



WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room
5:30pm Tuesday 27 August 2024

MINUTES

PRESENT: A. Carvell, K. Smith, D. Robertson, L. Witana, R. Harrison, L. DuPreez, G. Atkins, A. Hemara
C. Ace

ABSENT: G. Thompson

IN ATTENDANCE: H. Coll – Deputy Principal
Y. Nees – BoT Secretary

1	<p><u>Register of Interests</u></p> <ul style="list-style-type: none">• L. Witana<ul style="list-style-type: none">- Remove: Clinical Nurse Specialist Child Protection Te Whatu Ora- Add: Employed by Te Whatu Ora <p><u>Annual Plan Review Schedule</u></p>
2	<p><u>Confirmation of Minutes</u></p> <p>Moved, via email, that the minutes of 30 July 2024 be approved K. Smith / C. Ace 7 emails of approval received</p> <p>Moved to ratify the email approval of the 30 July 2024 minutes 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">• 2023 Financial Audit One of the audit notes was that the Cyclical Maintenance Provision for the new school had not been completed and brought into the accounts. The Property Manager has now completed the schedule (obtaining quotes for the preparation of this plan has been time consuming). A financial journal has been raised to bring this into the 2024 accounts.• Karen updated the Board on the letter from Heather Gage (June BoT papers) and that the MoE is providing H&S training for Boards. It was decided not to take up this offer.
4	<p><u>Correspondence</u></p> <p><u>Inward</u></p> <ul style="list-style-type: none">• MoE – Ballot dates for 2025 out of zone enrolments• MoE – School Enrolment Scheme

	<p>Karen spoke to both of these documents explaining the ballot system. We must advertise how many places are available Karen advised that the school has applied to have the Totara Teaching space listed as Priority 1 – Special Education</p> <p>Moved to set the ballot numbers as follows: Y9 160 places Y10 – Y13 5 places per year level K. Smith / D. Robertson all in favour - carried</p> <p>Moved to accept the Inwards Correspondence A. Carvell / C. Ace all in favour - carried</p>
5	<u>Presiding Member's Report</u>
6	<p><u>Management Reports</u></p> <p>6.1 <u>Strategic Review</u></p> <p>6.2 <u>Regular Review:</u></p> <ul style="list-style-type: none"> • Literacy / Numeracy Initiatives Karen spoke to the report, giving details of how the Literacy and Numeracy credits are obtained, and the complexity of the new NZQA system for this. Also explained in detail were the CAA exam process. • NELP • Kahui Ako Report • Indicators Karen spoke to the unjustified absences and the follow through process for these students. The trends showing for absences is the high volume of illness and chronic truancy. The difficulties of “what to do” with chronically truant students were discussed. It was agreed that the Trustees need to be further involved with assisting SLT with the process, up to and including prosecution of parents as outlined in the Education and Training Act 2020. <p>Moved to proceed with prosecution of parents where the student has been identified with chronic truancy. D. Robertson / A. Carvell all in favour - carried</p> <p>6.3 <u>Emergent Review</u></p> <ul style="list-style-type: none"> • Attendance <p>6.4 <u>Health, Safety & Wellbeing Report</u></p> <ul style="list-style-type: none"> • Re: Alarms / Sounders in the old school buildings The council have been contacted to find out if consent is required to connect the old school building (alarms) with the new school. Once this has been determined we will be checking to see if this should have been, and will be, funded through the re-build project. <p>6.5 <u>Policies</u></p>

	<p>Moved that the following Policies be approved</p> <ul style="list-style-type: none"> • Alcohol – Sale, Supply and Consumption • Appointments – Staff • Curriculum • Information and Communication Technology • Trade Mark Protection & Enforcement • Young Person Harm and Neglect – Suspected or Actual <p>K. Smith / R. Harrison all in favour - carried</p> <p>6.6 <u>EOTC Trips</u></p> <p>Moved via email that amendments and updates to the EOTC application form, for the below trip, has been completed and the trip is now approved</p> <p style="padding-left: 40px;">1st XI Cricket Overseas Tour to Australia 29 September 2024 to 10 October 2024</p> <p>K. Smith / A. Carvell all in favour carried</p> <p>Moved to ratify the email approval of the 1st XI Cricket overseas tour, to Australia from the 29 September 2024 to 10 October 2024</p> <p>A. Carvell / R. Harrison all in favour - carried</p> <p>Discussion around the risk analysis process, and the movement from High Risk through to the Residual Risk.</p> <p>It was agreed to contact EONZ to run a further in-house training session in which both the staff and the trustees could attend together.</p> <p>Moved that the following EOTC trips be approved</p> <ul style="list-style-type: none"> • Get2Go Finals • International Students – Rotorua Trip • Tourism – Queenstown • Rock Quest Finals • Touch Nationals • Whangamata Adventure Race <p>D. Robertson / R. Harrison</p> <p>C. Ace Abstained from voting due to not having reviewed the applications</p> <p>Remaining Trustees were all in favour - motion carried</p> <p>6.7 <u>Funding Applications:</u></p> <p>Moved to approve submission to Oxford Sports Trust for the following sports request:</p> <ul style="list-style-type: none"> • \$1,870.50 Condor 7's Rugby National Tournament – Accommodation <p>C. Ace / L. Witana all in favour - carried</p> <p>Moved to apply to Grassroots Trust for the following sports request:</p> <ul style="list-style-type: none"> • \$2,573.17 Volleyball Team – Uniforms and Volleyballs <p>C. Ace / L. Witana all in favour - carried</p>
7	<u>Financial Committee</u>

	<ul style="list-style-type: none"> • Finance Minutes <p>Financial Reports as at 31 July 2024</p> <ul style="list-style-type: none"> • Profit & Loss • Balance Sheet • Working Capital <p>Greg spoke to the financial reports</p> <p>July has a budgeted profit of \$50k however, the actual was a deficit of \$238k. The YTD budget has a profit of \$175k, with the actual being a deficit of \$64k This puts us \$239k behind budget.</p> <p>The majority of this shortfall was due to bringing into the accounts the new Cyclical Maintenance plan. We budget for cyclical maintenance each year, however the first year of a new plan has a substantial opening balance to be brought into the accounts.</p> <p>There are insurance claim related expenses that will be covered fully by the MoE. Yvonne has been asked to accrue the income until it is received from the Ministry.</p> <p>Relief Teacher expenses are above budget, being \$20k over for the month of July and \$95k over budget year to date</p> <p>Power is also \$20k above the YTD budget</p> <p>The Working Capital has increased slightly from last month by \$64k (or \$50 per student)</p>
8	<p><u>General Business</u></p> <ul style="list-style-type: none"> • Appointment of Returning Officer for Student Trustee Elections Moved via email to appoint P. D’Mello as returning officer K. Smith / C. Ace all in favour carried
9	<p><u>Matters for the next meeting</u></p> <ul style="list-style-type: none"> • Generator Quote This has not yet been provided by the Property Manager, however he has been away for a month on Annual Leave

Action List

K. Smith	Contact EONZ to arrange training session
Property Manger	Generator quote

7:00pm

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 / K. Smith all in favour - carried

Meeting Closed 8:15 pm

Next Meeting : 24 September 2024