

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

**Meeting held in the Board Room  
Tuesday 25<sup>th</sup> February 2020**

**MINUTES**

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

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

**APOLOGIES:** D. Slatter

**Election of Officers**

**Chair**

The Secretary called for nominations

The only nomination was Don Robertson

Moved that Don Robertson remain as Chair for the Whangarei Boys' High School Board of Trustees

G. Atkins / K. Gilbert-Smith all in favour appointed

**Deputy Chair**

The Chair called for nominations

The only nomination was Greg Atkins

Moved that Greg Atkins remain as Deputy Chair for the Whangarei Boys' High School Board of Trustees

D. Robertson / K. Gilbert-Smith all in favour appointed

**Review of BoT Committees and Members**

- Finance
- Disciplinary
- Property
- Health & Safety
- Review
- Principal Appraisal (to be completed by the Board of Trustees in 2020)

Due to not all the Trustees being present at the meeting it was agreed that the Committees would remain the same as 2019 with a review of this once all Trustees are present. The only exception is that Ben Woodgates has been added to the Health & Safety Committee

**Ministry of Education Property Update : Presented by S. Sun (MoE Project Delivery Manager)**

**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

**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

**General Meeting**

<b>1</b>	<p><b><u>Register of Interests</u></b> Check for additions or alterations</p> <ul style="list-style-type: none"><li>• D. Robertson: Whangarei Golf Club Committee</li><li>• D. Robertson: Works for DHB</li></ul> <p><b><u>Annual Plan Review Schedule 2019</u></b> Check for additions or alterations</p> <ul style="list-style-type: none"><li>• BoT meeting with HoF to go ahead in March</li><li>• Thursday 30<sup>th</sup> April 2020 was suggested as the training evening for the BoT Hautu – Maori Cultural Responsiveness To be confirmed with Derek Slatter</li></ul>
<b>2</b>	<p><b><u>Confirmation of Minutes</u></b></p> <ul style="list-style-type: none"><li>• 26<sup>th</sup> November 2020 Motion via email Moved that the minutes of 26<sup>th</sup> November be approved D. Robertson / D. Slatter all in favour carried (6 email replies, 3 non replies)</li></ul> <p>Ratified D. Robertson / R. Harrison all in favour carried</p>
<b>3</b>	<p><b><u>Matters Arising from Minutes of Last Meeting</u></b> No Action List in November meeting</p>
<b>4</b>	<p><b><u>Correspondence</u></b> <b>Inwards:</b></p> <ul style="list-style-type: none"><li>• Hon Tracey Martin, Associate Minister of Education</li><li>• MoE – Sexuality Education in Secondary Schools</li><li>• Child and Youth Wellbeing</li></ul>

	<ul style="list-style-type: none"> <li>• Kamo High School – Secondment Allister Gilbert It was agreed that a letter from the BoT should be sent to Allister acknowledging and giving support to his secondment to Kamo High School. Karen to write the letter.</li> </ul> <p><b>Outward:</b></p> <ul style="list-style-type: none"> <li>• MoE – Approval of design drawings for WBHS</li> </ul> <p>Moved that the Inward Correspondence be accepted and the Outward Correspondence be approved D. Robertson / G. Atkins all in favour carried</p>
<b>5</b>	<p><b><u>Chair’s Report</u></b> No Report</p>
<b>6</b>	<p><b><u>Management Reports</u></b></p>
<b>6.1</b>	<p><b><u>Strategic Review</u></b></p>
<b>6.2</b>	<p><b><u>Regular Review:</u></b></p> <ul style="list-style-type: none"> <li>• Performance Agreement Approved</li> <li>• Literacy and Numeracy</li> <li>• 2019 NCEA Results</li> </ul> <p>Karen spoke to the preliminary results, general discussion followed with Karen answering any questions or queries</p>
<b>6.3</b>	<p><b><u>Emergent Review</u></b></p>
<b>6.4</b>	<p><b><u>Health, Safety &amp; Wellbeing Report</u></b></p> <p>Moved that the Management Reports be received D. Robertson / G. Atkins all in favour carried</p>
<b>6.5</b>	<p><b><u>Policies</u></b> None to review</p>
<b>6.6</b>	<p><b><u>EOTC Trips</u></b></p> <p>Moved that the following EOTC trips be approved</p> <ul style="list-style-type: none"> <li>• Y13 OED – Outdoor First Aid Course Puketotara Road, Okaihau Overnight: 16<sup>th</sup>, 17<sup>th</sup>, 28<sup>th</sup> March 2020</li> <li>• 1<sup>st</sup> XI Cricket Team Jansen Park Hamilton 29<sup>th</sup> March 2020 – 2<sup>nd</sup> April 2020</li> </ul>

