

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting to be held in the Board Room  
5:30pm Tuesday 25 February 2025

### MINUTES OF MEETING

**PRESENT:** A. Carvell, G. Atkins, A. Solomon, G. Thompson, L. du Preez, D. Robertson, M Da Silva  
**ABSENT:** L. Witana, A. Hemara,  
**IN ATTENDANCE:** F. Alderton - BoT Secretary  
Y. Nees

<b>1</b>	<p><b><u>Register of Interests</u></b></p> <ul style="list-style-type: none"><li>● A. Carvell: Add<ul style="list-style-type: none"><li>○ WDC General Manager Water</li></ul></li> <li>● A. Solomon: Add<ul style="list-style-type: none"><li>○ Principal</li><li>○ SPANZ executive member</li><li>○ School Sport NZ Board member</li><li>○ Te Koke Tuatahi Limited Director</li></ul></li></ul> <p><b><u>Annual Plan Review Schedule</u></b> No 2025 Annual Plan Review Schedule has been completed</p> <p>Annual review committee to update - move to go on to next year. Roll over to next year Send reports for next meeting</p>
<b>2</b>	<p><b><u>Confirmation of Minutes (to be ratified)</u></b></p> <ul style="list-style-type: none"><li>● 26 November 2025</li></ul> <p>Moved, via email, that the minutes of 26 November 2024 be approved A. Carvell / K. Smith 5 approval emails received 3 responses not received 2 Trustees absent</p> <p>Moved to ratify the email approval of the 26 November 2024 Board of Trustees minutes.. G. Thompson / L. du Preez all in favour - carried</p>
<b>3</b>	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b> No matters arising.</p>
<b>4</b>	<p><b><u>Correspondence</u></b> No Inwards or Outwards Correspondence</p>
<b>5</b>	<p><b><u>Presiding Member's Report</u></b> WBHS had a lovely powhiri with good attendance</p>
<b>6</b>	<p><b><u>Management Reports</u></b> Alec spoke to the management reports All taken as read</p>

6.1	<p><b><u>Strategic Review</u></b></p>
6.2	<p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>● NCEA Certificate Endorsement</li> </ul> <p>Alec spoke to the results with the trustees with the focus around achievement &amp; consistency. The results have been shared with staff.</p> <ul style="list-style-type: none"> <li>● Level 1 Literacy and Numeracy</li> <li>● Achievement in NCEA and UE</li> </ul>
6.3	<p><b><u>Emergent Review</u></b></p> <p>No emergent review</p>
6.4	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <p>No health, safety &amp; wellbeing report</p>
6.5	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>● Health and Safety</li> </ul> <p>It was moved that WBHS to check references are still current.</p> <p>Moved A. Carvell / D Robertson</p> <ul style="list-style-type: none"> <li>● Finance - Budget</li> </ul> <p>It was moved that Caruth house expenses are under property. They need to be tracked separately.</p> <p>Moved G. Atkins / G. Thompson</p> <ul style="list-style-type: none"> <li>● Finance - Delegations Schedule</li> </ul> <p>Moved A. Carvell / M. Da Silva</p> <ul style="list-style-type: none"> <li>● Finance - Internal Controls</li> </ul> <p>Moved A. Carvell / G Thompson</p> <ul style="list-style-type: none"> <li>● Finance - Roles and Responsibilities</li> </ul> <p>It was moved that WBHS still need a finance committee.</p> <p>Moved A. Carvell / A Solomon</p> <ul style="list-style-type: none"> <li>● Finance - Theft and Fraud Prevention and Investigation</li> </ul> <p>Moved G Atkins / D Robertson</p> <ul style="list-style-type: none"> <li>● Gifts and Entertainment</li> </ul> <p>It was moved, point 2. change should to shall be. Reporting of Inappropriate Expenditure or Gifts to be changed from Executive Officer to the Business &amp; Finance Manager.</p> <p>Moved A. Carvell / G Thompson</p> <ul style="list-style-type: none"> <li>● Sponsorship &amp; Charitable Donations</li> </ul> <p>Moved D Robertson &amp; M Da Silva</p>

<p><b>6.6</b></p> <p><b>6.7</b></p>	<p><b><u>EOTC Trips</u></b> No EOTC trips for approval this month</p> <p><b><u>Funding Applications:</u></b></p> <p>Moved to approve submission to Oxford Sports Trust for Sailing Nationals team accommodation \$ 2300.87. A. Carvell / G Atkins all in favour - carried</p> <p>Moved to approve submission to Oxford Sports Trust for Basketball uniforms \$4075.00 A. Carvell / G Atkins all in favour - carried</p> <p>Moved to approve submission to Grassroots Trust for Laser cutter and Engraver for the Technology Department- \$13,480.00 A. Carvell / G Atkins all in favour - carried</p> <p>Move Andrew / Greg</p>
<p><b>7</b></p>	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>● Finance Minutes (submitted in-committee)</li> </ul> <p>Draft Financial Reports as at 31 December 2025</p> <p><b>in committee</b></p> <ul style="list-style-type: none"> <li>● Profit &amp; Loss</li> <li>● Balance Sheet</li> <li>● Working Capital</li> </ul>
<p><b>8</b></p>	<p><b><u>General Business</u></b> Alec spoke about his wonderings around school values, property projects, strategic plans, curriculum, legacy and history.</p>
<p><b>9</b></p>	<p><b><u>Matters for the next meeting</u></b> Alec to present his wonderings for WBHS.</p>

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:  
Individual Employee matters, confidential incident reports and correspondence

A. Carvell / G. Atkinson all in favour - carried

**Meeting Closed 9:15pm**

**Next Meeting – 25 March 2025**