

**WHANGAREI BOYS' HIGH SCHOOL BOARD OF TRUSTEES**

**Meeting held online due to COVID19 Pandemic  
Tuesday 24<sup>th</sup> March 2020**

**MINUTES**

**PRESENT:** D. Robertson, K. Gilbert-Smith, G. Atkins, B. Woodgates, A. Carvell, D. Slatter, R. Harrison, S. Huurnink

**IN ATTENDANCE:** S. Sun (MoE Project Delivery Manager) – via phone  
Y. Nees (Secretary)

**APOLOGIES:** A. Hemara

Head of Faculty Reports to the BoT : Postponed  
Karen will email out the prepared presentations from each HoF

**MoE Project Steering Group Report**

**Move to 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

<b>1</b>	<b><u>Register of Interests</u></b> No additions or alterations  <b><u>Annual Plan Review Schedule 2019</u></b> No additions or alterations
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<b>2</b>	<b><u>Confirmation of Minutes</u></b> <ul style="list-style-type: none"><li>25<sup>th</sup> February 2020 <i>Approved via email</i></li></ul> Moved that the minutes of 25 <sup>th</sup> February 2020 be approved K. Gilbert-Smith / S. Huurnink all in favour carried (6 email replies, 3 non replies)
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<b>3</b>	<b><u>Matters Arising from Minutes of Last Meeting</u></b> <ul style="list-style-type: none"><li>Action List : The following letters were sent Karen – letter to Allister re secondment to KHS Richard – letter to Al Kirk</li></ul>
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4	<p><b><u>Correspondence</u></b>  <u>Inwards</u></p> <ul style="list-style-type: none"> <li>A. Gilbert – re position at KHS</li> </ul>
5	<p><b><u>Chair’s Report</u></b>  None</p>
6	<p><b><u>Management Reports</u></b></p> <p>6.1 <b><u>Strategic Review</u></b></p> <p>6.2 <b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>Indicators  Discussion around the decrease in stand downs – especially in comparison to 2013 and 2014. Karen explained the main points as to why the dramatic change.</li> </ul> <p>6.3 <b><u>Emergent Review</u></b></p> <ul style="list-style-type: none"> <li>Student Engagement  Karen explained the rationale as to why the Boys to Men programme was not offered to students this year.</li> <li>Attendance, Absences and Truancy Report  It was asked that Karen provide a comparison from past years.</li> <li>Maori Student Achievement  Noted that we are above national – very positive trend</li> </ul> <p>6.4 <b><u>Health, Safety &amp; Wellbeing Report</u></b>  Harrison Tew are meeting daily with the Pandemic Crisis Team. This is working well.</p> <p>6.5 <b><u>Policies</u></b>  Moved that the following policies be approved:</p> <ul style="list-style-type: none"> <li>Behaviour Management</li> <li>Health &amp; Safety</li> <li>Safe School</li> <li>School Uniform</li> </ul> <p>K. Gilbert-Smith / D. Slatter      all in favour      carried</p> <p>The following policies are to be held-over until the next BoT meeting</p> <ul style="list-style-type: none"> <li>Drugs, Alcohol and other Mind-Altering Substances</li> <li>Extra-Territoriality</li> </ul> <p>6.6 <b><u>EOTC Trips</u></b>  The following EOTC Trip has been approved in principal providing all COVID19 restrictions are adhered to at the time of the trip.</p> <ul style="list-style-type: none"> <li>Y12 Business / Y12 Tourism  Rotorua  24 May – 26 May 2020</li> </ul> <p>D. Robertson / D. Slatter      all in favour      carried</p>

6.7	<p>The following EOTC Trip is operated by a UK based company. A review of this trip, aligned to the NZ COVID19 restrictions, will be done 30 days out for the commencement of the trip.</p> <ul style="list-style-type: none"> <li>• Geography Indonesia 3 July – 20 July 2020</li> </ul> <p><b><u>Funding Applications:</u></b> None</p>
7	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>• Finance Minutes</li> <li>• Profit &amp; Loss as at 29 February 2020</li> <li>• Balance Sheet as at 29 February 2020</li> </ul> <p>Carruth Hostel Dormitories are in the process of being repainted and the carpets cleaned. As the funds for this are coming from Carruth past year reserves it will be tracked separately from other R&amp;M expenses. There are still a few minor electrical issues to be sorted within the Hostel.</p> <p>Moved that the finance reports be accepted D. Robertson / G. Atkins      all in favour      carried</p>
8	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• The Trustees congratulated SLT on the handling of the COVID situation.</li> <li>• Distance Learning under COVID19. Karen advised that the school has been planning for distance learning over the past 2 weeks. The biggest concern is students that do not have access to devices – especially if the lock-down period is pushed out further than 4 weeks.</li> </ul>
9	<p><b><u>Matters for the next meeting</u></b></p>

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D. Robertson / K. Gilbert-Smith      Carried



**Meeting Closed 6:55pm**

**Next Meeting : 24<sup>th</sup> March 2020**

**Action List**

K. Gilbert-Smith	<ul style="list-style-type: none"> <li>• Attendance, Absences and Truancy Report : provide a comparison from past years</li> </ul>
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