

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

**Meeting held in the Board Room
Tuesday 25 June 2024**

MINUTES

PRESENT: A. Carvell, K. Smith, D. Robertson, R. Harrison, L. DuPreez, L. Witana, G. Atkins, C. Ace
ABSENT: G. Thompson, A. Hemara
IN ATTENDANCE: Y. Nees – BoT Secretary

1	<p><u>Register of Interests</u> No additions or alterations to be recorded</p> <p><u>Annual Plan Review Schedule</u></p>
2	<p><u>Ratification of Minutes approved via email</u></p> <p>Moved, via email, that the minutes of 28 May 2024, be approved A Carvell / C Ace Carried 7 approval emails received 3 emails not received from Trustees</p> <p>Moved to ratify the minutes of 28 May 2024, which were approved via email before the meeting. A. Carvell / D. Robertson all in favour / Carried</p>
3	<p><u>Matters Arising from Minutes of Last Meeting</u></p> <p>Action List</p> <ol style="list-style-type: none">1. Action Carried Forward to August Meeting: Karen to follow up for more information on Safety N Action (Heather Gage)2. The fire evacuation drill was not successful as not all areas were able to hear the bells. This will cost over \$100k to remedy. The work to remedy this was part of the as-built drawings but not completed.3. Andrew wrote a letter to the overdue Debtor. There has been no action to date, with the bill remaining outstanding. Karen explained the full background details to this account. Will continue to follow up.4. A 2nd overdue account was approved in the last BoT meeting to be written off, this has been done.
4	<p><u>Correspondence</u></p> <p>Inwards:</p>

	<ul style="list-style-type: none"> Ministry of Education – School Enrolment Scheme for Te Kamo Intermediate School <p>Moved to accept the inwards correspondence K. Smith / L. duPreez</p>
5	<p><u>Presiding Member's Report</u> No report</p>
6	<p><u>Management Reports</u> All management reports were taken as read, where further discussion did not take place at the meeting.</p>
6.1	<p><u>Strategic Review</u></p>
6.2	<p><u>Regular Review:</u></p> <ul style="list-style-type: none"> Curriculum - NCEA change package Karen spoke to the changes and the difficulties this presents to some students. Karen also advised the new initiatives that will be internally implemented to assist these students. NELP - Priority 4 Kahui Ako - Achievement challenge 3 - Well-being Indicators
6.3	<p><u>Emergent Review</u></p> <ul style="list-style-type: none"> PLD report Attendance report
6.4	<p><u>Board Process Requirements</u></p> <ul style="list-style-type: none"> Reporting to Parents Karen advised that a new process will be implemented this year for teachers meeting with parents. This will replace 3 way conferencing which has been the method in past years. Most parents are reporting that they would rather meet with the subject teacher rather than the whanau teacher.
6.5	<p><u>Health, Safety & Wellbeing Report</u></p>
6.6	<p><u>Policies</u> Nil for review It was agreed that the Curriculum Policy, due to NCEA changes, should included for review in the August BoT meeting and that the review cycle should be changed from 3 yearly to every year.</p>
6.7	<p><u>EOTC Trips</u> (All full trip details emailed separately from the Agenda and Reports)</p> <p>Discussion around the risks involved when driving students to events, and what risk analysis information is being provided with the applications. Karen advised that there are templates provided from the EOTC Coordinator.</p> <p>It was agreed that there should be follow up, from the Trustees, to ensure that the measures to mitigate the risks are actually adhered to. It was agreed that each Trustee make phone calls to the TiC to have a verbal follow up after the trip. Don will begin this process with the trips approved at this meeting.</p>

<p>6.8</p>	<p>Moved to approve the following EOTC trip Northtec's Student for a Day - Trades & Vocational taster day Future Trades Campus, Raumanga Friday 9 August G. Atkins / D. Robertson all in favour / carried</p> <p>Moved to approve the following EOTC trip providing the mode of transport is advised prior to the trip NZSS Rugby League Nationals Papakura, Auckland 5 - 8 September 2024 G. Atkins / D. Robertson all in favour / carried</p> <p>Moved to approve the following EOTC trip Peach Cove Overnight Trip Whangārei Heads 9, 10, 11, 12 & 17 September 2024 (3 separate groups going overnight for 1 night) G. Atkins / D. Robertson all in favour / carried</p> <p>Moved, with conditions that Karen will follow up with Mark on risk assessment around transport NZ Secondary School Squash Teams National Tournament Lower Hutt, Wellington 1 - 4 August 2024 G. Atkins / D. Robertson all in favour / carried</p> <p><u>Funding Applications:</u></p> <p>Moved to approve submission to Oxford Sports Trust for the following funding requests - \$9,620.87 1st XI Football Team – NZSS winter tournament week - \$5,384.20 Rugby League Team – NZSS Tournament Week A. Carvell / L. Witana all in favour / carried</p> <p>Moved to approve submission to Rano Community Trust for the following funding request - \$15,254.84 OPC Trip A. Carvell / L. Witana all in favour / carried</p>
<p>7</p>	<p><u>Financial Committee</u> Financial Reports as at 31 May 2024</p>

	<ul style="list-style-type: none"> • Profit & Loss • Balance Sheet • Working Capital <p>Greg spoke to the financial accounts. The month of May showed a deficit which was \$20k below the budget Year to Date, however, is showing a profit of \$56k above the budgeted \$136k</p> <p>The working capital has slightly increased this month. The MoE have provided a suggested formula for measuring the working capital per student. Their recommended working capital, per student, is between \$1,100 and \$1,200 We are currently sitting at \$581</p> <p>Greg advised that the expenses related to teacher relief are higher than budgeted. Some of this could be due to the spread of the budget and the actual periods of sick leave being higher in winter than summer. Yvonne will be reporting to the next finance meeting, breaking down the reasons for the relief and potentially how much over budget this may go.</p> <p>Recommendation from Finance Committee</p> <ul style="list-style-type: none"> • Purchase of 90 Chromebooks \$13k per 30 = \$39,000 <p>Karen spoke to this request. Exams are now digital and as it is only a requirement, at this stage, for our juniors to have their own personal device, it means we need school devices for all our senior students. We currently do not have enough to meet the need. Some of this is due to the fact that our owned devices are at end-of-life and need replacement. We are also spending significant amounts of money on repairs. In past years we have purchased our chromebooks through funding but as Trust funds are diminishing, they are rejecting applications for chromebooks.</p> <p>Greg advised he was comfortable that our cash reserves could cover this purchase.</p> <p>Moved to approve the purchase of 90 Chromebook to the value of \$39,000 G. Atkins / L. duPreez all in favour / carried</p>
8	<p><u>General Business</u></p> <p><u>Northland Power Cut</u></p> <p>There had been some feedback from parents that the information on what was happening at the school (closure or not) was not clear Karen advised that because our servers were down, we did not have use of the KAMAR software, which is our means for messaging parents. The main reason for closure would be water / sewerage. During the power cut this was not a problem for WBHS but had it been out for a 2nd day we would have had to close. It was discussed that we should perhaps purchase a generator. It was agreed that Karen speak with the Property Manager, Keith, to ascertain what options he would suggest for any future event.</p>

9	<p><u>Matters for the next meeting</u></p> <p>Noted that there will not be a July Board of Trustees meeting</p>
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7:25pm to 8:30pm

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 incident reports and correspondence

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

Meeting Closed 8:30pm

Next Meeting : 27 August 2024

Action List

Frances	Add Curriculum Policy for review in August meeting and change to yearly review (Yvonne to speak with Frances)
Karen	Meet with Keith to discuss options for WBHS during any potential future events such as the Northland power outage