



# WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Library & Board Room  
Tuesday 29 March 2022

### MINUTES

**Present:** D. Robertson, K. Gilbert-Smith, A. Hemara, A. Carvell, S. Huurnink, K. Hanlon, D. Slatter

**Apologies:** R. Harrison, G. Atkins

**In Attendance:** K. Morrision (DP)  
Y. Nees (Secretary)

#### Head of Faculty Presentations

5:30pm – 8:15pm

Presentations from Head of Faculties were held in the Library

<b>1</b>	<b><u>Register of Interests</u></b> No additions or alterations  <b><u>Annual Plan Review Schedule 2021</u></b> No additions or alterations Karen advised that the Review Committee needed to meet to set the Annual Plan Review Scheduler for 2022
<b>2</b>	<b><u>Confirmation of Minutes</u></b> <ul style="list-style-type: none"><li>22 February 2022 Approved via email : D. Robertson/A. Carvell 6 approval emails received</li></ul> Approval of minutes via email was ratified at the meeting D. Robertson / K. Gilbert-Smith all in favour carried
<b>3</b>	<b><u>Matters Arising from Minutes of Last Meeting</u></b> <ul style="list-style-type: none"><li>Question raised in regards to Health Community Consultation Doc. 2021<ul style="list-style-type: none"><li>Response from HoD Health</li></ul></li></ul> Report taken as read Moved to accept the Health Community Consultation Report by Davina Cooper, HoD Health D. Robertson / A. Hemara all in favour carried
<b>4</b>	<b><u>Correspondence</u></b> <u>Inwards:</u> None  <u>Outwards:</u> <ul style="list-style-type: none"><li>WBHS Staff – from BoT Presiding Member</li></ul> Moved to approve the outwards correspondence

	K. Gilbert-Smith / S. Huurnink all in favour carried
<b>5</b>	<b><u>Chair's Report</u></b>
<b>6</b>	<b><u>Management Reports</u></b>
<b>6.1</b>	<p><b><u>Strategic Review</u></b>  Karen advised that the Parent &amp; Staff surveys have been sent out, the Student survey is yet to be sent.</p>
<b>6.2</b>	<p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• NELP</li> <li>• CoL March Update</li> <li>• Indicators</li> </ul> <p>It was noted that the roll has dropped a little since the start of the year. Karen advised that the roll does not include the students involved in the Secondary Tertiary Programme, these need to be added back in to get the actual number of students attending WBHS.</p>
<b>6.3</b>	<b><u>Emergent Review</u></b>
<b>6.4</b>	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b>  The Health, Safety &amp; Wellbeing Report was tabled at the meeting (emailed in advance) and taken as read</p>
<b>6.5</b>	<p><b><u>Policies</u></b>  Moved that the following policies be approved</p> <ul style="list-style-type: none"> <li>• Student Progression Framework</li> <li>• Timetable</li> </ul> <p>K. Gilbert-Smith / D. Robertson</p>
<b>6.6</b>	<p><b><u>EOTC Trips</u></b></p> <p>It was noted that the Worner Hockey Tournament paperwork did not state the accommodation being used, however there was a budget for this noted. Yvonne to follow up with the EOTC administrator and report back to the BoT.</p> <p>Moved that the following EOTC trips be approved</p> <ul style="list-style-type: none"> <li>• Keelboat Nationals  Auckland: Royal NZ Yacht Squadron  7<sup>th</sup> – 9<sup>th</sup> April 2022</li> <li>• Scott Shield Junior Football Tournament  Hamilton Boy's High School  27<sup>th</sup> – 29<sup>th</sup> April 2022</li> </ul>

6.7	<ul style="list-style-type: none"> <li>Hamilton Field Days Hamilton: Mystery Creek 16<sup>th</sup> – 17<sup>th</sup> June 2022</li> <li>Worner Hockey Tournament Christchurch: Te Puna Wai Hockey Centre 23<sup>rd</sup> – 25<sup>th</sup> July 2022</li> </ul> <p>A. Hemara / A. Carvell all in favour carried</p> <p>The Waitomo Caving and Russel Forest EOTC trips were tabled at the meeting</p> <p>Moved that the following EOTC trips be approved</p> <ul style="list-style-type: none"> <li>Waitomo Vertical Caving – OED Waitomo Caves 13<sup>th</sup> – 18<sup>th</sup> June 2022</li> <li>Russell Forest Overnight – OED 12<sup>th</sup> – 13<sup>th</sup> May 2022 18<sup>th</sup> – 19<sup>th</sup> May 2022 24<sup>th</sup> – 25<sup>th</sup> May 2022 26<sup>th</sup> – 27<sup>th</sup> May 2022</li> </ul> <p>A. Hemara / A. Carvell all in favour carried</p> <p><b><u>Funding Applications:</u></b></p> <p>Moved that submission to Oxford Sports Trust be made for the following:</p> <ul style="list-style-type: none"> <li>30x Chromebooks \$10,470</li> </ul> <p>D. Slatter / S. Huurnink all in favour carried</p>
7	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>Finance Minutes: No March meeting due to absences</li> <li>Profit &amp; Loss as at 28 February 2022</li> <li>Balance Sheet as at 28 February 2022</li> </ul> <p>The working capital report at 31 March 2022 was tabled (emailed in advance) Derek advised that the working capital was lower than desired by the Finance Committee. There was discussion in regards to what the benchmark should be for an acceptable figure of working capital per student. No figure was determined as our benchmark.</p> <p>Moved that the financial reports be accepted D. Slatter / D. Robertson all in favour carried</p>
8	<p><b><u>General Business</u></b></p>
9	<p><b><u>Matters for the next meeting</u></b></p> <ul style="list-style-type: none"> <li>There will be no April BoT meeting. We can conduct a zoom meeting for approving EOTC trips and Funding Applications if necessary.</li> </ul>

**In-Committee Meeting: 7:15pm to 8:15pm**

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 / A. Carvell

Carried

**Meeting Closed : 9.10pm**

**Next Meeting : 24<sup>th</sup> May 2022**

Minutes correct for dissemination:

A handwritten signature in blue ink, appearing to be 'Don Robertson', written over a horizontal line.

Don Robertson Presiding Member