

MINUTES (in Review)

JUNE BOARD MEETING



Name:	Whangārei Boys' High School
Date:	Tuesday, 24 June 2025
Time:	5:30 pm to 7:45 pm (NZST)
Location:	Whangārei Boys' High School Boardroom, 245 Western Hills Drive, Whangārei
Board Members:	Gemma Thompson, Greg Atkins, JP Dignon, Alec Solomon, Andrew Carvell (Chair), Laura du Preez, Ryan Welsh, Brad Flower, Loraine Witana, Andre Hemara, Don Robertson
Attendees:	Fiona Alderton

1. Opening Meeting

1.1 Confirm Minutes



Moved that the minutes of 27 May 2025 be approved - all in favo...

Moved that the minutes of 27 May 2025 be approved - all in favour - carried

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Gemma Thompson
Outcome: Approved

1.2 Interest Register



Interests pending - Ryan Welsh, Melanie Turnell, JP Dignon

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Decision Date: 24 Jun 2025

2. Actions from Previous Meetings

2.1 Property partner appointment and 5YA progress

Due Date	Action Title	Owner(s)
18 Jun 2025	Audit Status: Completed on 19 Jun 2025	Business & Finance Manager Yvonne Nees
23 Jun 2025	MoE Letter Status: Not Started	Business & Finance Manager Yvonne Nees, Fiona Alderton
23 Jun 2025	Credit Card Status: Not Started	Business & Finance Manager Yvonne Nees, Fiona Alderton

Due Date	Action Title	Owner(s)
24 Jun 2025	Interests Register Status: Not Started	Fiona Alderton, JP Dignon
30 Jun 2025	Staffing Status: Not Started	Alec Solomon
1 Jul 2025	Finance Reports Status: Not Started	Business & Finance Manager Yvonne Nees

2.2 Follow-up on working along policy adjustments and EOTC documentation

3. Major Decisions and Discussions

3.1 Correspondence

4. Principals Report

4.1 Principals Report

- Over 400 first aid cases reported; trends to be analysed for risk mitigation.
- Fire alarm system reliability in gym raised as a concern; a compliance report is being commissioned.
- Legal immunity for board members clarified under H&S legislation.

5. Management Reports

5.1 Indicators Report

6. Health & Safety Review

6.1 Health & Safety

- Over 400 first aid cases reported; trends to be analysed for risk mitigation.
- Fire alarm system reliability in gym raised as a concern; a compliance report is being commissioned.
- Legal immunity for board members clarified under H&S legislation.

7. Policies

7.1 Complaints Resolution



All in favour - carried

All in favour - carried

Decision Date: 24 Jun 2025
Mover: Andrew Carvell
Seconder: Brad Flower
Outcome: Approved

7.2 Equal Educational Opportunities (Equity - EEdO)



Leave until 2026 when it is due.

Leave until 2026 when it is due.

Decision Date: 24 Jun 2025

Outcome: Not Approved

7.3 Departing Staff



Approved subject to changes.Add to the policy - All access will b...

Approved subject to changes.

Add to the policy - All access will be terminated on the last day of appointment.

Decision Date: 24 Jun 2025

Mover: Greg Atkins

Seconder: Laura du Preez

Outcome: Approved

8. EOTC Trip

8.1 Hockey 1st XI Worner Shield Tournament - Hamilton - 12-14 July 2025



Approved

Approved

Decision Date: 24 Jun 2025

Mover: Brad Flower

Seconder: Loraine Witana

Outcome: Approved

8.2 Clay Target Shooting - Hamilton - 19th - 23rd September 2025



Approved

Approved

Decision Date: 24 Jun 2025

Mover: Brad Flower

Seconder: Loraine Witana

Outcome: Approved

8.3 Squash Nationals - Wellington - 31 July-1 August 2025



Approved

Approved

Decision Date: 24 Jun 2025

Mover: Brad Flower

Seconder: Loraine Witana

Outcome: Approved

8.4 NZSS Senior Basketball Premiership Tournament - Auckland - 27-31/08/2025



Approved

Approved

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Loraine Witana
Outcome: Approved

8.5 Cape Brett Overnight Tramp - Cape Brett - 1-3/09/2025



Further information required

Alec and Ryan to discuss Cape Brett further.

Board reminded of risk documentation, including EPIRB, first aid, and qualified staff.

Fiona to provide Ryan full EOTC report for the trip.

Decision Date: 24 Jun 2025

8.6 Rugby League National Tournament - Auckland - 27-31 August 2025



Approved

Approved

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Loraine Witana
Outcome: Approved

8.7 NZSS Premier Football Tournament - Palmerston North -



Approved

Approved

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Loraine Witana
Outcome: Approved

9. Funding Applications

9.1 Grassroots



Approved

Approved

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Ryan Welsh
Outcome: Approved

9.2 Oxford



Approved

Approved

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Ryan Welsh
Outcome: Approved

9.3 Pub Charity



Approved

Approved

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Ryan Welsh
Outcome: Approved

9.4 July - Oxford



Approved

Approved

Decision Date: 24 Jun 2025
Mover: Brad Flower
Seconder: Ryan Welsh
Outcome: Approved

10. Management Reports

10.1 Finance Report



Draft Financial Statements and Audit Reports presented and discus...

- Draft Financial Statements and Audit Reports presented and discussed.
- Final sign-off pending submission to the Auditor General.
- Board discussed credit card processes and surplus funding strategy.

Decision Date: 24 Jun 2025
Mover: Greg Atkins
Seconder: Gemma Thompson
Outcome: Approved



2024 Audited Financial Minutes

It was moved that the board approved the 2024 Audited Financial Minutes

Decision Date: 24 Jun 2025
Mover: Andrew Carvell
Seconder: Brad Flower
Outcome: Approved

11. Other Business

11.1 General Business

11.2 Matters for the next meeting

12. Close Meeting

12.1 Close the meeting

Next meeting: August Board Meeting - 26 Aug 2025, 5:30 pm

Signature: _____

Date: _____

Minutes approved for Circulation

Moved, via email, that the minutes of 24 June be approved

4 approval emails received

3 responses not received

3 Trustees absent



A. Carvell - Presiding Member

F. Alderton - Board Secretary