



**WHANGĀREI BOYS'
HIGH SCHOOL**

DEVELOPING BOYS INTO FINE MEN

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

**Meeting held in the Board Room
Tuesday 28 May 2024**

MINUTES

PRESENT: A. Carvell, D. Robertson, G. Thompson, L. DuPreez, L. Witana, A. Hemara, C. Ace, G. Atkins

PRESENT via ZOOM: K. Smith, R. Harrison

ABSENT: None

IN ATTENDANCE: Y. Nees – BoT Secretary

M. Holdaway – WBHS Endowment Trust (5:30pm – 5:50pm)

5:30pm to 5:50pm

Visitor: Murray Holdaway – WBHS Endowment Trust

Murray is a Trustee on the WBHS Endowment Trust

The Trustees are all Old Boys' of the school.

The Trust was set up to raise money that could be gifted back to the school for specific projects.

The money donated and gifted through bequests is not allowed to be spent but is for investment purposes only. The interest received is then donated to the school upon application from the Principal of the school (for specified projects) and approved by the Trustees.

Examples of projects to date are : Lazer cutter for Tech, Gazebo for Sports, set of Shakespeare plays for drama.

Whilst the Trustees must be Old Boys' of the school, the Endowment Trust is an entirely separate registered organization from the Old Boys' Association. The Chair of the OBA is automatically a Trustee on the Endowment Trust Board.

5:50pm to 6:15pm

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:

Work safe Findings Update

A. Carvell / C. Ace all in favour - carried

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Register of Interests

	<p>No additions or alterations</p> <p><u>Annual Plan Review Schedule</u></p> <p>No changes to the plan</p>
2	<p><u>Ratification of Minutes (previously confirmed via email)</u></p> <p>Moved, via email, that the minutes of 26 March 2024 be approved A. Carvell / D. Robertson 7 emails of approval received 1 email not received 2 Trustees absent</p> <p>Moved to ratify the email confirmed minutes of 23 April 2024 A. Carvell / C. Ace all in favour - carried</p>
3	<p><u>Matters Arising from Minutes of Last Meeting</u></p> <ul style="list-style-type: none"> Rock Wall Climbing – additional information required. Yvonne to provide via email. <p>Moved to approve the EOTC Rock Wall Climbing trip A. Carvell / G. Thompson all in favour - carried</p>
4	<p><u>Correspondence</u></p> <p>Inwards:</p> <ul style="list-style-type: none"> Safety N Action, Heather Gage Karen will find out more about this Board training
5	<p><u>Presiding Member’s Report</u></p>
6	<p><u>Management Reports</u></p>
6.1	<p><u>Strategic Review</u></p>
6.2	<p><u>Regular Review:</u></p> <ul style="list-style-type: none"> Transition / Inclusive Learning Data Laura spoke to this report Kahui Ako Report Taken as read Indicators Karen spoke to this report. Currently there are new enrolments regularly. An induction programme runs every Monday for new students. Karen is confident that the enrolment scheme will not result in any students having to be turned away next year as we will not be at capacity with in zone students. She considers it might be a couple of years before we need to start using the ballot system for out of zone students.
6.3	<p><u>Emergent Review</u></p> <ul style="list-style-type: none"> Attendance Report Karen explained that the MoE way of reporting attendance distorts the unjustified absences. The school is currently struggling to find enough relievers to cover the

	<p>volume of teachers on sick leave.</p>
6.4	<p><u>Health, Safety & Wellbeing Report</u></p> <p>Karen explained in-depth the incident of one student physically hurting another student and the outcome to this incident. The issues highlighted in our recent evacuation drill are in the process of being resolved. Karen will check with the Property Manager on the progress.</p>
6.5	<p><u>Policies</u></p> <p>Moved that the Protection and Sharing of Intellectual Property (Creative Commons) Policy be approved A. Carvell / D. Robertson all in favour / carried</p> <p>Moved that the Seclusion and Physical Restraint Policy be approved A. Hemara / G. Thompson all in favour / carried</p>
6.6	<p><u>EOTC Trips</u></p> <p>Full trip details were emailed separately from the Agenda and Reports for review by the Trustees</p> <p>Moved that the Get2Go Northland Adventure Race to be held in the Whangarei area (TBC) on 29 July 2024, be approved L. Witana / D. Robertson all in favour / carried</p> <p>Moved that the NISS Clay Target Shooting Championships trip to Waikato Clay Target Club from Friday 5 July 2024 – Saturday 6 July 2024, be approved. G. Atkins / A. Carvell all in favour / carried</p> <p>Moved that the Hillary Outdoor Pursuit Centre trip to Tongariro from 8 September 2024 to 13 September 2024, be approved L. du Preez / L. Witana all in favour - carried</p>
6.7	<p><u>Funding Applications:</u></p> <p>Moved that submission to Oxford Sports Trust for the following, be approved 1st XI Hockey - Christchurch Tournament \$3,307.12 1st XI Hockey – Winter Tournament week in Tauranga, Rankin Cup \$15,830.35 L. Witana / G. Thompson all in favour - carried</p> <p>Moved that submission to Grassroots Trust for the following, be approved Basketball Tournaments : Total \$14,024.92 (detailed below) Juniors \$4,176.20 Senior A's \$4,509.59 Senior Prem's \$5,339.13 G. Thompson / L. du Preez all in favour - carried</p>
7	<p><u>Financial Committee</u></p> <p>Finance Minutes : 20 May 2024 Financial Reports as at 30 April 2024</p> <ul style="list-style-type: none"> • Profit & Loss

	<ul style="list-style-type: none"> • Balance Sheet • Working Capital <p>Greg spoke to the financial reports The accounts are on track to budget. April and YTD figures are good. For our cash position we work on a per student basis. This fluctuates from month to month but currently this is at an acceptable amount. The prior Board set a desired threshold of \$500 per student, we are currently achieving this.</p> <p>There are two overdue accounts that Greg raised motions for:</p> <p style="padding-left: 40px;">Overdue Account #1 Moved that the Presiding Member follow this up with a letter G. Atkins / D. Robertson all in favour – carried</p> <p style="padding-left: 40px;">Overdue Account #2 This invoice was raised to cover admin fees of an OIA request. The invoice was not paid and the information not provided. Moved that this account be written off. G. Atkins / D. Robertson all in favour – carried</p>
8	<p><u>General Business</u> No further business</p>
9	<p><u>Matters for the next meeting (Action List)</u></p> <ol style="list-style-type: none"> 1. Karen to follow up for more information on Safety N Action (Heather Gage) 2. Karen to follow up with the Property Manage re issue arising from the evacuation drill 3. Andrew to write a letter to the Debtor of overdue account #1 4. Yvonne to write off overdue account #2

7:05pm to 7:30pm

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 correspondence

A. Carvell / R. Harrison all in favour - carried

