



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room
Tuesday 27 June 2023

MINUTES

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

APOLOGIES: A. Hemara

IN ATTENDANCE: M. Lawson – Deputy Principal
Y. Nees – BoT Secretary
Denise Piper – Stuff news reporter
Regan Cunliffe – Independent Reporter

1	<p><u>Register of Interests</u> No additions or alterations to record</p> <p><u>Annual Plan Review Schedule 2021</u> The review committee have met since the last Board meeting. The outcome of the meeting will be presented to the July Board meeting.</p>
2	<p><u>Confirmation of Minutes</u> Moved, via email, that the minutes of 23 May 2023 be approve A. Carvell / D. Robertson 8 emails of approval received</p> <p>Changes Required: Inwards Correspondence from WorkSafe. WorkSafe mis-spelt in the first line Wording should be Standard Operating Procedures and not Safe Operating Procedures</p> <p>Moved that the email approval of the minute be ratified subject to the changes listed above D. Robertson / G. Thompson all in favour - carried</p>
3	<p><u>Matters Arising from Minutes of Last Meeting</u> No matters arising</p>
4	<p><u>Correspondence</u> No Inward or Outward correspondence</p>
5	<p><u>Presiding Member's Report</u> Update will be given in the in-committee section of the meeting</p>
6	<p><u>Management Reports</u></p>
6.1	<p><u>Strategic Review</u> No reporting scheduled for June</p>

6.2

Regular Review:

- Progress of Internal Credits – June 2023
Taken as read
- NELP
Karen will share the Annual Plan at the next BoT meeting.
Karen will be meeting with the MoE to discuss the high number of students requiring placement into supported learning classes. Of concern is how to cater for the growing number of students. We physically do not have available classroom space.
- NCEA change package
Further information is being received daily regarding the changes.
- Kahui Ako – Achievement Challenge 3 : Wellbeing
Karen spoke to the overwhelming amount of support being shown to the school following the incident at Abbey Caves. Karen will respond to those that have reached out.
- Attendance Report
Unjustified absences reporting: Karen and Rachel (DP) have been working on changing the current reporting so that the report is more meaningful. The new reporting will only capture students that are bunking or absences that have been reported but are not justified. The Board supported the new report for ongoing board meetings.

The MoE Truancy Officer funding has been allocated to Ngātiwai. Karen advised that it has not been made clear how this will operate for individual schools. Karen will contact Ngātiwai for clarification and report back to the next meeting.

Karen Advised that our Attendance Support Officer will be providing a monthly report to the Board. This reporting has not yet been implemented as Michelle has been covering duties (3 days per week) in the Student Centre until a new appointment was made.

- Indicator Report
Our current roll is 1316. Karen is predicting the roll to be up to 1400 next year. The school was built to 1300, so we are now over capacity. The solution to this is either an enrolment scheme or to commence building the planned extension.

Subject Teacher meetings for parents has been considered, however this would require the school to be closed for instruction for 3 days. Whanau Conferences will continue and Karen will report on this at the next meeting.

It was noted that suspensions are down. This is in no small part due to the input of our Social Worker and Head of Inclusive Learning working with our students

Leavers: It is concerning the number of Y9 and Y10 students that are not attending or leaving school. On a positive are the number of students leaving having gained employment.

6.3

Emergent Review

- PLD Report – carried forward to July
Taken as Read

6.4

Board Process Requirements

- Reporting to Parents
Taken as read

6.5

Health, Safety & Wellbeing Report

Karen advised that H&S around the cycle track is a major issue. The council have been asked to remove the park bench, in the hope that this may alleviate student congregating there. Karen has also been in discussions with the Police regarding the problems on the cycle track.

6.6

Policies

- Finance – Delegations Schedule
Board approval for goods over \$3,000 can be changed to over \$5,000
Moved that, with the above change, the Finance – Delegations Schedule Policy be approved
G. Atkins / A. Carvell all in favour – carried

Moved that the following policies be approved

- Finance – Internal Controls
- Finance – Theft and Fraud Prevention and Investigation
- Sponsorship and Charitable Donations
D. Robertson / G. Atkins all in favour – carried

Moved that the following policies be approved

- Inclusive Learning
- Special Assessment Conditions
- School Uniform
- Equal Education Opportunities
A. Carvell / G. Thompson all in favour – carried

The EOTC procedure recommendations and changes were discussed in the in-committee section of the meeting and following this the policy reviewed

Moved that the EOTC policy be approved
R. Harrison / L. Witana all in favour – carried

6.7

EOTC Trips

Karen spoke to all of the EOTC trip applications.

