

# MINUTES (in Review)

## MARCH BOARD MEETING



<b>Name:</b>	Whangārei Boys' High School
<b>Date:</b>	Tuesday, 24 March 2026
<b>Time:</b>	7:10 pm to 7:55 pm (NZDT)
<b>Location:</b>	Whangārei Boys' High School Boardroom, 245 Western Hills Drive, Whangārei
<b>Board Members:</b>	Gemma Thompson (Chair), Alec Solomon, Anna Pascoe, Jacqueline Bell, Rachel Parangi, Sunny Hamiora, Warren Litchfield
<b>Attendees:</b>	Fiona Alderton
<b>Apologies:</b>	Ryan Welsh

## 1. Opening Meeting

### 1.1 Confirm Minutes

**February Board Meeting 24 Feb 2026**, the minutes were confirmed as presented.

Start 7.12pm

Rachel moved, Sunny 2nd



#### February Board Meeting, 24 February 2026

The minutes were confirmed as presented.

<b>Decision Date:</b>	24 Mar 2026
<b>Mover:</b>	Rachel Parangi
<b>Seconder:</b>	Sunny Hamiora
<b>Outcome:</b>	Approved

### 1.2 Interest Register



#### Rachel Parangi Interests Register

Remove Sport Northland Board Intern from Rachel Parangi's interests.

<b>Due Date:</b>	24 Feb 2026
<b>Owner:</b>	Rachel Parangi

## 2. Actions from Previous Meetings

### 2.1 Actions from Previous Minutes

Due Date	Action Title	Owner(s)
24 Mar 2026	Firearms Policy <b>Status:</b> In Progress	Alec Solomon

The existing "Firearms not allowed" policy from School Docs is unsuitable because it prohibits both on-site and off-site activities, which conflicts with the school's shooting team.

The alternative policy, “allowed with external providers,” is also inappropriate as it does not accurately reflect the nature of the school’s organized team shooting activities.

The proposed solution is to create a custom policy, nearly identical to a standard template but with a key modification.



### **The school will create its own firearms policy (Option 3) by modifying an existing template.**

Key Decision: The school will create its own firearms policy (Option 3) by modifying an existing template.

The modification will involve removing the “or off-site” clause from the general prohibition, thus allowing students to participate in shooting competitions at external ranges without bringing firearms or ammunition onto school grounds.

**Decision Date:** 24 Mar 2026  
**Mover:** Anna Pascoe  
**Seconder:** Rachel Parangi  
**Outcome:** Approved

## 3. Management Reports

### 3.1 Finance Report

Alec provided an update on the school's financial position.

#### **Draft Financial Statements & Accountability**

The Board acknowledged its responsibility to approve and sign off the draft financial statements by the **31 March deadline**.

- A draft financial statement has been submitted for Board signature this month.
- **Key Decision:** The Board retains full accountability for sign-off of the draft financial statements. This responsibility cannot be delegated.
- **Action Item:** Board members to approve and initial the financial statements prior to submission by 31 March.

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#### **Financial Capability & Strategic Oversight**

The Board discussed the need to strengthen financial expertise at a strategic level.

- Alec noted that while operational financial management is manageable, there is a gap in high-level financial strategy and asset management.
- Concern was raised regarding financial risk, referencing a significant overspend (approx. \$1M) in previous years.

Two options were considered:

- Engaging an external consultant to develop financial strategy.
- Co-opting a Board member with strong financial and business expertise.

It was agreed that the required capability extends beyond basic accounting to strategic analysis, including presenting clear options with associated risks and benefits. Any external advisor should hold appropriate accreditation.

- **Action Item:** Board to consider co-opting a suitably skilled member following the appointment and assessment of the new Business Manager.
- **Action Item:** Board members to identify potential candidates within their networks who could add value to financial strategy and governance.

### **Financial Position & Improvements**

The Board acknowledged that the school's financial position has improved significantly and has been "turned around."

- Key progress includes addressing support staff cost pressures.
  - However, further work is required to ensure long-term financial sustainability beyond resolving past overspending.
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### **ICT Overspend & Asset Management**

A significant ICT overspend was noted (budgeted \$51k, actual \$138k YTD).

- This was largely due to the unplanned replacement of out-of-warranty and damaged servers.
- Concern was raised about the lack of proactive planning for asset replacement.

The Board discussed the need for improved asset lifecycle planning:

- Current asset register tracks depreciation and book value but lacks warranty tracking.
  - Risk identified that multiple assets (ICT, vehicles, furniture) may require replacement simultaneously in future.
  - **Key Decision:** Adopt a strategy of purchasing one to two classroom sets of computers annually, rather than leasing.
  - **Key Decision:** Reinvest depreciation funding into asset replacement to maintain quality and avoid large future costs.
  - **Action Item:** Finalise the budget at the next meeting, incorporating ICT overspend and necessary reallocations.
  - **Action Item:** Develop and implement rolling replacement programmes for major asset classes (ICT, vehicles, furniture).
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### **Business Manager Appointment**

The appointment of a new Business Manager is expected to support:

- Development of long-term financial strategy
  - Implementation of asset management and replacement planning
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### **Carruth House – Strategic Review**

The Board discussed the deteriorating condition of Carruth House and the absence of a long-term plan.

- The property is in significant disrepair and poses a reputational risk.
- Rental income in its current state would not offset required upgrade costs.

