

WHANGAREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES

**Meeting held in the Board Room
5:30pm on Tuesday 27th August 2019**

MINUTES

PRESENT: D. Robertson, K. Gilbert-Smith, S. Huurnink, A. Carvell, D. Slatter, G. Atkins
F. Symonds

IN ATTENDANCE: S. Sun – MoE Project Delivery Manager (left meeting at 6.30pm)
Y. Nees (Secretary)

APOLOGIES: A. Hemara

IN-COMMITTEE:

“Moved “That in terms of Section 48 of the Local Government Official Information and Meeting Act 1987 the public be excluded from the next portion of the meeting because it wishes to discuss matters potentially impacting staff for the reason that discussion of these matters in public would infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982.”

D. Robertson / K. Gilbert-Smith Carried

Out of Committee

Moved: That the public be allowed to return to the meeting and the exclusion be lifted

D. Robertson / K. Gilbert-Smith Carried

<u>General Meeting</u>	
1	<u>Register of Interests</u> <ul style="list-style-type: none">Remove Salvation Army conflicts of interest <u>Annual Plan Review Schedule 2019</u> <p>Karen explained how the Annual Plan worked and asked that any new reports required by the end of the year be raised with Don ASAP (Don will then pass this information on to Karen)</p>
2	<u>Confirmation of Minutes</u> Resolution via email: Moved that the minutes of 23 rd July 2019 be approved D. Robertson / K. Gilbert-Smith all in favour carried
3	<u>Matters Arising from Minutes of Last Meeting</u> None

4	<p><u>Correspondence</u> Inwards</p> <ul style="list-style-type: none"> MoE: Resourcing Audit and Review of Attendance Management Karen spoke to this correspondence
5	<p><u>Chair's Report</u> None</p>
6	<p><u>Management Reports</u></p> <p>6.1 <u>Strategic Review</u></p> <ul style="list-style-type: none"> Equity for all students through innovative teaching methods leading to improved learning outcomes <p>6.2 <u>Regular Review:</u></p> <ul style="list-style-type: none"> Progress of Internal Credits – August 2019 Karen explained the way in which the data is collected to generate this report. Discussion was held around the percentages table and the possible reasons why some percentages are low at this time of year – timing is a large factor. <i>Thank You to Keir Morrison (DP) for this report.</i> New Enrolments Discussion around that, reasons why there tend to be ongoing enrolments throughout the year and any perceived challenges this presents to the school. Indicators Discussion in regards to the stand downs and suspensions. Karen spoke to the techniques in place to try to reduce suspension to the Board. Karen updated the Trustees on the current situation with the CoL. During the 2 days of enrolments last week there was positive feedback from parents that the school did not require BYOD and that classes were not solely run with the requirement for all students to own a device. <p>6.3 <u>Emergent Review</u></p> <ul style="list-style-type: none"> Carruth House: Mid-Year Review Discussion was held in regards to the low numbers this year and potentially lower numbers for 2020. International Department: Marketing Trip March / April 2019 Whilst International Student numbers are still low there has been a definite positive lift in our International profile since our new Director was appointed. To cultivate strong relationships with Agents and grow our student numbers takes time and we must allow this to happen before seeing positive results. <i>Thank you to Vanita Lomas (Director of International Students) for her overseas marketing trip report.</i> <p>6.4 <u>Health, Safety & Wellbeing Report</u></p> <ul style="list-style-type: none"> The lockdown drill with Harrison Tew has been completed. There was an opportunity for SLT to discuss with them procedures for a lockdown within the new school building which will be heavily glazed.

<p>6.5</p>	<p>Moved that the Management Reports be accepted D. Robertson / Greg Atkins all in favour carried</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> • Moved that the Appointments – Staff Policy be approved subject to the latest updates from PPTA being inserted. D. Robertson / G. Atkins all in favour carried • Moved that the Performance Management of Support (non-teaching) Staff Policy be approved A. Carvell / F. Symonds all in favour carried • It was agreed to leave the Performance Management of Teaching Staff Policy until after the contract negotiations have been completed. • Moved that the Discretionary Leave Policy be approved D. Slatter / D. Robertson all in favour carried • Moved that the Sabbatical Leave Policy be approved with the addition of the words “study or professional development” added K. Gilbert-Smith / D. Robertson all in favour carried
<p>6.6</p>	<p><u>EOTC Trips (full details available in the dropbox)</u></p> <p>Moved that the following EOTC Trips be approved</p> <ul style="list-style-type: none"> • Rugby League NZSS Tournament, Auckland 1 September to 7 September 2019 • Y13 Commerce Tertiary Trip, Wellington 4 September to 7 September 2019 • Outdoor Education Kaimai Ranges 9 September to 13 September 2019 • Freediving NZ Pool Nationals, Auckland 13 September to 15 September 2019 • Clay Target Shooting NZSS Championships, Hamilton 27 September to 30 September 2019 • Basketball Junior Regional Tournament 30 August to 3 September 2019 <p>A. Carvell / D. Slatter all in favour carried</p>

6.7	<p><u>Funding Applications:</u></p> <p>Moved to authorise submission to Oxford Sports Trust for the following:</p> <ul style="list-style-type: none"> • \$886.96 Sports Department – Tennis Balls • \$1,773.81 Outdoor Education – Tents • \$1,278.27 PE – 30x Badminton Racquets • \$4,069.57 Social Studies – Transport Costs to Trounson Park (6 days) • \$400 Te Awatea – Otoscope <p>D. Slatter / G. Atkins all in favour carried</p> <p>Moved to authorise submission to Pub Charity for Seating, Lighting and Sound Equipment for the new school auditorium</p> <p>D. Slatter / G. Atkins all in favour carried</p> <p>Moved to authorise submission to Lotteries Community Partnerships for Seating, Lighting and Sound Equipment for the new school auditorium</p> <p>D. Slatter / G. Atkins all in favour carried</p>
7	<p><u>Financial and Property Committee</u></p> <ul style="list-style-type: none"> • Finance Minutes Minutes to be emailed separately as the meeting was after the compilation of the board papers • Balance Sheet as at 31 July 2019 • Profit & Loss as at 31 July 2019 Greg spoke to the profit and loss report. Locally raised funds is significantly over budget due to Banking Staffing refund and Sponsorship for the resurfacing of the tennis courts
8	<p><u>General Business</u></p>
9	<p><u>Matters for the next meeting</u></p> <ul style="list-style-type: none"> • Zoning – Don suggested that we invite Mike Glover (MoE Advisor) to the next Board of Trustees Meeting.

Meeting Closed: 8.10pm

Next Meeting: 24th September 2019

Reviewed and Approved for circulation



D Robertson – Chair
3 Sept 2019