

# CONFIRMED MINUTES

## BOARD MEETING 5

At the **Board meeting 6** on **31 May 2022** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Waitaki Boys High School  |
| <b>Date:</b>          | Tuesday, 12 April 2022  |
| <b>Time:</b>          | 6:45 pm to 9:12 pm  |
| <b>Location:</b>      | Waitaki Boys High School, Waitaki Ave   |
| <b>Board Members:</b> | Andrea Ludemann (Chair), Cornel van Basten, Darryl Paterson, Ethan Reille, Greg Wilson, Katrina Miller, Mat O'Sullivan, Silou Temoana |
| <b>Attendees:</b>     | Kara Cox  |

### 1. Opening Meeting

#### 1.1 Welcome

- Andrea welcomed all to the meeting.
- Apologies - Greg, Silou and Ethan.
- Apologies from Katrina for lateness.

#### 1.2 Karakia

Darryl shared a Karakia.

Respect a man with callused hands.

#### 1.3 Interests Register

### 2. Sub Committee and reporting

#### 2.1 Hall of Memories

- Andrea welcomed Stephen Hinds to the Board meeting.
- Andrea spoke to the reports included in the Board Pack.
- Ownership and legal status - Andrea to check if we are eligible for Lottery Grant and Heritage Fund.
- Andrea working with different forums re looking at funding options.
- With Boards approval, Andrea to share Hall documents with potential groups to utilize for assistance.



- Andrea has touched base with RSA re contacting two 100 year old veterans and offer HOM for their 100th birthday party.
- Andrea to pose question to George Berry around transferring the Hall to a charitable trust.
- Discussion had around media, events and fundraising ideas and ways we can generate interest.
- RHOM - restoration and funding of Hall
- HOM100 - Party planning - getting ready for the celebrations.
- Slate roof - container coming from England with room to put slate needed for HOM in, would be a big saving in freight if we jump on this. Andrea to request more of a formal quote.
- The Board thanked Stephen for his time.

Katrina entered the meeting at 6.52pm.

Stephen Hinds exited the meeting at 7.27pm.

## 2.2 Policy

- Cornel talked the Board through the draft Privacy Policy and Procedure documents.
- Privacy Policy - Question raised around what a Privacy Audit would look like, discussion had around how this could look through the school and what the frequency for reporting on this would be. Cornel to make edits discussed.
- Privacy Procedure - Cornel spoke through the procedure document.
- The Board thanked Cornel for all her work.
- Avoca House Health and Safety Plan -



### Privacy Policy and Procedure

The Board to adopt the Privacy Policy and Procedure prepared by Cornel pending Darryl's discussion with other Principals.

**Decision Date:** 12 Apr 2022  
**Mover:** Andrea Ludemann  
**Seconder:** Mat O'Sullivan  
**Outcome:** Approved



### Privacy Policy and Procedure

Darryl to discuss with other Principals how they run their Privacy audits.

**Due Date:** 23 May 2022  
**Owner:** Darryl Paterson

## 2.3 Rectors report

- Rectors reports taken as read.
- Operations Grant - 1/4 has been adjusted by around \$26,000 due to our drop in roll and that will mean our budget will be around \$100,000 less.
- Property Manager Report taken as read - Organ privacy screen, at this point in time is out of the budget.
- Feedback from Neil re boiler to be sought. Darryl to clarify with Neil who covers the maintenance cost of the boiler - us or Ministry.
- Discretionary funding plan - Mat to go back and find out amount tagged for Don House ablutions and clarify that. Projects identified in order of priority - 1. Website redevelopment



2. Digger 3. Livestreaming in Hall/Auditorium (request from Foundation) 4. Security system  
 5. School vision promotion - redo Vans with current message, Streeters to come out and look at vans. More of an update and potentially some quotes for next Board Meeting.

- Covid update - seem to be passing through it, numbers of students away are down.
- Darryl shared an email of feedback from an Aoraki Principal that attended the get together in Oamaru.
- Ka Hui Ako to be on agenda for next Board meeting.
- The Board thanked Darryl for his reporting.

## 2.4 Survey

- Me and My school survey - Discussion had around what the survey should focus on and if this particular survey is the best option. Katrina queried why we cannot put together our own survey.
- Darryl to let Roger know to go ahead with the survey.
- Darryl to talk to Ian re sharing a summary on Sports Survey results with the Board.
- Darryl to work on a survey for Seniors re academic goals.

## 2.5 Finance

- Greg unable to attend meeting - report to be shared at next Board Meeting

## 2.6 Don House

- Mat shared a brief overview on Don House.
- Couple of holiday bookings through Don House.
- Gem in Chatham's talking with potential families.
- Don House Open day on Sunday May 8th.

## 2.7 Chair scan

- Loose ends before election time - Board Members to think this over?
- Succession strategy discussed.
- Elections - Electronic RO, still utilizes a physical RO but with election papers etc sent electronically.
- BOT meeting information from other schools shared - discussion had around reporting by SLT and HOD's going through the Rector. Could we start the meeting earlier?
- Canteen reply good for sending.

## 2.8 Action Item List

| Due Date    | Action Title   | Owner           |
|-------------|--|-----------------|
| 26 Mar 2021 | Don House Concept plan<br><b>Status:</b> In Progress | Mat O'Sullivan  |
| 28 Feb 2022 | Middleton Lease<br><b>Status:</b> In Progress        | Darryl Paterson |
| 29 Apr 2022 | Student voice<br><b>Status:</b> Not Started          | Darryl Paterson |



### 3. Correspondence

#### 3.1 Inward and outward

- ERO visiting next Term - information meeting via zoom 23rd May.

### 4. Forward meeting schedule

#### 4.1 Confirm Minutes

**Board meeting 4 29 Mar 2022**, the minutes were confirmed with the following changes:

*Point 2.6 flagged - numbers to be removed as contradictory.*

*Point 2.1 first bullet on page 129 differing to be edited to deferring.*



#### March 29 Minutes

Point 2.6 flagged - numbers to be removed as contradictory.

Point 2.1 first bullet on page 129 differing to be edited to deferring.

**Decision Date:** 12 Apr 2022

**Mover:** Cornel van Basten

**Seconder:** Mat O'Sullivan

**Outcome:** Approved

#### 4.2 Forward meeting schedule

#### 4.3 Meeting Evaluation

- Good to get a good overview of the HOM
- Great to talk about timings of meetings and working to streamline everything.
- Great contribution by all.
- Great work by Cornel re policys.

### 5. Close Meeting

#### 5.1 Close the meeting

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

Parent feedback

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

28/6/2022