Options discussed include:

- Retaining and investing in the property
- Leasing (noting external interest)
- Divesting
- **Key Decision:** A comprehensive strategic plan for Carruth House is required.
- External interest has been noted, including potential use for student accommodation.
- **Action Item:** Investigate engaging a property specialist (e.g. Liz McKenzie or similar) to provide an options analysis, including costings for full and partial upgrades.

- **Action Item:** Jacqueline to obtain an initial cost estimate for commissioning this assessment.
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## **Budget & Asset Planning**

- The draft budget was prepared prior to known ICT costs and requires revision.
  - Current allocation for furniture and equipment (\$22k) is considered insufficient.
  - The Board agreed on the importance of embedding long-term asset planning into financial processes.
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## **Summary**

The Board recognised strong progress in stabilising finances but emphasised the need to:

- Strengthen strategic financial capability
- Improve long-term planning and asset management
- Finalise and align the budget with current realities
- Address significant property and infrastructure challenges proactively

Alec moved that the finance report be accepted. 2nd Rachel

## **4. Principals Report**

### **4.1 Principals Report**

The Principal presented the following report to the Board:

#### **Roll and Enrolment**

- Student roll remains strong.
- Current international student enrolments sit at seven students, with positive indications for further growth.

#### **Teaching and Learning**

- Ongoing work is underway on the teacher practice model to strengthen teaching effectiveness and improve student learning outcomes.
- Strong alignment across the school in teaching and learning practices was noted.
- Anthony Rodger was acknowledged for the positive work being undertaken in student learning.
- Cherise Wilson was acknowledged for leading curriculum development work and responding to upcoming NCEA changes.
- A further NCEA announcement is expected shortly.

## **Staffing and Appointments**

- Willie Cooper has been formally appointed to the role of Pou Ārahi Māori.
- This formalises work already being successfully undertaken in this area.

## **Finance**

- The school's surplus position remains positive.
- It was noted that continued sound decision-making will be important to maintain this position.
- The Board also noted satisfaction with the positive movement in international student enrolments.

## **Property and Learning Spaces**

- Work continues on the transition from modern learning environments.
- Feedback from Heads of Faculty regarding learning spaces and the potential installation of additional walls/enclosed classrooms has been gathered.
- This feedback will be provided verbatim to the Ministry lead to support future planning.

## **Property Self-Management**

- An expression of interest has been submitted to investigate self-management of school property.
- This could provide the school with significantly greater control over property decisions and delivery.
- Key considerations include governance capability, operational capability on site, and financial capacity.
- It was noted that financial sign-off may be the most challenging aspect of approval.

## **Planning and Reporting**

- School initiatives have been identified for the current year and the following two years.
- Reporting processes will focus on both actions completed and measurable change achieved.
- Regular reporting to the Board will occur twice each term, with an emphasis on meaningful targets and outcomes.

## **International Education**

- The school will host an influential international education agent on Thursday as part of ongoing recruitment and relationship-building.

## **Ministry Land Discussions**

- The Board discussed the importance of continuing engagement with the Ministry regarding the school's land matters.
- It was noted that the Ministry had previously signalled interest.
- Previous Boards had not progressed engagement; however, the current Board has reopened discussions.
- Alec will follow up with the Ministry to seek an update on current status and next steps.

## **Professional Culture and Leadership**

- Positive growth is being seen in the school's professional culture.
- The Senior Leadership Team has commenced high-performance leadership training.

## **Communications**

- The new school website is now live.
- The recent newsletter was well received and viewed in 12 countries.

Moved be accepted Rachel, 2nd Anna

## **4.2 Avail Monthly Project Report**

Avail finished shade sale.

Decals to be put on sliding doors.

Outside Kauika, memorial garden work starts on Monday.

Basketball court being started during the holiday.

Once these are done, we are with McKenzie.

## **5. Health & Safety Review**

### **5.1 Health & Safety**

## **6. Policies**

### **6.1 SchoolDocs - Please log into SchoolDocs to review policies**

## **7. EOTC Trip**

### **7.1 1st XV Rugby - Rotorua - 20 March 2026**

### **7.2 Te Tai Tokerau Festival - Kaitaia**

Dress rehearsal Sunday at 3pm

Approved Rachel, Gemma

### **7.3 2026 Clay Target Shooting; NSSSA - Various Dates**

Approved Gemma / Rachel

### **7.4 Hockey 1st XI Anzac Tournament - 15 - 18 April in Hamilton**

Approved Gemma / Rachel

### **7.5 ABSNZ 2026 Head Prefects Conference - 22 April - 24 April**

Looking at splitting costs, WBHS, OBA & Whanau pay one third each



### **ABSNZ 2026 Head Prefects Conference**

Board approved this EOTC

**Decision Date:** 24 Mar 2026  
**Mover:** Gemma Thompson  
**Seconder:** Rachel Parangi  
**Outcome:** Approved

## 8. Funding Applications

### 8.1 Oxford Sports Trust - March Application



#### Oxford Sports Trust - March Application

asdf

**Decision Date:** 24 Mar 2026  
**Mover:** Rachel Parangi  
**Seconder:** Anna Pascoe  
**Outcome:** Approved

## 9. Other Business

### 9.1 HoF Presentations

Fiona to draft letters of thanks to each Head of Faculty, with Gemma to sign on behalf of the Board.

## 10. Correspondence

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

**Signature:** \_\_\_\_\_

**Date:** 1 May 2026 \_\_\_\_\_