



# WHANGĀREI BOYS' HIGH SCHOOL

DEVELOPING BOYS INTO FINE MEN

## WHANGĀREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

Meeting held in the Board Room  
Tuesday 24 September 2024

### MINUTES

**PRESENT:** A. Carvell, K. Smith, L. Witana, R. Harrison, L. DuPreez, A. Hemara, C. Ace

**via ZOOM:** (from 6:20pm) R. Harrison, D. Robertson

**ABSENT:** G. Atkins

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

<b>1</b>	<b><u>Register of Interests</u></b> <ul style="list-style-type: none"><li>Andre: Remove - Tai Tokerau Education Trust</li></ul> <b><u>Annual Plan Review Schedule</u></b>
<b>2</b>	<b><u>Confirmation of Minutes</u></b> <p>Moved, via email, that the minutes of 27 August 2024, be approved C. Ace / L. Witana 6 email approval responses received 3 emails not received</p> <p>Moved to ratify the email approval of the 27 August 2024 Board of Trustees minutes A. Carvell / L. DuPreez all in favour - carried</p>
<b>3</b>	<b><u>Matters Arising from Minutes of Last Meeting</u></b> <p>Action List from August Meeting</p> <ul style="list-style-type: none"><li>EONZ training for staff &amp; BoT combined Confirmed for 21 October 2024, starting at 5:00pm This is the same night and time as the October Finance meeting. Yvonne will organise a change of date for the finance meeting.</li><li>Generator Information</li></ul>
<b>4</b>	<b><u>Correspondence</u></b> <p>No Inwards or Outwards Correspondence</p>
<b>5</b>	<b><u>Presiding Member's Report</u></b>
<b>6</b>	<b><u>Management Reports</u></b> <p>Karen spoke to the management reports All taken as read – with some comments to note (below)</p>
<b>6.1</b>	<b><u>Strategic Review</u></b>
<b>6.2</b>	<b><u>Regular Review:</u></b> <ul style="list-style-type: none"><li>Maori / Pacific Student Achievement</li><li>Pūhoro Program</li></ul>

	<ul style="list-style-type: none"> <li>• Attendance Report <ul style="list-style-type: none"> <li>- <i>Tabled</i> Draft letter to be used re prosecution for non-attendance. This would be used as a last resort action. Karen will follow up with the MoE regarding their response to us taking this action with parents.</li> <li>- A ballot will not be required for enrolments in 2025.</li> </ul> </li>   <li>- We have currently ensured our staffing for 2025 will be as per the provisional GMFS. I.e. No additional staffing expense against the operational grant. The GMFS does show an incorrect number of STP students but we will ask the MoE to make an adjustment on this.</li>   <li>• Indicators</li> </ul>
<b>6.3</b>	<p><b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>• PLD Report</li> </ul>
<b>6.4</b>	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p>
<b>6.5</b>	<p><b><u>Policies</u></b></p> <p>Both of the policies for approval are new policies. The Principal's Professional Growth Cycle Policy replaces the Principal's Appraisal Policy, which is now redundant.</p> <p>It was noted that the Historic Sensitive Abuse Claims Policy referred to the Principal as "she", the wording should be changed to "they"</p> <p>Moved that the following policies be approved</p> <ul style="list-style-type: none"> <li>• Historic Sensitive Abuse Claims Policy</li> <li>• Principal's Professional Growth Cycle Policy</li> </ul> <p>K. Smith / C. Ace      all in favour - carried</p>
<b>6.6</b>	<p><b><u>EOTC Trips</u></b></p> <p>No EOTC trips requiring approval this month</p>
<b>6.7</b>	<p><b><u>Funding Applications:</u></b></p> <p>Moved to approve submission to Grassroots Trust for Get2Go Finals – accommodation, transport &amp; entry fees \$7,428.77 A. Carvell / L. DuPreez      all in favour - carried</p> <p>Moved to approve submission to Oxford Sports Trust for Touch Rugby National Tournament – accommodation &amp; transport \$4,250.51 A. Carvell / L. DuPreez      all in favour - carried</p> <p>Moved to approve submission to Rano Trust for Sports Uniforms (Basketball, Touch Rugby, Rugby League, Rugby Union) \$13,263 A. Carvell / L. DuPreez      all in favour - carried</p> <p>Moved to approve submission to Pub Charity for NZ Micrographic Services for Recollect - \$25,404.80 A. Carvell / L. DuPreez      all in favour - carried</p>

<b>7</b>	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>• Finance Minutes</li> </ul> <p>Financial Reports as at 31 August 2024</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss</li> <li>• Balance Sheet</li> <li>• Working Capital</li> </ul> <p>Andrew spoke to the financial accounts, highlighting the following:</p> <ul style="list-style-type: none"> <li>- The drainage work project had been coded to P&amp;L but has been moved to capital expenses This has provided a better YTD financial position against budget</li> <li>- Facility Hire income is well below budget and a concern going forward</li> <li>- Working capital has again increased slightly. \$49 per student</li> </ul>
<b>8</b>	<b><u>General Business</u></b> - None
<b>9</b>	<b><u>Matters for the next meeting</u></b>

**Action List**

All Trustees	Attend EONZ training – 5pm 21 October 2024
Yvonne	Alter the date of October Finance meeting
Karen	Follow up with MoE re attendance prosecution

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 7:35 pm**

**Next Meeting : 22 October 2024**

