



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room
Tuesday 27 February 2024

MINUTES

PRESENT: A. Carvell, K. Gilbert-Smith, L. du Preez, G. Atkins, G. Thompson, D. Robertson, L. Witana, C. Ace, R. Harrison

ABSENT: A. Hemara

IN ATTENDANCE: Y. Nees – BoT Secretary (via zoom)

Call for Nominations for Presiding Member
Andrew Carvell was nominated by Greg Atkins
there were no further nominations for Presiding Member

Vote for Presiding Member
Moved that Andrew Carvell be elected as Presiding Member for the WBHS Board of Trustees
G. Atkins / K. Gilbert-Smith all in favour carried

Call for Nominations for Deputy Presiding Member
Greg Atkins was nominated by Gemma Thompson
there were no further nominations for Presiding Member

Vote for Presiding Member
Moved that Andrew Carvell be elected as Deputy Presiding Member for the WBHS Board of Trustees
G. Thompson / K. Gilbert-Smith all in favour carried

BoT Sub-Committees

Moved to retain the following sub-committees.

- Disciplinary
- Finance
- Property
- Health & Safety

A. Carvell / K. Gilbert-Smith all in favour carried

Disciplinary Committee

Don Robertson nominated as Chair of the Disciplinary Committee
A. Carvell / K. Gilbert-Smith all in favour

All Trustees form this committee

<p style="text-align: center;"><u>Finance Committee</u> Greg Atkins nominated as Chair of the Finance Committee R. Harrison / K. Gilbert-Smith all in favour</p> <p style="text-align: center;">Other Members: Karen Gilbert-Smith Laura du Preez Gemma Thompson</p> <p style="text-align: center;"><u>Property Committee</u> Don Robertson Karen Gilbert-Smith Greg Atkins Andrew Carvell</p> <p style="text-align: center;"><u>Health & Safety Committee</u> Cohen Ace</p>	
1	<p><u>Register of Interests</u> No additions or alterations to record</p> <p><u>Annual Plan Review Schedule</u> 2024 updated schedule</p>
2	<p><u>Confirmation of Minutes</u></p> <p><i>Minutes approved via email (all Trustees present at the meeting responded)</i></p> <p>Moved to approve the minutes of 18 December 2023 A. Carvell / R. Harrison All in favour - Carried</p> <p>Moved to ratify the confirmation of the 18 December 2023 minutes, approved via email R. Harrison / K. Gilbert-Smith all in favour - carried</p>
3	<p><u>Matters Arising from Minutes of Last Meeting</u></p> <ul style="list-style-type: none"> • No Action List
4	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • No Inwards or Outwards Correspondence
5	<p><u>Presiding Member's Report</u> Andrew advised that representatives from the Old Boys' Association would like to meet with the Trustees and attend the next Board meeting.</p>
6	<p><u>Management Reports</u></p> <p>6.1 <u>Strategic Review</u></p> <ul style="list-style-type: none"> • DRAFT – Analysis of Variance • DRAFT – Annual Plan <p>It was agreed that a target of increasing the external hire of the Auditorium by 10% should be added to the annual plan.</p> <p>6.2 <u>Regular Review:</u></p> <ul style="list-style-type: none"> • Literacy & Numeracy 2023 Pass Rates Karen spoke to the Literacy & Numeracy results, focusing on the changes required and the difficulties under the new system. • Kahjui Ako (CoL) Report Maria Dunn – DP has picked up the lead for the school since the departure of Keir Morrison.

	<ul style="list-style-type: none"> • Indicators <ul style="list-style-type: none"> - The current roll is sitting at 1461. This is a large increase on the provisional roll. - We currently have 20 International Students in the school (some are only here for one term, or part year). Of these, we have 10 students from Brazil for 2 terms. - The Incident Register included in the board papers is incorrect – Karen will forward the updated report. • NELP <p>6.3 <u>Emergent Review</u></p> <ul style="list-style-type: none"> • Attendance Report Karen explained this report. Discussion around the difficulties of reducing the truancy numbers. There are several contributing factors. • 2024 Roll Data <p>6.4 <u>Health, Safety & Wellbeing Report</u></p> <p>6.5 <u>Policies</u></p> <p>Moved that the H&S Policy be approved K. Gilbert-Smith / D. Robertson all in favour carried</p> <p>Karen advised that she is required to write a cellphone policy This will be tabled at the next meeting</p> <p>6.6 <u>EOTC Trips</u></p> <p>The full EOTC paperwork for the following trips will be shared with the Trustees It was agreed that an email vote be carried out to approve (disapprove) these trips, by Friday 1 March 2024</p> <p style="padding-left: 40px;">NSSA Mountain Biking 8 March 2024 Kaipara Mountain Bike Park, Dargaville</p> <p style="padding-left: 40px;">NISS Mountain Biking 17th – 19th March 2024 Rotorua MT Club</p> <p style="padding-left: 40px;">NZSS Go-4-12 13th – 15th April 2024 Hawkes Bay Area</p> <p>6.7 <u>Funding Applications:</u></p> <p>Moved to approve submission to Pub Charity for \$2,681.74 – WBHS Sailing Team, Accommodation to attend Nationals K. Gilbert-Smith / C. Ace all in favour carried</p> <p>Moved to approve submission to Oxford Sports Trust for \$13,104.29 – Auditorium Equipment K. Gilbert-Smith / C. Ace all in favour carried</p>
<p>7</p>	<p><u>Financial Committee</u></p> <ul style="list-style-type: none"> • Finance Minutes 19 February 2024 DRAFT - Financial Reports as at 31 December 2024 (to be audited) • Profit & Loss • Balance Sheet <p>Greg spoke to the draft accounts for 2024 The draft accounts are now with the Auditors - the school finished with a loss for the year. Due to the new school and the outfitting of this our depreciation for the year increased</p>

	considerably. The current working capital per student is \$346. The working capital report will be added to the BoT Agenda.
8	<u>General Business</u>
9	<u>Matters for the next meeting</u> Action List: <ul style="list-style-type: none"> • Karen : Cellphone Policy • Yvonne : Cashflow report added to the Agenda

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

A. Carvell / K. Gilbert-Smith all in favour - carried

MEETING CLOSED 8:00pm

Minutes approved for circulation



Presiding Member

Moved, via email, that the minutes of 27 February 2024, be approved.
A.Carvell / C. Ace
7 emails of approval received
2 emails not received



Y. Nees - Board Secretary