 be approved K. Gilbert-Smith / L. Witana All in favour, Carried</p>
<p><b>7</b></p>	<p><b><u>Financial Committee</u></b></p> <p>There was no financial meeting in May 2023. Financial Reports will be emailed once finalized.</p>
<p><b>8</b></p>	<p><b><u>General Business</u></b></p>
<p><b>9</b></p>	<p><b><u>Matters for the next meeting</u></b></p>

In-Committee Meeting: 7.00pm – 8.30pm

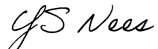
Moved "That in terms of Section 48 of the Local Government Official Information and Meeting Act 1987 the public be excluded from the next portion of the meeting because it wishes to discuss matters potentially impacting staff for the reason that discussion of these matters in public would infringe the privacy of a natural person, protective of information under investigation of and protection of commercially sensitive information as set out in Sector 9 of the Official Information Act 1992

A. Carvell / R. Harrison

**Meeting Closed 8:30pm**

**Next Meeting : Tuesday 27 June 2023**

Moved via email,  
that the minutes of 23 May be approved  
A. Carvell / D. Robertson  
8 emails of approval received



Yvonne Nees  
Board Secretary