

CONFIRMED MINUTES

BOARD MEETING 1 2022

At the **Board Meeting 2 Feb 15** on **15 Feb 2022** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 25 January 2022
Time:	6:45 pm to 9:33 pm
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Andrea Ludemann (Chair), Cornel van Basten, Darryl Paterson, Ethan Reille, Greg Wilson, Katrina Miller, Mat O'Sullivan, Silou Temoana
Attendees:	Kara Cox

1. Opening Meeting

1.1 Welcome

Andrea welcomed everyone to the meeting.

1.2 Karakia

Andrea shared a karakia.

1.3 Election of Board Chair and sub committee structure

- Andrea stepped down from the chair at 6.53pm.
- Ethan called for nominations for Chair - Cornel and Greg nominated Andrea as Chair.
- Andrea was reelected as Chair.

Sub Committee Structure

Currently we have the following sub committees

- Don House - Mat (lead), Silou from Board - Nick Chapman, Scott Mayhew from Hostel
- Property - Darryl (lead), Katrina, Ethan from Board - Angela, Neil and Michael Forgie from outside
- Finance - Greg (lead), Darryl, Cornel, Mat from Board - Angela from outside
- Komiti Hapi - Silou?

The question was asked if we could run some of these meetings together?

Do we look to create a lead in charge of and then run a committee of the whole?

After discussion the decision was made to stay with the current format.

Discussion had around succession for the next Board term.

1.4 Interests Register

2. Sub Committee and reporting

2.1 SLT - Darryl

- Annual Plan to be discussed at SLT meeting on Thursday.
- Staff and Student wellbeing will be developed this year.
- 409 on role at the moment - 101 Year 9's, 66 Year 13's at the moment.
- Lost a couple from the hostel - sitting at around 50 boys.
- NCEA results discussed - report to come soon.
- No resignations over the holidays.
- Will need to relook at Covid Plan - what will happen with mass sickness amongst staff etc?
- Discussion had around Covid and sports.



Prefect Camp Rams

Prefect Camp Rams accepted by the Board.

Decision Date: 25 Jan 2022
Mover: Mat O'Sullivan
Seconder: Ethan Reille
Outcome: Approved

2.2 Finance

- Greg spoke to the Budget - currently with the Ministry.
- Greg spoke to his finance reports.
- Finance is looking positive compared to last year.
- More open communication needed up and down stream.
- Activity accounts need tidied up.

Katrina noted a job well done to Greg and Angela with this positive turn around.

2.3 Don House

- Mat spoke to his report.
- Successful Hostel hiring over the holidays.
- Getting recycling program in place.
- Not much movement on the maintenance front.
- Marketing plan to be developed if key shows are cancelled due to Red traffic light system - potential to update our website.
- Hostel exterior could use a coat of paint.

2.4 Chair scan - including property

- Discussion had around Boards strategic intent for the year.

- Meeting structure for the coming year discussed. Are there other questions we need to ask HOD's and TiC's? Should we be spending some sessions discussing school culture and getting a general understanding around this.

Rectors Annual Leave 2020 / 2021:

- Annual Leave taken in 2020. (5 weeks) - Dec 23rd 2019 - Jan 10 2020 (2 weeks); April 15 - 21 (1 week); July 6 - 10 (1 week); Sept 29 - Oct 2 (1 week).
- Annual leave for 2021. (5 weeks) - Dec 24 2020 - Jan 10 2021 (2 weeks); April 19 - 23 (1 week); July 12 - 16 (1 week); Oct 4 - 8 (1 week).
- Annual leave for 2022. I will be taking 3 weeks over the Xmas/New Year (Dec 27 - Jan 17 - this period includes the stat days over New Years) and a week in each of the three term holidays

Hall of Memories:

- A piece of the hall has fallen off upstairs - Structural Engineer has been.
- Still awaiting a report - will follow up with Ferdi.
- Discussion had around slate roofing and what could be done.

Rose ladies in after new year - have done some weeding, passed a comment re how many people were in and out of the school.

Middleton also needs some work - should be money in Middleton fund available for this, lease to be looked into before any further progress.



Middleton Lease

Darryl to look into the Middleton Lease

Due Date: 28 Feb 2022

Owner: Darryl Paterson



Middleton Funds

Greg to look into Middleton Fund with Angela.

Due Date: 28 Feb 2022

Owner: Greg Wilson

2.5 Action Item List

Due Date	Action Title	Owner
26 Mar 2021	Don House Concept plan Status: In Progress	Mat O'Sullivan

2.6 Policy review

- Financial Planning and condition policy - Cornel shared edited document for Board to approve changes. Need to add GST exclusive into the document.
- Discussion had around above document and changes needing to be made. To add to document - any expense above \$2000 excl GST outside of the budget, Board approval is required. Cornel to edit and send out to Board. Kara to integrate into operational document.
- Governance framework discussed and edited.



Governance Policy Edits

Kara and Cornel to work together to make edits and share on website.

Decision Date: 25 Jan 2022
Mover: Cornel van Basten
Seconder: Greg Wilson
Outcome: Approved

3. Correspondence

3.1 Inward and outward

4. Forward meeting schedule

4.1 Confirm Minutes

Board Meeting 21 Dec 2021, the minutes were confirmed with the following changes:
Pacifican to be edited to Pacifica.



December Minutes

December Minutes approved.
Pasifika typo to be corrected.

Decision Date: 25 Jan 2022
Mover: Ethan Reille
Seconder: Silou Temoana
Outcome: Approved

4.2 Forward meeting schedule

- 15th and 22nd Feb 2022
- 15th Feb - HOD's and TiC's reporting, Budget
- 22nd Feb - Hostel Policy's to be reviewed (possibly move to March), Pasifika and Maori Dean reporting.

Employees of the month:

- Mayhew Family
- Karen Tilbury

4.3 Meeting Evaluation

- Great meeting with good discussions. Everyone added value.
- Policy discussion led by Cornel was very beneficial.
- Everyone contributed.
- Thanks Mat for the fantastic platter.

5. Close Meeting

5.1 Close the meeting

Next meeting: No date for the next meeting has been set.
Parent feedback

Signature: _____

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Date: _____

15/2/2022

