

CONFIRMED MINUTES

BOARD MEETING 7

At the **Board meeting 8 - 26th July 2022** on **26 Jul 2022** these minutes were **confirmed with the following changes:**

2.5 - Add inverted commas to bribe.

Name:	Waitaki Boys High School
Date:	Tuesday, 28 June 2022
Time:	6:45 pm to 9:00 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, Paul Edmondston, Silou Temoana
Attendees:	Business Manager Angela Slemint, Kara Cox

1. Opening Meeting

1.1 Welcome

- Apologies from Mat O'Sullivan and Silou Temoana.

1.2 Karakia

- Andrea shared a karakia.

1.3 Interests Register

2. Sub Committee and reporting

2.1 In committee

Meeting moved into committee at 6.52pm.

- Meeting moved out of committee at 7.15pm.

2.2 Finance

- Greg spoke to annual financial accounts.
- Deficit of \$21,500.00 putting school in a good position.
- Balance sheet - working capital at \$105,000.00 when a few years ago it was sitting at around \$31,000.00.
- Discussion around Board expenses.

- New fees policy and moving to cash based GST has helped the Hostel. Admin have also worked hard chasing up debtors.



2021 Financial Statements Adopted

Annual accounts for YE 2022 adopted and signed off by The Rector and Board Chair.

Decision Date: 28 Jun 2022
Mover: Greg Wilson
Seconder: Cornel van Basten
Outcome: Approved

- Paul Edmondston to be included in the Finance sub-committee
- Special mention to Business Manager, Angela Slemint for all her hard work around the accounts.

2.3 Guidance Counsellor

- Janice Vermuelan and Nicola Neal entered the meeting at 7.32pm.
- Andrea welcomed Guidance Counsellor Janice to the meeting.
- Wellbeing report taken as read.
- Janice's wellbeing report to be removed from the Board pack before the minutes are published due to its sensitive nature.
- Janice spoke about how much she loves being here at Waitaki Boys' High School and how great she finds our students.
- Janice spoke around her focus around relationships and different relationships students form with people in their lives and how they impact their day to day life.
- Janice spoke around wellbeing and different effects this has on our boys and different forms it takes.
- I sign confidentiality agreements with all my students so that they know that I will keep everything spoken about between us and a clear relationship on how we can work together.
- Wellbeing initiative - getting this up and running. Managed to secure some funding and great to get a mindfulness presenter on board.
- Discussion had around how Janice works to identify students in need of her help and how she goes about helping them.
- Question raised around Peer support - Janice explains how the Year 9's and Year 13's work together and build the brotherhood around the school.
- Discussion had around bullying - Jancie noted that she doesn't include this so much in her reports as she brings these issues back to the Deans and the boys will come back to her once the matter has been addressed.
- Ethan noted after Janice's comment that she is blessed to be here that the students are also blessed to have her here and appreciate her greatly.
- Andrea thanked Janice for her time and her reporting.
- Janice exited the meeting at 7.56pm.

2.4 Policy review

- Child Protection Policy review - Cornel has gone through the policy and believes it is still up to date.
- Managing Challenging Behavior and Physical Restraint Policy - Cornel has gone through the policy and believes it is still up to date.
- Darryl noted possible lack of restraint training among staff.
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Restraint Training for Staff

Staff to receive some restraint training - Board to be notified once done.

Due Date: 31 Jul 2022

Owner: Darryl Paterson



Policies reviewed and accepted.

Managing Challenging Behavior and Physical Restraint Policy and Child Protection policy reviewed and accepted.

New review date - June 2024

Decision Date: 28 Jun 2022

Mover: Cornel van Basten

Seconder: Ethan Reille

Outcome: Approved

2.5 Chair scan

- HOM - Chocolate cake bribe delivered to the engineer.
- All reports for HOM have been delivered to Michael Forgie to put together a QS report for the Board so that we can then start with our funding application.
- Email not yet sent to Old Boys Assn and other groups as was awaiting more information/reports.
- Darcey Christopher



Purchase of livestream equipment

Decision approved to spend Darcey Christopher funds on new live streaming equipment.

Decision Date: 28 Jun 2022

Mover: Greg Wilson

Seconder: Cornel van Basten

Outcome: Approved

- SLT zoom with Chris Gold re ERO. Meeting was cancelled at short notice. No further ahead with any ERO front.
- Kara will remain as returning officer - election will be online this year.
- Board strategic plan discussed - are we ready to hand over to a new Board. Discussion had around what needs to be prepared or closed off before we hand over.
- Discussion had around Middleton H & S Plan.
- Needing a central point to go to so people know who is applying for what grants so we are not doubling up.

