

MINUTES (in Review)

AUGUST BOARD MEETING



Name:	Whangārei Boys' High School
Date:	Tuesday, 26 August 2025
Time:	5:30 pm to 7:00 pm (NZST)
Location:	Whangārei Boys' High School Boardroom, 245 Western Hills Drive, Whangārei
Board Members:	Andrew Carvell (Chair), Alec Solomon, Gemma Thompson, Greg Atkins, Don Robertson, Laura du Preez, Ryan Welsh, Melanie Turnell, Malwain Da Silva
Attendees:	Fiona Alderton
Apologies:	Brad Flower, JP Dignon, Loraine Witana, Andre Hemara

1. Opening Meeting

1.1 Confirm Minutes

June Board Meeting 24 Jun 2025, the minutes were confirmed as presented.



Moved that the minutes of 24th June 2025 be approved.

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Decision Date: 26 Aug 2025
Mover: Gemma Thompson
Seconder: Greg Atkins
Outcome: Approved

1.2 Interest Register

2. Actions from Previous Meetings

2.1 Actions from Previous Minutes

Due Date	Action Title	Owner(s)
23 Jun 2025	MoE Letter Status: Completed on 26 Aug 2025	Business & Finance Manager Yvonne Nees, Fiona Alderton
23 Jun 2025	Credit Card Status: Completed on 26 Aug 2025	Business & Finance Manager Yvonne Nees, Fiona Alderton
24 Jun 2025	Interests Register Status: Completed on 26 Aug 2025	Fiona Alderton, JP Dignon
30 Jun 2025	Staffing Status: Completed on 26 Aug 2025	Alec Solomon

Due Date	Action Title	Owner(s)
1 Jul 2025	Finance Reports Status: On Hold	Business & Finance Manager Yvonne Nees

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

Policies are moving to SchoolDocs.

EOTC documentation ongoing

3. Management Reports

3.1 Finance Report



Greg spoke to the current financial position of the school.Profit...

Greg spoke to the current financial position of the school.

- Profit & Loss
- Balance Sheet
- Working Capital

Decision Date: 26 Aug 2025

Mover: Greg Atkins

Seconder: Ryan Welsh

Outcome: Approved

3.2 Indicators Report



Alec spoke to the indicators report. Roll Movement & Stand-downs...

Alec spoke to the indicators report.

Roll Movement & Stand-downs:

- Ongoing roll fluctuations due to stand-downs, withdrawals, and transfers.
- Continuous absence remains a key concern – students absent for 20 consecutive days (or 15 days with parental confirmation) are removed from the roll.
- This is a significant figure, with 143 students recorded as roll removals to date (≈10% of roll).

Destinations of Leavers:

- Students who exit the roll without re-engagement are classified as NEET (Not in Education, Employment, or Training), at which point responsibility passes to the Ministry.
- Some students transition positively into employment or training opportunities.
- A number of withdrawals reflect students moving overseas (notably to Australia).
- Data shows movement both to and from Te Kamo College and other local schools, reflecting a cycle of transfers.

Concerns Raised:

- The loss of students who do not achieve NCEA Level 1 – these learners are at higher risk of disengagement and not progressing to Level 2 or beyond.

- Uncertainty remains around the impact of new NCEA foundation studies – if unsuccessful, there is risk of greater disengagement among vulnerable learners.

Enrolment Zone & Perceptions:

- Enrolment narrative has shifted from emphasising ballot/zoning restrictions to highlighting openness and capacity for new enrolments.
- Some parents have been deterred previously due to perceived complexity of ballot rules.
- Families with siblings often prioritise convenience (single school for all children).
- The school has not yet reached the Board-set limit for zoning; no ballot was required last year.

Decision Date: 26 Aug 2025

3.3 Attendance



Term 2 Summary Regular attendance sits at 41%, compared with 34% ...

Term 2 Summary

- Regular attendance sits at 41%, compared with 34% at the same time last year.
- This represents a 7% improvement year-on-year.
- While still below target levels, the increase is a positive trend.

Contributing Factors:

- The introduction of fortnightly attendance reports sent home has had a noticeable impact.
- Parents and caregivers are engaging more in discussions with students about their attendance.

Next Steps:

- Continued focus on attendance as a priority area.
- Expectation of ongoing improvement into 2025–26.

