

# MINUTES (in Review)

## BOARD MEETING 29 NOVEMBER 2022

<b>Name:</b>	Waitaki Boys High School
<b>Date:</b>	Tuesday, 29 November 2022
<b>Time:</b>	6:45 pm to 9:45 pm (NZDT)
<b>Location:</b>	Waitaki Boys High School, Waitaki Ave
<b>Board Members:</b>	Angela Slemint, Ben O'Sullivan, Daniel Isbister, Graham Hay, Kirsten Dixon, Kirsti Broad, Paul Edmondston (Chair)
<b>Attendees:</b>	Andrea Ludemann, Greg Wilson, Mat O'Sullivan, Kara Cox
<b>Apologies:</b>	Darryl Paterson
<b>Guests/Notes:</b>	Roger VanBooma

### 1. Opening Meeting

#### 1.1 Welcome

- Paul welcomed all to the meeting.

#### 1.2 Karakia

- Paul shared a karakia.

#### 1.3 Interests Register

### 2. Rectors Appraisal Policy

#### 2.1 Rectors Appraisal Policy

- Kirsten spoke around her work on the Rectors Appraisal policy.
- Discussion had around appraisal process.
- Discussion had around the follow on side of the appraisal and how to hold accountability after findings.
- Principals Union pushing for a change which would remove the BoT from the process. NZSTA lobbying for a different outcome.
- Discussion had around the next cycle for The Rectors appraisal - potential to run for an 18 month cycle, which would have it due mid 2024.
- Recommendation that the BoT look outside of the Education sector for their next reviewer.
- Kirsten spoke to potential edits to the policy. Timeline to be added.
- Discussion had around delegations - suggestion to have the BoT Chair and another Board member.



### **Delegate for Rectors Appraisal**

Angela Slemint nominated Daniel Isbister as the delegate to work with the Chair on the Rectors appraisal, seconded by Kirsten Dixon, accepted by Daniel.

**Decision Date:** 29 Nov 2022  
**Mover:** Angela Slemint  
**Seconded:** Kirsten Dixon  
**Outcome:** Approved

- Paul and Daniel to meet with Darryl and discuss a timeframe.
- January meeting - Appraisal plan to be presented.

## **3. Sub Committee and reporting**

### **3.1 Dean of Maori**

Ben Winders entered the meeting at 7.14pm

- Paul welcomed Ben to the meeting and thanked him for his report.
- Maori report taken as read.
- Ben shared a karakia.
- Senior students in the NCEA class with Mr Sullivan has been a standout for the year - the participation and enthusiasm from the boys has been great. Sad to lose Mr Sullivan next year from the Te Reo program. Will be a challenge to find a voice for our boys to continue Roberts excellent work.
- Struggle to get the community to the school. Need to start early to get the students and parents involved - should be starting at Year 8 transition visits, getting together and showing them this is a great place to be.
- Achieving well with cultural competency - still some work on's.
- Important for all teachers and staff members to share cultural aspects.
- Discussion had around reporting and data sharing.
- Discussion around new literacy and numeracy standards coming in.
- Paul thanked Ben for his time.

Ben exited the meeting at 7.51

### **3.2 Dean of Pascifika**

- Katrina absent due to personnel commitment.
- Report taken as read.
- Roger spoke to Katrina's concerns in her absence.
- Discussions happening around the Social Centre becoming a Cultural Centre.
- Board to request update from Katrina.



### **BOT requests update re Katrina's communication concerns**

BOT requests update re Katrina's communication concerns - Darryl to work with Katrina.

**Due Date:** 8 Dec 2022  
**Owner:** Darryl Paterson

### 3.3 Rectors update

- Report taken in read.
- Health and Safety concerns around pool discussed - signage to go up (Property team). Roger to follow up and communicate with Scott Mayhew re the Hostel students. Security of pool to be checked.
- Concerns discussed around number of keys distributed around the school to different members of staff. Roger to discuss with Property team. A sign it and out register for keys at the office would be beneficial. There is a need to shift keys to admin rather than SLT managing that.
- Discussion had around the need for tasks to be defined and some administration tasks to go back to the office.
- Short discussion had around Deans for 2023.
- Discussion had around Teacher behavior management in class.
- Letter of delegation sent so that Roger and Aisea can discuss competency with staff.
- Discussion had around Kamar and attendance capabilities. Discussion followed around the importance of marking roles and making sure teachers are keeping consistent.
- Question raised around timetable and if the BOT could request an update on where this is at.
- The Board thanked Roger for his time.

Roger exited the meeting at 8.55pm



#### Pool concern follow up

Darryl to follow up re students using pool unsupervised.

**Due Date:** 8 Nov 2022  
**Owner:** Darryl Paterson



#### Decision re Text capabilities in Kamar

Decision to made if we will be signing up to utilize the Kamar text capabilities.

**Due Date:** 8 Dec 2022  
**Owner:** Darryl Paterson

### 3.4 Finance

- Finance reports taken as read.
- Greg and Kirsti to meet in the coming weeks for a hand over.
- Discussion had around reports.
- Staff Leave accrual's discussed.
- Roll Review discussed.

### 3.5 Property

- Property minutes taken as read.
- Daniel requests the BOT take a walk around the grounds to understand what buildings are what and what are in the plans - 5YA, 10YA etc. Board agreed this would be beneficial. Scope to do this before December Board meeting.
- Discussion around Staff concerns on their environment.

- Andrea gave a HOM update.
- Creek restoration update.

### 3.6 Don House

- Hostel reports taken as read.
- Angela noted that having Hostel Budgets prepared earlier is not feasible unfortunately.
- Discussion had around budget.
- Discussion around fee setting timelines. Discussion had around who should communicate fee increases with parents.
- Process re communication with parents re fees to be reviewed.
- Discussion around new Residential Manager position.
- Gem staying on as a Team Leader in Don House.
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### 3.7 Action Item 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

### 3.8 Chair scan



#### Youthtown Funding

Board accepts request to apply for Youthtown funding to purchase Kukari sporting equipment to the value of \$6989.13

**Decision Date:** 29 Nov 2022  
**Mover:** Ben O'Sullivan  
**Secunder:** Angela Slemint  
**Outcome:** Approved



#### Lions Foundation Funding

Board approved the application for funds from the Lions Foundation to purchase goods from Oamaru Sports and Outdoors to the value of \$18,668.00 and Shot Lab NZ to the value of \$13554.80

**Decision Date:** 29 Nov 2022  
**Mover:** Paul Edmondston  
**Secunder:** Andrea Ludemann  
**Outcome:** Approved



#### Dining Room Floor

Dining room floor accepted from Ranger Specialist Coatings.

**Decision Date:** 29 Nov 2022  
**Mover:** Greg Wilson  
**Secunder:** Angela Slemint  
**Outcome:** Approved

- SLT Review request to be looked at in 2023.
- Letter to be actioned to the Ministry

### 3.9 Correspondence

- Resignations accepted.

## 4. Forward meeting schedule

### 4.1 Confirm Minutes

**Board Meeting 12 25 Oct 2022**, the minutes were confirmed as presented.



#### October Minutes Confirmed

October Minutes Approved

**Decision Date:** 29 Nov 2022  
**Mover:** Ben O'Sullivan  
**Seconder:** Angela Slemint  
**Outcome:** Approved

### 4.2 Forward meeting schedule

- December Meeting - 13th

### 4.3 Meeting Evaluation

- Paul thanked the the out going Board members
- Pauls thanked Kara for time on the Board.
- Kirsti shared an evaluation of the meeting.

## 5. Close Meeting

### 5.1 Close the meeting

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

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

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