



# WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room  
Tuesday 26 October 2021

MINUTES

PRESENT: D. Robertson, K. Gilbert-Smith, G. Atkins, S. Huurnink, B. Woodgates, A. Carvell  
VIA ZOOM: R. Harrison, D. Slatter

IN ATTENDANCE: K. Morrison – Deputy Principal  
Y. Nees – BoT Secretary

APOLOGIES: A. Hemara

### MoE Project Steering Group Report

Apologies from G. O'Neill & T. Tunstall

1

#### Register of Interests

Check for additions or alterations

#### Annual Plan Review Schedule 2021

Check for additions or alterations

2

#### Confirmation of Minutes 28 September 2021

Approved via email

Moved that the minutes of 28 September 2021 be approved

D. Robertson / K. Gilbert-Smith All in favour (5 emails received)

Ratified that the minutes of 28 September 2021 be approved

D. Robertson / K. Gilbert-Smith

3

#### Matters Arising from Minutes of Last Meeting

- None

4

#### Correspondence

##### Inwards

- NZSTA Board Matters Term 4 2021
  - Principal's Review : Final meeting next week
  - Returning Officer for 2022 BoT elections : ask for expressions of interest from support staff. Will appoint at the November BoT meeting.
- Operation Wallacea – Insurance Legal Case Update
- UHY Haines Norton – Audit Proposal  
Moved that the Audit proposal from UHY Haines Norton be accepted  
D. Slatter / G. Atkins all in favour carried

5	<p><b><u>Chair's Report</u></b> None</p>
6	<p><b><u>Management Reports</u></b></p> <p>6.1 <b><u>Strategic Review</u></b></p> <ul style="list-style-type: none"> <li>• Develop Effective Leadership at all Levels Karen spoke to this report and Keir outlined the internally run PD offered to all staff</li> </ul> <p>6.2 <b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• NELP</li> <li>• Indicators</li> <li>• Progress of Internal Credits – Oct 2021 Karen explained the NZQA regulations for this year, based on the disruption from COVID. Karen advised that the progress with internal credits, to date, is very positive.</li> </ul> <p>6.3 <b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>• Parent Reporting</li> </ul> <p>6.4 <b><u>Health, Safety &amp; Wellbeing Report</u></b> Discussion around the processes in place for staff being on site, and alone, after hours.</p> <p>6.5 <b><u>Policies</u></b> None</p> <p>6.6 <b><u>EOTC Trips</u></b> None</p> <p>6.7 <b><u>Funding Applications:</u></b> Moved that application to Pub Charities for Basketball Hoops &amp; Score Board \$27,981.50, be approved D. Robertson / A. Carvell      all in favour      carried</p>
7	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>• Finance Minutes (no October meeting)</li> <li>• Profit &amp; Loss as at 30 September 2021</li> <li>• Balance Sheet as at 30 September 2021</li> </ul> <p>Greg spoke to the financial reports, noting that there was a \$25k loss against budgeted for the month. The KPI to monitor is Cash flow. Greg will prepare a new report to identify monthly the current working capital position.</p>
8	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• Vaccinations Karen explained the timeline around mandatory vaccinations for all staff within schools, as per the order issued by Government yesterday. All Teaching &amp; Support Staff must have received their first vaccination by 15<sup>th</sup> November. Any staff member not receiving their first vaccination by this date will not be permitted on the school grounds from 16<sup>th</sup> November until it has been received. There are employment implications for those that refuse vaccination. Don will draft a statement from the Board of Trustees in support of the Principal. Vaccination records will be kept by the school and held on staff files (confidential to SLT and HR staff)</li> </ul>

**Move to In-Committee 7:50pm:**

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."

D. Robertson / S. Huurnink      Carried

**Meeting Closed 7:05pm  
Next Meeting 23 November 2021**

Minutes Correct and approved for circulation

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Moved (via email) that the minutes of 26 October 2021 be approved  
D. Robertson / D. Slatter      5 emails of approval received