The Trustees reviewed the paperwork attached to each EOTC application

Richard raised the issue that the detail includes student names attending the trips along with any Health or other concerns for each individual student. Due to this the documentation should be reviewed during the in-committee section of the meeting, with the approval recorded in the open meeting.

Moved that the Trustees review the complete EOTC applications during the in-committee section of the meeting due to the nature of requiring the names and personal details of each student participating in the trip.

R. Harrison / K. Gilbert-Smith all in favour – carried

Currently the old EOTC forms are being used as the revised forms and processes still require BoT approval.

	<p>Moved that the following EOTC trips be approved</p> <p><u>Resubmitted:</u> Driver Fatigue added to the risk assessment Football 2nd XXI Tournament New Plymouth 29 August 2023 to 1 September 2023</p> <p>Tourism Class Paihia 18 July 2023 to 19 July 2023</p> <p>Careers Trip – Y13 Tertiary Trip Wellington 24 August 2023 to 26 August 2023</p> <p>Engineering Academy Y12 – Industry Engineering Visits Auckland 11 Sept 2023 to 12 Sept 2023</p> <p>A. Carvell / D. Robertson all in favour - carried</p> <p>6.8 <u>Funding Applications:</u></p> <p>Moved that application to Grassroots Trust be approved for \$9,156.75 - Hockey 1st XI Tournament Week Accommodation. A. Carvell / G. Atkins all in favour - carried</p> <p>Moved that application to Ray White “We can help with that” Community Fund be approved for \$517.50 U15 Rugby Tournament (WBHS Hosted at Pohe Island) – 3 day hireage of St Johns. A. Carvell / G. Atkins all in favour - carried</p> <p>Moved that application to Oxford Sports Trust be approved for the following:</p> <ul style="list-style-type: none"> • \$1,330.40 Hockey 1st XI Tournament Week – Van Hire • \$2,422.00 Defibrillator for the Auditorium • \$4,330.00 Rowing Machines <p>A. Carvell / G. Atkins all in favour - carried</p>
<p>7</p>	<p><u>Financial Committee</u></p> <ul style="list-style-type: none"> • Finance Minutes 19 June 2023 • Profit & Loss as at 31 May 2023 • Balance Sheet as at 31 May 2023 <p>Greg spoke to the financial reports. Income has increased against budget for both the month of May and YTD. Expenditure has increased against budget. Yvonne advised this is mainly due to a timing of purchases made against the Curriculum budgets. Close monitoring of all budgets will take place for the 2nd half of the financial year. Greg advised that currently we have a positive working capital</p> <p>Yvonne was asked to provide a comparison report between this year and last year for MoE Grants outside of the Operational Grant</p> <p>Discussion in regard to the financial situation of the Canteen. At the 31 May 2023 the Canteen is running a deficit. Libelle Group took over operating the Canteen from the beginning of June so going forward there will only be the rental income and no expenditure for the school.</p> <p>Andrew advised that the Property Manager had submitted a spreadsheet to the Finance Committee detailing all Property and Grounds related jobs, which he had allocated under the Job Descriptions of Property Manager, Caretaker and Groundsman. The spreadsheet also showed the work currently being contracted out (mowing the sports fields). The spreadsheet detail clearly showed that the workload required 3 full-time staff members.</p>

	<p>Currently we only have 2 employees – a Property Manager and a Caretaker.</p> <p>The recommendation from the Finance Committee is approve the appointment of a Groundsman, initially for 20 hours per week.</p> <p>Moved to approve the addition of a Groundsman to the Property Team, for 20 hours per week. R. Harrison / D. Robertson all in favour – carried</p>
8	<p>General Business</p> <ul style="list-style-type: none"> • Code of Conduct for State School Board Members: Effective 21 June 2023 <ul style="list-style-type: none"> - Information from MoE - Next Steps for the Board - Copy of the Code of Conduct <p>Taken as read and acknowledged There were no additions to the Code of Conduct required by the Board of Trustees</p>
9	<p>Matters for the next meeting</p> <ul style="list-style-type: none"> • Education Outdoors NZ (EONZ) – EOTC Management PLD 30 minute presentation to the BoT at the July Board meeting
ACTION LIST	<p>Karen:</p> <ul style="list-style-type: none"> • Contact Ngātiwai for clarification regarding the Truancy Officer <p>Yvonne:</p> <ul style="list-style-type: none"> • MoE Other Grants comparison report - 2022 / 2023

In-Committee Meeting:

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 9:20pm

Next Meeting : Tuesday 25 July 2023

Moved, via email, that the minutes of 27 June 2023 be approved

R. Harrison / G. Atkins

6 email approvals received

Yvonne Nees

Yvonne Nees

Board Secretary