



# WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room  
Tuesday 22 August 2023

### MINUTES

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

**ABSENT:** A. Hemara, D. Robertson, R. Harrison, L. Witana

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

<b>1</b>	<b><u>Register of Interests</u></b> No additions or alterations  <b><u>Annual Plan Review Schedule</u></b> No changes to the Schedule Karen will set a meeting time for the Review Committee to meet
<b>2</b>	<b><u>Confirmation of Minutes</u></b>  Moved, via email, that the minutes of 25 July 2023 be approved A. Carvell / R. Harrison 9 email approvals received, carried  Moved to ratify email approval of the minutes for 25 July 2023 G. Atkins / G. Thompson all in favour - carried
<b>3</b>	<b><u>Matters Arising from Minutes of Last Meeting</u></b> No matters arising
<b>4</b>	<b><u>Correspondence</u></b> No Inward or Outward Correspondence
<b>5</b>	<b><u>Presiding Member's Report</u></b> Given under in-committee section of the meeting
<b>6</b>	<b><u>Management Reports</u></b>
<b>6.1</b>	<b><u>Strategic Review</u></b> No Strategic Review reporting required in August
<b>6.2</b>	<b><u>Regular Review:</u></b> <ul style="list-style-type: none"><li>• Literacy / Numeracy Karen spoke to the results, which are concerning. Discussion around what the school will be implementing to assist the boys to raise the pass rates.</li><li>• Kahui Ako Report Some teachers are trialing the use of Writers Toolbox, they are seeing success with the classes that have been using it this year. We will be budgeting for this in the 2024 school budget. Ritchie Burrows (been trialing the programme) was asked to speak at the next meeting.</li></ul>

<p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p> <p><b>6.6</b></p>	<ul style="list-style-type: none"> <li>• Indicators 3 way conferencing this year had, again, low attendance numbers The school will be looking at a different model for next year.</li> </ul> <p><b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>• Attendance Report Karen spoke to the report and the duties of the new Attendance Support Officer. Michelle will submit a report to the BoT next meeting. The school has engaged Security Officers to patrol the cycle track, this is making a difference, however this can be more about moving them on than actually the students choosing to return to school. Non attendance is a very complex issue and does not have an easy fix, as much as possible is currently being done.</li> </ul> <p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <ul style="list-style-type: none"> <li>• Discussion in regard to the overheating in the top level of the auditorium.</li> </ul> <p><b><u>Policies</u></b> Moved that the following policies be approved</p> <ul style="list-style-type: none"> <li>○ Appointments – Staff</li> <li>○ External Communication</li> <li>○ Policy Making and Review</li> </ul> <p>K. Gilbert-Smith / G. Atkins      all in favour - carried</p> <p><b><u>EOTC Trips</u></b></p> <p>Review of all the documents for each of the submitted EOTC trips was held in the confidential section of the meeting due to student names &amp; personal details being recorded on the required paperwork</p> <p>Moved that the following EOTC trips be approved subject to Principal following up on the queries raised in the discussions. The Presiding Member will sign the EOTC forms once the corrections have been made and reviewed.</p> <p>NZSS Golf Teams Nationals Pleasant Point Golf Club, Timaru 25 August 2023 to 29 August 2023</p> <p>G. Thompson / G. Atkins      all in favour - carried</p> <p>NZSS Junior Premiership Basketball Tournament Trust Arena, Henderson, Auckland 26 August 2023 to 29 August 2023</p> <p>G. Atkins / A. Carvell      all in favour - carried</p> <p>NZSS Senior National Qualifiers – Basketball Eventfinda Stadium &amp; AUT North Shore, Auckland 30 August 2023 to 2 September 2023</p> <p>G. Atkins / A. Carvell      all in favour - carried</p>
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6.7	<p>Tongariro Outdoor Pursuits Sir Edmund Hillary Outdoors Pursuit Centre, Tongariro 3 September 2023 to 8 September 2023</p> <p>K. Gilbert-Smith / JP Savio      all in favour – carried</p> <p><i>Tabled at the meeting</i> NZSS Go-4-12 Challenge – Adventure Race Mohaka River Farm, Napier 8 September 2023 to 10 September 2023</p> <p>K. Gilbert-Smith / A. Carvell      all in favour – carried</p> <p><b><u>Funding Applications:</u></b></p> <p>Moved that submission to Grassroots Trust for \$103,591.86 : Rugby Field drainage installation be approved K. Gilbert-Smith / JP Savio      all in favour – carried</p> <p>Moved that submission to Pub Charity for \$24,355.91 : Additional Auditorium Equipment be approved K. Gilbert-Smith / JP Savio      all in favour – carried</p> <p>Moved that submission to Four Winds for 1,697.50 euro (approx. NZ\$3,105.63) : Video Camera for Sports be approved K. Gilbert-Smith / JP Savio      all in favour – carried</p>
7	<p><b><u>Financial Committee</u></b></p> <p>August finance meeting not held until 21 August 2023, after the BoT papers have been sent out.</p> <p>Greg spoke to the financial reports reviewed at last night's Finance Meeting:</p> <ul style="list-style-type: none"> <li>• Profit for the month and year to date are ahead of budget</li> <li>• Working Capital is \$357 per student and is trending an increase each month</li> <li>• The financial position of the school this year is better than 2022.</li> </ul> <p>Further discussion</p> <ul style="list-style-type: none"> <li>• Karen advised that STAND have invited the Trustees to the Powhiri at Carruth House before they move in.</li> <li>• The Professional Development budget is now exhausted. Karen will provided feed-back at the next meeting as to further requirements for the remainder of this year.</li> <li>• Discussion in regard to potentially budgeting in 2024 an initiative to support new teachers &amp; teacher training.</li> </ul>
8	<p><b><u>General Business</u></b> No general business</p>

<b>9</b>	<p><b><u>Action List for the next meeting</u></b></p> <p>Karen</p> <ol style="list-style-type: none"><li>1. Review Committee – schedule meeting</li><li>2. Writers Toolbox – invite R. Burrows to speak at the next BoT meeting</li><li>3. PLD Budget – Feedback on requirements for the rest of this year, and suggested budget for 2024</li></ol>
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7:45pm – 8:30PM

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  
Individual Staffing matters  
Individual Student matters  
Abbey Caves OED Trip update.

G. Thompson / JP Savio      all in favour - carried

**Meeting Closed 8:30PM**

*Moved (via email) that the minutes of 22 August 2023 be approved*

*A. Carvell / jP Savio  
emails of approval received from all attendees  
Carried*



*Yvonne Nees  
Board of Trustees Secretary*