

# CONFIRMED MINUTES

## BOARD MEETING 12

At the **Board Meeting 29 November 2022** on **29 Nov 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Boys High School
<b>Date:</b>	Tuesday, 25 October 2022
<b>Time:</b>	6:45 pm to 11:05 pm (NZDT)
<b>Location:</b>	Waitaki Boys High School, Waitaki Ave
<b>Board Members:</b>	Andrea Ludemann, Angela Slemint, Darryl Paterson, Greg Wilson, Kirsti Broad, Mat O'Sullivan, Paul Edmondston (Chair), Graham Hay, Daniel Isbister, Ben O'Sullivan, Kirsten Dixon
<b>Attendees:</b>	Kara Cox

### 1. Major Decisions and Discussions

#### 1.1 Welcome

- Kirsti opened the Board meeting.
- Kirsti thanked Mat, Greg and Andrea for staying on for the next couple of meetings for assistance with transition.
- Kirsti congratulated the outgoing Board for all there hard work.

### 2. Opening Meeting

#### 2.1 Board Administration

- Andrea spoke to the delegation of tasks - Chair and sub committees.
- Kirsti Broad nominated Paul as Chair seconded by Graham Hay - **Paul Edmondston** accepted the position of Chair.
- Sub committee structure discussed.
- Previously - Finance, Disciplinary, Property, Don and Finance.
- Disciplinary Committee - all 5 parent elects happy to be on the committee. Angela Slemint nominated **Kirsten Dixon** to lead the Disciplinary Sub Committee, seconded by Kirsti Broad.
- Don House Committee - Daniel Isbister nominated **Graham Hay** to lead the Don House Sub Committee, seconded by Kirsti. Andrea advised it might be beneficial to expand the BOT members on the sub committee as the Boarders Parents Committee is dwindling.
- Finance Sub Committee - Paul Edmondston nominated **Kirsti Broad**, seconded by Daniel Isbister.

- Property Sub Committee - Paul Edmondston nominated **Daniel Isbister**, seconded by Kirsten Dixon. Committee made up of BoT member, Rector, Neil Conway and Michael Forgie. Angela often attends as Business Manager.
- Discussion had around Hall of Memories Trust - Dave Mellish currently the Rectors nominee. Two BoT members to be on the trust - **Paul Edmondston** as Chair and **Graham Hay** (nominated by Paul Edmondston, seconded by Kirsten Dixon). The BoT to recommend the Trust co-opts Andrea on - Andrea to discuss with Trust members at meeting tomorrow.
- Discussion had around how Policy and Procedure is managed by the BoT. Kirsti Broad nominated **Kirsten Dixon** to be the BoT delegate for Policy and Procedure.
- Discussion had around Health and Safety and where this sits with the BoT.
- Discussion had around Code of Conduct.

Permission granted for agenda to be taken out of order.

## 2.2 Interests Register

### 2.3 RAMs



#### Waitangi Station Year 10 Camp Rams

Waitangi Station Year 10 Camp Rams pending the following:

- First aider information to be edited.
- Covid response information to be added.
- PLB to be supplied.
- Edit kayaking to Kayaking / Swimming.

**Decision Date:** 25 Oct 2022  
**Mover:** Angela Slemint  
**Seconded:** Ben O'Sullivan  
**Outcome:** Approved

- Discussion had around Covid Policy and if there should be something that is included in the RAMs.
- In the new year, BoT to make recommendation re RAMs from template.



#### Humpridge Tramp Year 10 Camp

Humpridge Tramp Year 10 Camp Rams pending the following:

- Ryan to be added as First aider.
- Covid response information to be added.
- PLB to be supplied.

**Decision Date:** 25 Oct 2022  
**Mover:** Angela Slemint  
**Seconded:** Kirsti Broad  
**Outcome:** Approved



#### Hopkins Valley Year 10 Camp

Hopkins Valley Year 10 Camp Rams pending the following:

- Roger to be stated as First aider.
- Covid response information to be added.
- PLB to be supplied.

- River crossing TBC
- SLT onsite to be changed to Darryl.

**Decision Date:** 25 Oct 2022  
**Mover:** Angela Slemint  
**Seconder:** Ben O'Sullivan  
**Outcome:** Approved



### Year 13 Geography Trip

Year 13 Geo Camp Rams pending the following:

- First aider information to be edited.
- Covid response information to be added.
- PLB to be supplied.
- SLT onsite information to be edited.

**Decision Date:** 25 Oct 2022  
**Mover:** Paul Edmondston  
**Seconder:** Graham Hay  
**Outcome:** Approved



### Lake Middleton Year 10 Camp

Lake Middleton Year 10 Camp Rams pending the following:

- First aider information to be edited.
- Covid response information to be added.
- PLB to be supplied.
- Edit kayaking to Kayaking / Swimming.

**Decision Date:** 25 Oct 2022  
**Mover:** Ben O'Sullivan  
**Seconder:** Greg Wilson  
**Outcome:** Approved

## 3. Actions from Previous Meetings

### 3.1 Action List

Due Date	Action Title	Owner
28 Feb 2022	Middleton Lease <b>Status:</b> In Progress	Darryl Paterson
23 May 2022	Privacy Policy and Procedure <b>Status:</b> In Progress	Darryl Paterson
31 Jul 2022	Restraint Training for Staff <b>Status:</b> On Hold	Darryl Paterson

## 4. Policy

### 4.1 Rectors Appraisal

#### Governance 101

- Kirsten has been in touch with Anne Bixley - she has come back with two dates that could work Thursday 3rd November or Monday 14th November - 6-8 or 7-9. **Date decided 3rd November.**
- To be hosted by WBHS in the staffroom.

- Kirsten to oversee.

