



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting in the Board Room
Tuesday 25 July 2023

MINUTES

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

ABSENT: None

IN ATTENDANCE: Gemma Periam – Education Outdoors NZ
Y. Nees – BoT Secretary

1	<p><u>Register of Interests</u> No additions or alterations required</p> <p><u>Annual Plan Review Schedule</u> No additions or alterations required</p>
2	<p><u>Ratify Minutes</u></p> <ul style="list-style-type: none">27 June 2023 <p>Motion via email 28 June 2023 Moved that the minutes of 27 June 2023 be approved R. Harrison / G. Atkins 6 email approvals received</p> <p>Moved to ratify the email approval of the Board of Trustee minutes from 27 June 2023 A. Carvell / G. Thompson all in favour, carried</p>
3	<p><u>Matters Arising from Minutes of Last Meeting</u></p> <ul style="list-style-type: none">Action List - Contact Ngātiwai regarding clarification of Truancy Officer process. Karen advised that we now have a contact person. <p>Comparison report for MoE Other Grants 2022 / 2023 (c/fwd)</p>
4	<p><u>Correspondence</u> None</p>
5	<p><u>Presiding Member's Report</u></p>
6	<p><u>Management Reports</u></p> <p>There was not a scheduled meeting for July and therefore no scheduled management reports due.</p>
6.1	<p><u>EOTC Trips</u> None</p>

62	<p><u>Funding Applications:</u></p> <p>Moved to approve application to Oxford Sports Trust for a Library Management System – Accessit to the value of \$4,095 D. Robertson / G. Atkins all in favour - carried</p> <p>Moved to approve application to Pub Charity for IT Equipment for Auditorium – Blackmagic Video panel to the value of \$4,413.91 D. Robertson / G. Atkins all in favour - carried</p>
7	<p><u>Financial Committee</u></p> <ul style="list-style-type: none"> • Profit & Loss as at 30 June 2023 • Balance Sheet as at 30 June 2023 <p>Greg spoke to the financial Accounts: <u>Profit & Loss Report:</u> It was noted that Xero have a new reporting layout – this is across all Xero users and not just the school. Income is on target against budget, however expenditure is up against budget, this is primarily due to timing. Before depreciation we had a surplus in June of \$12k and YTD of \$509k We are currently \$47k above the YTD budget Our cash profit needs to remain positive to enable growth of our reserves, which were majorly reduced during the new school build. We need to rebuild reserves over the next 5 years. <u>Balance Sheet:</u> Accounts Receivable – there are some debtors to be written off. This will be reported on in the August meeting.</p> <p><u>Recommendation</u> The Finance Committee have recommended approving a full-time grounds man position. At the last meeting a new position for 20 hours per week was approved and the Property Manager asked to obtain quotes for the remainder of the work from a Contractor. This quote has been provided and is financially unsustainable. It was agreed that increasing the 20 hour position to full-time was a better option.</p> <p>Moved that the Finance Committee recommend to the Board of Trustees that the approved new position for the Property Team be increased from a 20hrs per week position to a 40hrs per week (full-time) position. A. Carvell / D. Robertson all in favour - carried</p>
8	<p><u>General Business</u> None</p>
9	<p><u>Matters for the next meeting</u> None</p>
10	<p><u>EOTC & Effective Safety management Systems presentation</u> Presented by Gemma Periam from Education Outdoors NZ</p> <p>The presentation covered the following topics:</p> <ul style="list-style-type: none"> • building a safety culture • School safety management system • EOTC safety management plan - procedures - tools & templates • The legal and policy environment for student learning and safety • Due Diligence for HSW Act • Due Diligence for EOTC (bringing the curriculum alive - EOT guidelines manual) • Board and Principal responsibilities • Adventure Activities regulations for schools • Worksafe past cases - lessons we can take from these <p>Gemma explained that the EOTC Coordinator is working closely with her to complete the updating of documentation, processes and procedures</p>

	<p>Discussions and questions raised by the Trustees were held around:</p> <ul style="list-style-type: none">- Staff competencies – how can the Trustees be assured of staff competency when signing off an event- Assurance to the Trustees that school Policies and Procedures are being adhered to during the event.- The importance of EOTC induction for new employees or existing staff who might be new to organising and running an event <p>Gemma left the meeting at 7:20pm</p>
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7:20pm

Moved that the public be excluded from the following parts of the proceeding of this meeting.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 and section 7 of that Act, as the case may require, which would be prejudiced by the holding of the relevant part of the proceeding of the meeting in public are as follows:

Property Report and Update

Staffing updates

Abbey Caves OED Trip update.

Andrew Carvell / Loraine Witana

All in favour - carried

Meeting Closed 8:25pm

Next Meeting : Tuesday 22 August 2023

Moved, via email, that the minutes of 22 August 2023 be approved

A. Carvell / R. Harrison

9 email approvals received, carried



Y. Nees

BoT Secretary