Decision Date: 26 Aug 2025

4. Principals Report

4.1 Principals Report



Academic Progress – Literacy & Numeracy CAA Progress: Numeracy: Res...

Academic Progress – Literacy & Numeracy

CAA Progress:

- Numeracy: Results currently higher than last year's end-of-year outcomes for Year 11. A further round of CAAs is scheduled, so continued improvement is expected.
- Literacy: Remains significantly below expectations. Some students in Years 11–12 show very low literacy levels. Intensive support is underway through wānanga classes, small group, and one-on-one interventions.
- National context: recent data shows 60% of Year 8 students nationwide are more than a year behind in literacy.

Response:

- September 11 is set aside as a Strategic Planning day, focusing on:

- School-wide literacy plan (shared, embedded, measurable).
- Effective Teacher Profile – explicit expectations for teaching practice.
- Culture of learning.

Student Pathways & Subject Selection

Subject selection process strengthened: all Year 9 and 10 students are now meeting with a careers advisor before choosing courses.

Parental evening was cancelled due to weather, but overall uptake and engagement have improved.

Enrolments

2025 Year 9 enrolments: 254 currently confirmed or pending (vs. 200 at same point in 2024).

Enrolment limits: 175 for Year 9, 20 for Year 10, 10 for Year 11.

Ballot date: 3 September. In 2024 no ballot was required; higher demand expected in 2025.

Staffing

Support Staff Review: Independent review completed by Andrew Bull; prelim report due shortly.

Teaching Staff: Generally stable, but some gaps remain. Reliance on long-term relievers continues.

Leadership: Currently reduced to two Deputy Principals covering extensive responsibilities. Not sustainable long term, but HOFs cannot be released without significantly impacting teaching and learning. Short-term external support being explored.

ICT & Resources

Device audit (New Era):

- ~1,000 Chromebooks on books; 653 in active use in last fortnight.
- ~300 devices outdated and no longer able to receive security updates – pose a cybersecurity risk.
- ~100 additional devices purchased specifically for CAAs are only used two weeks per year. Future plan: repurpose BYOD devices during testing rather than maintaining a large dedicated pool.

Computer labs: Some departments hold up to 60 leased desktops, but actual usage is low (3 hours per week in one case). Further rationalisation of ICT investment planned.

Partnerships & Opportunities

Meeting with NorthTec indicates strong interest in collaboration, including potential for international students accommodation and programmes.

Presiding chair will introduce the principal to Whangarei District Council (CCTO), opportunities exist for involvement and alignment.

Other Updates

Staff illness has been challenging; rostering required at times.

Strong relationship developing with the Old Boys Association; collaborative project underway to sort, preserve, and display legacy items in the Legacy Lounge.

Enrolment zone numbers for 2025 formally approved (175 Year 9, 25 Year 10, 10 Years 11–13).

Acknowledgements

Principal acknowledged the Board's extraordinary service through highly challenging conditions, noting significant contributions to governance and leadership during a period of transition.

Outgoing members reflected on achievements including the rebuild, policy governance, and leadership stability.

Decision Date: 26 Aug 2025
Mover: Andrew Carvell
Seconder: Greg Atkins
Outcome: Approved

4.2 Avail Monthly Project Report



Moved to accept engagement of LM Consulting for upcoming property...

Moved to accept engagement of LM Consulting for upcoming property projects.

Current projects:

- Property 1 nearing completion - Gym, pool shed and shade sail

Upcoming meeting scheduled with LM Consulting to progress next phase of works.

Decision Date: 26 Aug 2025
Mover: Andrew Carvell
Seconder: Greg Atkins
Outcome: Approved

5. Health & Safety Review

5.1 Health & Safety



Unauthorised public entry to the premises / property / school.

Unauthorised public entry to the premises / property / school.

Matter to be managed in line with school procedures.

Action point: For the next Board meeting, provide a summary of the Health & Safety Committee, including its membership and structure.

Decision Date: 26 Aug 2025

6. Policies

6.1 SchoolDocs



Current policy reviews are being managed through SchoolDocs.Trust...

Current policy reviews are being managed through SchoolDocs.

Trustees will be able to log in, review policies, and provide feedback directly via the platform.

Feedback is then collated by SchoolDocs and circulated for confirmation.

EOTC policy currently under review.

Noted that this process will soon replace the previous manual approach.