- Y12 OED – Unit Standard 426 – Experience Camping  
Russell Forest  
26<sup>th</sup> – 27<sup>th</sup> May 2020  
4<sup>th</sup> – 5<sup>th</sup> June 2020  
11<sup>th</sup> – 12<sup>th</sup> June 2020  
18<sup>th</sup> – 19<sup>th</sup> June 2020
- Y13 OED – Demonstrate Single Rope Technique for Caving  
Waitomo Caves  
22<sup>nd</sup> June 2020 – 27<sup>th</sup> June 2020
- Y12 OED – Experience Camping  
Waipu Caves  
30<sup>th</sup> – 31<sup>st</sup> July 2020  
4<sup>th</sup> – 5<sup>th</sup> August 2020  
6<sup>th</sup> – 7<sup>th</sup> August 2020  
12<sup>th</sup> – 13<sup>th</sup> August 2020
- Y13 OED – Bush Survival; River Crossings; Lead an Outdoor Activity  
Kaimai Ranges  
8<sup>th</sup> September 2020 – 11<sup>th</sup> September 2020
- Geography Level 2 Students (tabled at the meeting)  
Tongariro National Park  
13<sup>th</sup> - 16<sup>th</sup> March 2020

D. Robertson / G. Atkins all in favour carried

## 6.7

### **Funding Applications:**

Moved that the Board of Trustees approve funding applications to Oxford Sports Trust for the following:

- Chromebooks x45 \$20,843.75 - Mathematics
- Transport costs to Tongariro National Park \$3,808.70 – Geography
- Hockey Equipment \$2,701.65
- Hockey Turf Fees 2020 \$2,573.91
- Transport costs to Tai tokerau Festival \$1,252.80

R. Harrison / B. Woodgates all in favour carried

Moved that the Board of Trustees approve funding applications to Grassroots Trust for the following:

- Rugby 1<sup>st</sup> XV Uniforms - \$6,219.00
- Rugby / League Goal post pads & flags \$5,547.83

R. Harrison / B. Woodgates all in favour carried

Moved that the Board of Trustees approve funding applications to Grassroots Trust, Pub Charity and Pelorus Trust for Lighting and Audiovisual Equipment for the new Auditorium.

R. Harrison / B. Woodgates all in favour carried

7	<p><b><u>Financial Committee</u></b></p> <ul style="list-style-type: none"> <li>• No finance meeting in February</li> <li>• December draft accounts still in progress ready for Auditor 31 March 2020</li> </ul> <p>• 5YA  Karen advised that there will be a re-evaluation of the 5YA, with approximately \$170k to be spent by the end of next year. Staff have been asked to submit areas of concern / need, that this funding could possibly be spent on. The majority of requests have been for air conditioning. This is still a work in progress with approval required from the MoE.  D3 is, however, a Board owned building and cannot be part of the 5YA. The supported learning classes are using this building and the high temperatures in the room are of a concern. Karen asked that the BoT consider the purchase and installation of an air conditioning unit.</p> <p>Moved that the BoT approval the purchase and installation of air conditioning into D3 classroom.  K. Gilbert-Smith / R. Harrison all in favour carried</p> <p>• Carruth Hostel  Discussion was held in regards to retained earnings for Carruth Hostel and maintenance projects that this could be used for.  It was agreed that the internal painting of the dormitories was urgent for the marketing of the Hostel to both local and international student.  Members of the Carruth Committee will meet with the new Boarding Director this week.</p> <p>Moved that \$39,000 be allocated to the painting of the Carruth Dormitories. This project has been delegated to the Carruth Committee (sub-committee of the BoT)  D. Robertson / R. Harrison all in favour carried</p>
8	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• School Branding  A response letter is to be sent to Mr Al Kirk  It was agreed that the Board of Trustees will give no further responses to incoming correspondence in regards to the change of the school emblem.</li> </ul>
9	<p><b><u>Matters for the next meeting</u></b>  None</p>

**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

**Meeting Closed 8:25pm**

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

Motion via email

Moved that the minutes of 25<sup>th</sup> February 2019 be approved

K. Gilbert-Smith / S. Huurnink all in favour carried

(6 email replies, 3 non replies)



Don Robertson (Chair) 5 March 2019

**Action List**

K. Gilbert-Smith	<ul style="list-style-type: none"><li>• Letter to Allister re secondment to Kamo High</li></ul>
R. Harrison	<ul style="list-style-type: none"><li>• Letter to Al Kirk - revise</li></ul>