



# WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room  
Tuesday 24 October 2023

### MINUTES

**PRESENT:** G. Atkins, K. Gilbert-Smith, D. Moratti, R. Harrison, D. Robertson, C. Ace, G. Thompson, L. Witana (left the meeting at 6:45pm)

**ABSENT:** A. Carvell, A. Hemara

**IN ATTENDANCE:** JP Savio (previous Student Trustee),  
Y. Nees – BoT Secretary

1	<p><b><u>Register of Interests</u></b> No changes to the register</p> <p><b><u>Annual Plan Review Schedule</u></b> No changes to the schedule</p>
2	<p><b><u>Confirmation of Minutes</u></b></p> <ul style="list-style-type: none"><li>• 26 September 2023</li></ul> <p>Moved, via email, that the minutes of 26 September 2023 be approved A. Carvell / D. Moratti 5 email approval responses received Carried</p> <p>Moved to ratify the email approval of the minutes of 26 September 2023 D. Robertson / G. Thompson all in favour, Carried</p>
3	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b></p> <ul style="list-style-type: none"><li>• Action List<ul style="list-style-type: none"><li>- Leavers report to include ethnicity (c/fwd to next meeting)</li><li>- Greg and Andrew have been added to the weekly email home to parents</li></ul></li></ul>
4	<p><b><u>Correspondence</u></b></p> <p><b>Inward:</b></p> <ul style="list-style-type: none"><li>• Te Whau Ora : Measles</li><li>• Te Whatu Ora / Te Aka Whai Ora : Media Release</li><li>• Ministry of Education : Construction Contract Amendment Act 2023 Discussion held in regard to the changes required by the amendment act</li></ul> <p><b>Outward:</b> No outward correspondence</p> <p>Moved to accept the inward correspondence G. Atkins / D. Moratti all in favour, carried</p>

5	<p><b><u>Presiding Member's Report</u></b> The Presiding Member's apologies were received for the meeting</p>
6	<p><b><u>Management Reports</u></b></p> <p><b>6.1</b>      <b><u>Strategic Review</u></b>    No scheduled reports for this month</p> <p><b>6.2</b>      <b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• Gifted and Talented Report</li> <li>• NELP – Objective 3 : Action 6 Next year the NELP priorities will be aligned to the SLT whose portfolio the priority falls under</li> <li>• Kahui Ako</li> <li>• Indicators</li> </ul> <p>Karen advised that she had applied for a role review, which had been rejected by the MoE. Staffing and Funding is to be based on a provisional role of 1377 students. The school anticipates we will go over 1400 for the start of the year.</p> <p><b>6.3</b>      <b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>• Health Consultation Report Don to write a letter of thanks from the Board for this report</li> </ul> <p><b>6.4</b>      <b><u>Health, Safety &amp; Wellbeing Report</u></b> No report this month as only been back at school 1 week since last report</p> <p><b>6.5</b>      <b><u>Policies</u></b></p> <p>Moved to approve the following policies</p> <ul style="list-style-type: none"> <li>• Copyright and Licenses</li> <li>• Hire of School Facilities <ul style="list-style-type: none"> <li>- Facility Hire Rates</li> <li>- Venue Hire Agreement</li> </ul> </li> <li>• Restitution for Damages</li> <li>• School Vans</li> <li>• Security Storage and Use of School Equipment</li> </ul> <p>G. Atkins / R. Harrison      all in favour, carried</p> <ul style="list-style-type: none"> <li>• Fixed Assets Management Discussion regarding the current minimum value for capital items compared to that of the IRD. It was agreed to increase the minimum value from \$500 to \$1,000 and the policy be amended to reflect this.</li> </ul> <p>Moved to approve the Fixed Assets Management Policy including the changes to the minimum value of a fixed asset from \$500 to \$1,000. G. Atkins / R. Harrison      all in favour, carried</p> <p><b>6.6</b>      <b><u>EOTC Trips</u></b></p> <p>Moved to approve the following EOTC trip subject to the final Police clearance being received</p>

6.7	<p>Y9, Y10 Cricket Tournament 15 November 2023 to 17 November 2023 Auckland D. Robertson / C. Ace      all in favour / carried</p> <p>Moved that the following EOTC trip be approved Condor Rugby Sevens 1 December 2023 to 3 December 2023 Mount Maunganui R. Harrison / G. Atkins      all in favour, carried</p> <p>Moved that the following EOTC trip be approved NZSS Touch Nationals Tournament 7 December 2023 to 10 December 2023 Rotorua G. Atkins / R. Harrison      all in favour, carried</p> <p><b><u>Funding Applications:</u></b> Moved to approve submission for the following funding applications</p> <p>Pub Charity \$28,009.31 Auditorium Equipment</p> <p>Oxford Sports Trust \$16,956.75 Scoreboard / Timing System for Scratton Gym \$5,377.20 Communications Radios</p> <p>G. Atkins / C. Ace      all in favour, carried</p>
7	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>• Finance Minutes – 16 October 2023</li> <li>• Profit &amp; Loss: 30 September 2023</li> <li>• Balance Sheet: 30 September 2023</li> <li>• Working Capital: 30 September 2023</li> </ul> <p>Greg spoke to the financial reports</p>
8	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• Staff Trustee: Casual Vacancy of elected board member flowchart Election Timeline</li> <li>• Staff Trustee – Appointment of a Returning Officer Moved to appoint Yvonne Nees as Returning Officer for the casual vacancy of the Staff Trustee G. Atkins / K. Gilbert-Smith      all in favour, carried</li> </ul>
9	<p><b><u>Matters for the next meeting:</u></b> 28 November 2023</p>

	<ul style="list-style-type: none"><li>• Representatives from the MoE will attend the next meeting</li></ul>
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7:00pm – 7:45pm

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

G. Atkins / K. Gilbert-Smith      all in favour - carried

**MEETING CLOSED 7:45pm**  
**Next Meeting 28 November 2023**