- Board to look at what the best handover process is. What does the community see as the priorities for the school.
- Andrea to talk to Sue, Chair of Community Assn in regard to putting together a community discussion.



Middleton Report

Contact Ray re putting together a Middleton Report for the Board.

Due Date: 31 Jul 2022

Owner: Darryl Paterson

- Katrina updated the Board on how Pasifika fonos are going.
- Komati Hapi - proving difficult to get moving along, looking to appoint Ben Winders once Robert Sullivan departs.
- Turf opening on Monday at 9.30am.

2.6 Rector

- Rectors reports taken as read.
- Stacey Honeywell is the new lead principal for the Kahui ako - be great to have a working principal as the lead.
- Great departmental reporting.
- Community Assn - would be great for the Board to send a thank you to the outgoing Chair and treasurer.
- New Technology teacher is here and started work yesterday.
- Roll has been pretty stable. Hostel roll still holding pretty firm. An international student returning 19 July and another one coming in the future.
- Great to have the majority of staff back on board after a few weeks of sickness.
- Discussion had around thank you for staff.
- Sticking with the same structure of Open night - would like a Board member to go with each group, Thursday 4th August.
- Entrance scholarships - we already offer sporting scholarships but should also potentially offer one for academic and one for cultural - propose to put a proposal together for the Foundation asking for their assistance.



Approach Foundation for Scholarships detailed below.

\$500 Academic Scholarship

\$500 Cultural Scholarship

Decision Date: 28 Jun 2022

Mover: Darryl Paterson

Seconder: Greg Wilson

Outcome: Approved

- Social Media Policy / Guidelines - Cornel and Darryl spoke to the draft social media policy. This is currently covered off to a lesser extent in staff and student handbooks. But to have a policy document inline with the other policies would be beneficial.
- Concern raised around 3rd point - avoid personnel use of social media during school time - there would be staff that use social media during their lunch breaks. School time to be changed to contact time.

- Cornel to add additional pieces - policy to be ratified at next meeting.

2.7 Don House

- Don House policy and procedure to be followed up by Mat. Roll over to next meeting. Proposal to come to the Board.
- Due in September to set fees for Don House - Finance to look at.
- Property quotes - \$180,000.00 for showers and toilets with the preferred supplier. Need to look at where we can find the funds.

2.8 SLT

- Rogers reports taken as read.



Clarification - Privacy Audit

Darryl to discuss with Roger - Clarification around Privacy Audit part of Rogers report.

Due Date: 26 Jul 2022
Owner: Darryl Paterson

2.9 Action Item List

Due Date	Action Title	Owner
26 Mar 2021	Don House Concept plan Status: Completed on 26 Jul 2022	Mat O'Sullivan
28 Feb 2022	Middleton Lease Status: In Progress	Darryl Paterson
29 Apr 2022	Student voice Status: Not Started	Darryl Paterson
23 May 2022	Privacy Policy and Procedure Status: In Progress	Darryl Paterson

3. Correspondence

3.1 Inward and outward

- Letter to Community Assn.
- Letter from Auditor General.

4. Forward meeting schedule

4.1 Confirm Minutes

Board meeting 6 31 May 2022, the minutes were confirmed with the following changes:
2.3 - 8th bullet - remove struggling to remove the 'r' in spot.



May 2022 Minutes Approved

2.3 8th bullet - remove struggling to remove the 'r' in spot.

Decision Date: 28 Jun 2022
Mover: Greg Wilson

Seconded: Darryl Paterson
Outcome: Approved

4.2 Forward meeting schedule

- 26th July - Week 1, Term 3.
- Karakia: Mat O'Sullivan
- Evaluation: Ethan Reille

4.3 Meeting Evaluation

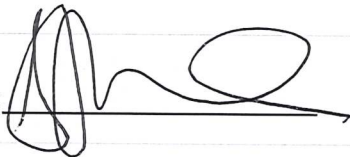
- Katrina Miller led the evaluation.
- Added value - Social Media policy and reviewing other policies adds value.
- Great to have an early finish.
- Was excellent to have reporting from Janice - and great to have her on Board.

5. Close Meeting

5.1 Close the meeting

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

Signature:



Date:

30/8/2022