Decision Date: 26 Aug 2025

7. EOTC Trip

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



Ratified as previously approved by email.

Ratified as previously approved by email.

Decision Date: 26 Aug 2025

Mover: Ryan Welsh

Seconder: Laura du Preez

Outcome: Approved

7.2 11OED Peach Cove Overnight Tramp/ Camp - 4th - 5th August 2025



Ratify as previously approved via email.

Ratify as previously approved via email.

Decision Date: 26 Aug 2025

Mover: Ryan Welsh

Seconder: Gemma Thompson

Outcome: Approved

7.3 SFRQ: National Final - Auckland - 11-12th September 2025



Approved

Approved

Decision Date: 26 Aug 2025

Mover: Ryan Welsh

Seconder: Gemma Thompson

Outcome: Approved

7.4 Ringa Toi Exhibition 2025 - Wellington - 13th - 15th September



Approved

Approved

Decision Date: 26 Aug 2025
Mover: Ryan Welsh
Seconded: Gemma Thompson
Outcome: Approved

7.5 OED yr13 trip - Urupukapuka - 7th - 10th October



Approved

Approved

Decision Date: 26 Aug 2025
Mover: Ryan Welsh
Seconded: Gemma Thompson
Outcome: Approved

8. Funding Applications

8.1 Grassroots



Reo Maori resource books

Moved that the funding application be approved for Reo Maori resource books for our Te Aka Matua Department - \$3748.91

Decision Date: 26 Aug 2025
Mover: Andrew Carvell
Seconded: Gemma Thompson
Outcome: Approved

8.2 Oxford



Condors Rugby 7's- Tournament

Moved that the funding application be approved for Condors Rugby 7's- Tournament in Tauranga- Applying for Accommodation, Transport and Entry fees: \$4288.02

Decision Date: 26 Aug 2025
Mover: Andrew Carvell
Seconded: Gemma Thompson
Outcome: Approved

8.3 Pub Charity



Sports department equipment

Moved that the funding application be approved for Sports department equipment (Touch gear, Basketball balls and Rugby balls): \$2536.07

Decision Date: 26 Aug 2025
Mover: Andrew Carvell
Seconded: Gemma Thompson
Outcome: Approved

8.4 Akarana Community Trust



Kapa Haka Uniforms

Moved that the funding application be approved for Kapa Haka Uniforms: \$16,475

Decision Date: 26 Aug 2025
Mover: Andrew Carvell
Seconder: Gemma Thompson
Outcome: Approved

9. Other Business

9.1 General Business



MoU - Collaboration on the Waiarohia Stream Community Education, ...

MoU - Collaboration on the Waiarohia Stream Community Education, Engagement and Resilience project.

Presiding member approved to be signed.

Decision Date: 26 Aug 2025
Mover: Andrew Carvell
Seconder: Laura du Preez
Outcome: Approved

9.2 Matters for the next meeting

10. Correspondence

10.1 Meeting with the Board regarding attendance reporting



Request: Te Uri o Hau has requested a meeting with the Board.Reco...

Request: Te Uri o Hau has requested a meeting with the Board.

Recommendation: It is suggested that this be added as an action for the next Board to confirm a date.

Board Discretion: The new Board will determine whether and how to engage with Te Uri o Hau.

Decision Date: 26 Aug 2025

10.2 WIS - Proposal for Boundary Fence



Presiding Member moved for Alec to reply with alternative options...

Presiding Member moved for Alec to reply with alternative options.

Decision Date: 26 Aug 2025
Mover: Andrew Carvell

10.3 Acknowledgement, receipt of letter from MoE



The Ministry has acknowledged receipt of our letter regarding the...

The Ministry has acknowledged receipt of our letter regarding the land that was previously the site of the old school. No further details or action were provided at this stage.

Decision Date: 26 Aug 2025

10.4 Variable Speed Limits



Presiding Member approved to sign the documentation for the varia...

Presiding Member approved to sign the documentation for the variable speed limits.

Decision Date: 26 Aug 2025

Mover: Andrew Carvell

11. Close Meeting

11.1 Close the meeting

Next meeting: October Board Meeting - 28 Oct 2025, 5:30 pm

Signature: _____

Date: _____

Minutes approved for Circulation

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

6 approval emails received
3 responses not received
4 Trustees absent

A.Carvell - Presiding Member

F. Alderton - Board Secretary