



**WHANGĀREI BOYS'  
HIGH SCHOOL**

DEVELOPING BOYS INTO FINE MEN

**WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES  
Meeting held via zoom : 5:30pm Tuesday 30 July 2024**

**MINUTES**

**PRESENT:** A. Carvell, K. Smith, D. Robertson, G. Thompson, L. DuPreez, G. Atkins, C. Ace

**ABSENT:** R. Harrison, A. Hemara, , L. Witana

**IN ATTENDANCE:** Y. Nees – BoT Secretary

<b>1</b>	<b><u>Management Approvals Required</u></b>
<b>1.1</b>	<b><u>Policies</u></b> <ul style="list-style-type: none"><li>• Van Hire Change under Guideline 1. – reducing the designated drivers aged from over 25 to over 21 years of age</li></ul> <p>Moved that the van hire policy be approved, adopting the change of driver age to over 21 A. Carvell / K. Smith all in favour – carried</p>
<b>1.2</b>	<b><u>EOTC Trips</u></b> <ul style="list-style-type: none"><li>• 1st XI Football Premier Tournament Auckland 1 Sept to 6 Sept 2024</li></ul> <p>Karen to check if the section regarding beach swimming has been left in the H&amp;S section in error as there is no indication of this trip being at a beach</p> <p>Moved that the 1<sup>st</sup> XI Football Premier Tournament to Auckland be approved A. Carvell / C. Ace all in favour - carried</p> <li>• Moved that the 2<sup>nd</sup> XI Hockey Tournament to Auckland be approved A. Carvell / L. du Preez all in favour – carried</li> <li>• 1<sup>st</sup> XI Cricket – overseas tour Australia 29 Sept – 10 Oct 2024</li> <p>Discussion regarding the risk assessment not being fully completed Insurance Policies (tour operators) expire prior to the trip, this needs to be checked</p> <p>Moved to decline this trip pending the paperwork and checks being completed to a satisfactory level A. Carvell / G. Atkins all in favour – carried</p> <ul style="list-style-type: none"><li>• Moved that the Basketball – NZ Junior Premiership Tournament in Auckland be</li></ul>

1.3	<p>approved A. Carvell / G. Thompson      all in favour – carried</p> <ul style="list-style-type: none"> <li>• Moved that the OED Camping &amp; Tramping trip to Cape Brett be approved A. Carvell / G. Thompson      all in favour - carried</li> <li>• Moved that the Clay Target Championships to be held in Christchurch, be approved A. Carvell / G. Atkins      all in favour - carried</li> <li>• Moved that the NZSS Golf Tournament to be held in Tikorangi, be approved A. Carvell / C. Ace      all in favour – carried</li> <li>• Moved that the Basketball NZSS Senior National Qualifiers in Auckland be approved A. Carvell / K. Smith</li> </ul> <p>The Trustees would like guarantee that all adults assisting with EOTC trips have obtained Police Clearance. This is checked at the time of the paperwork being signed off by the Finance Team and prior to the EOTC coordinator signing off.</p> <p>Trustees would also like guarantee that drivers license checks are in place for anyone driving the students. We do currently have a process whereby anyone using the vans must sign a disclosure to uphold the school policy, and their current drivers license is copied and filed with this document.</p> <p>Discussion around the residual risk v consequence risk. It was questioned that those completing the EOTC fully understand this difference. A matrix should be used to enable consistency in completing the forms, rather than individual interpretation. Karen advised (and shared on screen) the table (matrix) that is in the EOTC documentation, this was provided to the school from EONZ. It was agreed that following this table should ensure consistency.</p> <p><b><u>Funding Applications:</u></b></p> <p>Moved that submission to Oxford Sports Trust for the WBHS Canopy Project, \$1,147,004, be approved K. Smith / C. Ace      all in favour - carried</p> <p>Moved that submission to Pub Charity for a Museum Consultant Wages, 6 months employment, \$36,000, be approved K. Smith / C. Ace      all in favour - carried</p> <p>Moved that submission to Grassroots Trust for the Australian Cricket Tour, 1<sup>st</sup> XI Team –</p>
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<b>2.</b>	<p>Transport, \$3,000, be approved K. Smith / C. Ace      all in favour - carried</p> <p><b><u>Finance</u></b></p> <p>Greg spoke to the 2023 Annual Accounts, which require sign off by the Board for audit completion.</p> <p>Aspects of the closing audit report:</p> <ul style="list-style-type: none"> <li>• Thanked the Board and the Finance Team</li> <li>• Requested sue (wage) reports be signed by a second person, possibly a DP, along with the Principal</li> <li>• Cyclical Maintenance provision not up to date</li> <li>• Deterioration of our financial position</li> <li>• Disclosure in the accounts re worksafe</li> </ul> <p>Greg explained we have received a qualified audit as we do not have a 10YPP or Cyclical Maintenance provision. Karen advised that we do have a 10YPP This will be looked into and a management statement sent to the auditors.</p> <p>Moved to approve the 2023 audited accounts G. Atkins / G. Thompson      all in favour - carried</p>
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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

D. Robertson / A. Carvell      all in favour - carried

**Meeting Closed 6:55pm**

**Next Meeting : 27 August 2024**

