

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting to be held in the Board Room  
Tuesday 27th September 2022

### MINUTES

**PRESENT:** A. Carvell, K. Morrison, K. Hanlon, L. Witana, G. Thompson, D. Moratti, G. Atkins,  
A. Hemara (left the meeting at 6:20pm)

**APOLOGIES:** K. Gilbert-Smith

**IN ATTENDANCE:** Y. Nees (BoT Secretary)

1. The newly elected Board of Trustees Introduced themselves
2. The Board Secretary called for Nominations for Presiding Member  
Greg Atkins nominated Andrew Carvell  
There were no further nominations for Presiding Member
3. Vote for Presiding Member  
Moved that Andrew Carvell be elected as Presiding Member for the WBHS Board of Trustees  
G. Atkins / A. Hemara      all in favour      carried

#### **BoT Sub-Committees**

Andrew explained the purpose and work involved of the following sub-committees.

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

After discussions the Trustees chose which sub-committees they would join.

#### Finance Committee

Karen Gilbert-Smith  
Greg Atkins  
Andrew Carvell  
David Moratti  
Kyle Hanlon (if re-elected at the Student Trustee elections)

#### Disciplinary Committee

All Trustees

#### Property Committee

Karen Gilbert-Smith  
Greg Atkins  
Andrew Carvell  
Kyle Hanlon (if re-elected)

Health & Safety Committee

Gemma Thompson  
Andre Hemara  
Kyle Hanlon (if re-elected)

Review Committee

Karen Gilbert-Smith  
Gemma Thompson  
Lorraine Witana  
Andre Hemara

Principal's Appraisal

Andrew Carvell

After discussion around the ongoing projects / issues the Board are working through it was acknowledged that two of the previous Trustees held a great deal of historical knowledge and had been the lead Trustee dealing with these projects / issues.

The following motions were tabled for co-opting two further members onto the Board of Trustees, who's expertise and historical knowledge would be of value to the current BoT.

Moved that Don Robertson be co-opted onto the Board of Trustees for his expertise and background in the ongoing property project (both new build, demolition and land)  
A. Carvell / K. Morrison all in favour carried

Moved that Richard Harrison be co-opted onto the Board of Trustees for the expertise he brings to the BoT as a Barrister, with a specific background in Education Law  
G. Atkins / A. Carvell all in favour carried

1	<b>Register of Interests</b> Checked for additions or alterations  <b>Annual Plan Review Schedule 2021</b> Checked for additions or alterations
2	<b>Confirmation of Minutes</b> Moved that the minutes of 23 August 2022 be approved A. Carvell / K. Hanlon all in favour carried
3	<b>Matters Arising from Minutes of Last Meeting</b> No Action List from last meeting
4	<b>Correspondence</b> <u>Inwards:</u> No inwards correspondence  <u>Outwards:</u> <ul style="list-style-type: none"><li>• Closure of Carruth House</li></ul> Moved that the Outwards Correspondence be accepted A. Carvell / K. Hanlon all in favour carried
5	<b>Presiding Member's Report</b> No Report
6	<b>Management Reports</b>
6.1	<b>Strategic Review</b>

<p><b>6.2</b></p>	<p><b><u>Regular Review:</u></b></p> <p>Keir spoke to the following reports.</p> <ul style="list-style-type: none"> <li>● Gifted and Talented Report Discussions held in regard to growing this programme further</li> <li>● NELP</li> <li>● Indicators Discussion around the increase in stand downs and truancy</li> </ul> <p>Moved to in-committee - contains confidential information</p> <ul style="list-style-type: none"> <li>● Community of Learners (CoL) Report</li> </ul>
<p><b>6.3</b></p>	<p><b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>● STEM Report – taken as read</li> <li>● Maori Engagement Initiatives: Moved to in-committee – contains confidential information</li> </ul>
<p><b>6.4</b></p>	<p><b><u>Health, Safety &amp; Wellbeing</u></b> – Reports taken as read</p> <ul style="list-style-type: none"> <li>- H&amp;S Report</li> <li>- Harrison Tew Appraisal Report</li> </ul>
<p><b>6.5</b></p>	<p><b><u>Policies</u></b> (none this month)</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 style="padding-left: 40px;">NZSS Hillary Challenge Tongariro 9<sup>th</sup> October 2022 to 15<sup>th</sup> October 2022</p> <p style="padding-left: 40px;">NIJSS Volleyball Tournament Tauranga 21<sup>st</sup> November 2022 to 25<sup>th</sup> November 2022</p> <p style="padding-left: 40px;">NZSS Touch Ruby National Tournament Rotorua 8<sup>th</sup> December 2022 to 11<sup>th</sup> December 2022</p> <p>A. Carvell / K. Hanlon      all in favour      carried</p>
<p><b>6.7</b></p>	<p><b><u>Funding Applications:</u></b></p> <p>Moved that approval be given to submit the following funding applications to Oxford Sports Trust.</p> <ul style="list-style-type: none"> <li>● Computer Tables and Cable Trays (Social Sciences) \$5,078.80</li> <li>● Harp end panels for the Library \$5,570.84</li> <li>● Scrum Machine and Tackle Bags \$7,965.22</li> <li>● Spin Bikes \$7,894.78</li> <li>● Junior SS Volleyball champs <ul style="list-style-type: none"> <li>- Accommodation \$3,043.48</li> <li>- Transport \$765.22</li> <li>- Uniform \$976</li> <li>- Long Sleeve T-Shirts \$440</li> </ul> </li> <li>● SS National Touch Tournament <ul style="list-style-type: none"> <li>- Accommodation \$3,478.26</li> <li>- Van Hire (school van) \$1,362</li> </ul> </li> </ul> <p>G. Thompson / G. Atkins      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 : No September finance meeting due to newly elected Board of Trustees, and prior to the 1<sup>st</sup> Board Meeting</li>   <li>• Profit &amp; Loss as at 31 August 2022</li> <li>• Balance Sheet as at 31 August 2022</li> </ul> <p>Greg explained to the new Trustees the financial position of the school. Greg also explained the Balance Sheet and how to determine the working capital.</p> <p>The surplus for the month of August was \$15k however there is a loss year-to-date of \$223k Yvonne will work on providing an updated prediction for the year end.</p> <p>Greg explained that unspent funds are accumulated to cover specific, one-off, projects. WBHS accumulated funds have been used in the new build project, for items not covered by the MoE. These funds are now depleted. The school is now in a position where we need to build these funds up again and for the next year expenditure must be closely monitored to achieve this.</p>
<p><b>8</b></p>	<p><b><u>General Business</u></b> No General Business</p>

Moved to the In-Committee section of the 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 under Section 9 (2) (a) of the Official Information Act 1982.”

A. Carvell / K. Morrison

**MEETING CLOSED : 7.40pm**

**NEXT MEETING : Tuesday 25<sup>th</sup> October 2022**