



# WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room  
5:30pm Tuesday 22nd November 2022

### MINUTES

**PRESENT:** A. Carvell, K. Gilbert-Smith, JP Savio, D. Moratti, G. Atkins, G. Atkins, G. Thompson, L. Witana, D. Robertson, R. Harrison (via zoom)

**APOLOGIES:** A. Hemara

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

<b>1</b>	<p><b><u>Register of Interests</u></b></p> <ul style="list-style-type: none"><li>• Kyle Hanlon to be replaced by JP Savio</li><li>• Andrew Carvell – WDC Stormwater Manager</li></ul> <p><b><u>Annual Plan Review Schedule 2021</u></b></p> <p>Karen was of the opinion that the main aspects of the strategic planning meeting were not captured in the document produced by the facilitator. Karen will set time aside to format / finalise the document.</p>
<b>2</b>	<p><b><u>Confirmation of Minutes</u></b></p> <ul style="list-style-type: none"><li>• 25 October 2022</li></ul> <p><i>Moved (via email) that the minutes of 25 October 2022 be approved K. Gilbert-Smith (Principal) / A. Carvell (Presiding Member) 6 email responses of approval Carried</i></p> <p>Ratified at the meeting A. Carvell / G. Thompson carried</p>
<b>3</b>	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b></p> <ul style="list-style-type: none"><li>• Letter sent to MoE regarding additional teacher funding due to COVID. An acknowledgement of receipt was received. As this is a request under the Official Information Act a response will be received from Wellington.</li></ul>
<b>4</b>	<p><b><u>Correspondence</u></b></p> <p><u>Inwards</u></p> <ul style="list-style-type: none"><li>- Leigh Gayford – re Uniform Policy (tabled at the meeting)</li></ul>

	<p>Taken as read. The policy stands as is and does not include wearing crocs.</p> <p><u>Outwards</u></p> <p>- Hira Gage</p>
<b>5</b>	<p><b><u>Chair's Report</u></b> (verbal)</p> <p>Andrew attended the prizegiving and encouraged other Trustees to make time to attend occasions such as this that are held by the school. It is good for the Trustees to be seen. It was a wonderful event and in particular a very moving speech from the Head Boy.</p>
<b>6</b>	<p><b><u>Management Reports</u></b></p>
<b>6.1</b>	<p><b><u>Strategic Review</u></b></p>
<b>6.2</b>	<p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• COL Report November 2022 Discussion around the background and work put in by the student group that has proposed the Whanau name changes. Karen advised that she is currently awaiting the narrative that goes with the carved Pou/</li> <li>• Progression of Internal Credits Tracking Well. After the results are published the boys will be surveyed to determine which students wanted to go to University that did not achieve. There is time in February to assist these boys in getting the results they require. Some boys do not achieve but also had no intention of enrolling in University.</li> <li>• Indicators Parent attendance at events such as Whanau &amp; 3 way conference is down. The SLT are looking at making changes to the current format so as to engage the parents more. Feedback being received from the parents is that they would prefer to meet with individual subject teachers rather than the Whanau teacher. JP advised that this is also the feedback he receives from students.</li> </ul> <p>Y9 enrolments for next year are currently at 333. Historically we receive a number of new enrolments just prior to, or after, the start of the new school year so we are expecting this number to increase. This makes it hard to plan for the coming year, especially in regards to staffing. We are required to staff to our GMFS, which may not meet the actual needs of the school, but if we overstaff then this is a direct cost to the Board.</p> <p>Next year the whanau structure is to be redeveloped to a horizontal model (each whanau class having only one year level) rather than the current vertical model (mixed year levels). There will be the possibility that the Whanau teacher will follow through with their class from Y9 to Y13. Other changes to whanau time is that it become purposeful around pastoral care. We are providing time, planning and resources to this.</p> <p>Karen advised the changes that will take place with Alternative Education in 2023. Discussion was held around the overwhelming issue schools are facing with high truancy rates.</p> <ul style="list-style-type: none"> <li>• NELP</li> </ul>

6.3

**Emergent Review**

- Parent Reporting – Term 4

6.4

**Health, Safety & Wellbeing Report**

Taken as read with some discussion conducted in the in-committee section of the meeting.

6.5

**Policies**

Moved that the following policies be approved

- Privacy Principles
- Protected Disclosures

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

6.6

**EOTC Trips**

Moved that the following EOTC trips be approved

Y10 Future Me Trip  
University of Auckland  
24<sup>th</sup> November 2022 to 25<sup>th</sup> November 2022

2023 Prefects Camp  
Tangihua Lions Lodge  
24<sup>th</sup> January 2023 to 26<sup>th</sup> January 2023

24 Hour Row for Charity  
WBHS Auditorium  
17 March 2023 to 18 March 2023

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

6.7

**Funding Applications:**

Moved that approval be given for the following submissions to Oxford Sports Trust

- Compasses \$695.48
- Surfboards \$4,947.83
- First Aid Kits \$1,251.50
- Computer Tables w Cable Trays \$7,452.56
- Sailing Jackets \$2,250.00
- Sailing Jackets Logo Embroidery \$95.00
- Volleyball Uniforms : T-Shirts \$976.00
- Volleyball Uniforms: Long Sleeve T-Shirts \$440.00

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

<p><b>7</b></p>	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>• Finance Minutes - November meeting held after the BoT papers compiled</li> <li>• Profit &amp; Loss as at 31 October 2022</li> <li>• Balance Sheet as at 31 October 2022</li> </ul> <p>Greg spoke to the financial position of the school, which is currently of concern. This month has shown a subsequent increase in expenses. This is partially due to the Support Staff Administration Pay Equity payout (new pay rates and backpay). The Business Manager is to provide the Trustees with a breakdown of the backpay and the MoE funding for this.</p> <p>The 2023 draft budget is currently forecasting a loss after depreciation. The depreciation has increased substantially due to the purchase of assets for the new school. The MoE ruling is that the school budget must show a profit after depreciation. Karen will discuss with the MoE if there is some leniency over the next few years, taking into account the high depreciation. There is further work to be done on the draft budget which will be emailed to the Trustees once finalized, for approval. This will then be ratified at the first BoT meeting in 2023.</p> <p>Karen tabled the report &amp; recommendation from the IT Manager for the new Computer Lease (Student computers). Karen was asked to obtain and review the actual quotes from the two IT companies as there was significant difference between the 2 quotes.</p>
<p><b>8</b></p>	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• Karen tabled the BoT Self Review document</li> <li>• Tabled – letter from parent regarding Croc’s being permitted as suitable footwear Discussion was held around the matter with the Trustees asking Karen to respond to the Parent on their behalf.</li> </ul>
<p><b>9</b></p>	<p><b><u>Matters for the next meeting</u></b></p>

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.”

A. Carvell / K. Gilbert-Smith

**Meeting Closed 8:30pm**

**Next Meeting : Tuesday 28 February 2023**

*Motion via email*

*Moved that the minutes of 22 November 2022 be approved  
K. Gilbert-Smith / A. Carvell 8 approvals received carried*

*Yvonne Nees  
Board Secretary*