### **NZSTA Training**

- Discussion around NZSTA training.
- Kirsten to touch base with Anne.

### **Rectors Appraisal**

- Kirsten spoke with Lynne Guy from NZSTA to get an oversight on how the appraisal should be set.
- Professional Growth Cycle - would move to remove the BoT from the process. BoT Chair to work with the Rector to determine the structure. Currently set at a mid year cycle.
- Prudent to stick to the collective agreement - important to set strategic goals in term 4.
- Policy to be updated - July to July structure.

## **5. SLT reporting**

### **5.1 SLT reporting - Roger**

- Roger entered the meeting at 7.42pm
- Rogers report taken as read.
- Roger spoke to his report around compliance - checks going on around school WOF last couple of terms.
- Welfare report set against strategic goals.
- Greg raised a question around peer support - Roger noted it hasn't been as strong this year, camps were unable to be held so that has created a gap between Year 9's and the prefects as this is their main bonding time. Roger would like to see it re-embedded into the curriculum rather than an extension of it.
- Attendance - not to dissimilar to last years - more Covid impacts in 2021. Large number of boys who are chronically absent in the junior school.
- Discussion had around the process when a student has an unjustified absence mark - Deans are to be contacting home when students are marked unjustified.
- Discussion had around truancy.
- Discussion had around Kamar having the capability to send an automated text or email to parents when their kids are marked absent - Roger to look into this and report back.
- Discussion had around Health Curriculum.
- The Board thanked Roger for his time and reporting.
- Discussion had around safety of HOM and air quality - investigation undertaken around complaint of mold - results concluded heightened degree of bacterial spores but still safe to enter.

Aisea Fifita entered the meeting at 8.02pm.

### **5.2 SLT - Aisea**

- The Board welcomed Aisea to the meeting.
- Aisea reports taken as read.
- Aisea spoke to 'at risk' NCEA students. Students marked in blue are encouraged to come back and study once on study leave.

- Discussion had around reporting and more information to be included like Not achieved and Achieved data. Red = not achieved / blue = at risk / Green = learning difficulties / Yellow = passed.
- Target for Level 1 pass rate is 84%.
- Question asked around Junior School electing to take up credits that go towards Level 1.
- Discussion had around Year 10 numeracy and literacy exam completed by Year 10's that will become mandatory in 2024.
- Teacher attendance discussed. TOIL discussed.
- Discussion had around offering incentive for staff to get attendance up.
- Question raised around Dunedin NCEA TOD and Microsoft PLD.
- Question raised around if there will be analysis of the new subjects introduced this year - to be reviewed at the end of the year.
- The Board thanked Aisea for his time and his reporting.

Roger and Aisea exited the meeting at 9.14pm

### 5.3 Rectors report

- Rectors reports taken as read.
- Discussion had around annual plan. Question raised about number completing survey re the six day timetable.
- Communication with community has some work on's. Quantify the newsletters.
- Wellbeing website - still uncompleted - Darryl to go back to staff in charge.
- Roll looking to be around 390-400.
- Hostel marketing plan - no coherent marketing plan at the moment. Kirsti happy to help with this in the new year.
- Formal complaints overview discussed - complaint to be added.
- Implications on Fraser Farm around climate change and current social indicators - discussion had around this.
- Property report discussed.
- Scaffolding/labor etc quotes for patch up jobs on HOM discussed. Meet with David Liddell at last property meeting and requested we ask the BoT for this funding. Place Makers quote still stands even though 30 days is up.
- Provisional staffing discussed.
- Discussion had around roll review submitted - should hear back next week.
- Staff wellbeing response from SLT shared and discussed.
- Draft external review of SLT discussed. Cleave Hay to come and meet with the SLT team.



#### **Place Makers Quote re HOM interim repairs.**

BoT agrees to approach the HOM Trust for the funds to do some interim repairs on the HOM to the sum of around \$10,000.

Darryl to prepare letter for Andrea.

<b>Decision Date:</b>	25 Oct 2022
<b>Mover:</b>	Daniel Isbister
<b>Seconder:</b>	Angela Slemint
<b>Outcome:</b>	Approved

## 5.4 Finance reports



### Darcey Christopher Fund usage -Hostel repairs.

Motion approved for spend of up to \$90,000.00 of the DC fund for the Hostel repairs.

**Decision Date:** 25 Oct 2022  
**Mover:** Daniel Isbister  
**Seconder:** Greg Wilson  
**Outcome:** Approved



### Hostel Wifi from DC funds

Approval to use DC funds to fund Hostel wifi.

**Decision Date:** 25 Oct 2022  
**Mover:** Graham Hay  
**Seconder:** Mat O'Sullivan  
**Outcome:** Approved

- Gregs reports taken as read.
- Hannah and Lyn from the MOE to come and speak with new BoT.
- Greg to email out any other relevant info to BoT.

## 5.5 Any sub committee reports

- Mat's report taken as read.
- Discussion had around Don House Fees.



### Don House Hostel Fees increase

Approval to raise Don House fees from \$13,600.00 to \$14,000.00 (\$13,600.00 Hostel fees with a \$400.00 building levy).

**Decision Date:** 25 Oct 2022  
**Mover:** Mat O'Sullivan  
**Seconder:** Kirsti Broad  
**Outcome:** Approved

- Greg Wilson Abstained from voting on the Don House Fees increase

## 5.6 Confirm Minutes

Introduction Board Meeting 28 Sep 2022, the minutes were confirmed as presented.

Board Meeting 11 27 Sep 2022, the minutes were confirmed as presented.

## 5.7 Board reflection

## 6. Close Meeting

### 6.1 Close the meeting

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

Karakia  
Evaluation  
EOM

Next meeting date - Nov 29  
Dec 13/20

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

Date: 6/12/22\_\_\_\_\_