

CONFIRMED MINUTES

BOARD MEETING

At the **30 January 2024 Meeting** on **30 Jan 2024** these minutes were **confirmed as presented.**

Name:	Waitaki Boys High School
Date:	Monday, 18 December 2023
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg FAMILTON, Kirsti Broad, Lachlan Wright, Mrs Maiele Paia, Nicola Neal
Apologies:	Kirsten Dixon, Rectors PA Kirsty Sheaf

1. Opening Meeting

1.1 Welcome

1.2 Karakia

Paul shared Karakia

1.3 Interests Register

Nicola Neal updated interest register with Kirsty – Now Trustee and chairperson of Te Whare Koa community marae

2. Sub Committee and reporting

2.1 Hostel Budget

Hostel accounts – budget for hostel not in boardpack so will defer discussion on that to next meeting , currently long session with Linda and Paul, managed to get budget down to approx. \$10K loss after depreciation, based on 47 boys. Increases in gas, insurance, power, and cleaning.

2.2 Board Replacement Options

Board replacement option: Kirsten to stand down end of Jan, Decision made to pass a resolution at Jan meeting, that BOT would like to select a candidate rather than elect. School community advised at that stage, and then have 28days to advise if they would like election. If more than 10% of eligible voters request election then must occur.

2.3 Policy

Policy: Darryl, re School docs, some work to be done customising for our school but should be able to utilise other schools experiences, NZSTA constantly updating the policy. Could be considered an extra layer of protection for BOT. Schooldocs also able to be used to create new policy if we have specific things like foreshore or professional growth cycle.



Moved motion that Board subscribes to School Docs

Paul moved motion that BOT subscribes to SchoolDocs.

Greg seconded, all in favour, motion passed.

Decision Date:	18 Dec 2023
Mover:	Paul Edmondston
Seconded:	Greg Familton
Outcome:	Approved

2.4 Rectors Report

Rectors report: Junior prizegiving, great attendance, Changes with staff as 2 fijian teachers offered jobs and accepted, then withdrew at last minute. The school to try and recover costs of work checks via immigration. Mr Mouton is incoming teacher from South Africa. He also requires a visa but progress is going well towards that, Tony Blackbeard may fill gap if there is one. Kirsti – Feels that prospectus, both domestic and international, really needs to be priority next year as well behind the standard of competitor boarding schools. Paul- marketing across school priority next year.

Thailand report taken as read. Paul suggested we consider speaking to Linda Crossly about contacts in India.

2.5 Don House

Don house:

Graeme happy with Scott's review of KPI's and dreams for DON house. Feels that we need to get onto ongoing repairs and maintenance, so it looks smart and tidy. Need good communication from Scott and property team so that maintenance fee in boarders' fees being used in the right place. Paul advised day to day maintenance is responsibility of Scott and his communication to property team. Scott needs to communicate this well to Neil and actually get on and get work done.

Kirsti suggested using online company Brightline to order new curtains, about 1/3 of price but need accurate measure and handyman to hang them. Fraser Farm have carried forward last year's allowance, which may be used for boarder's kitchen. Scott to get figures together.

Conversation around catering in hostel, recent examples where weekend numbers are low, and boys have had takeaways instead. Kirsti feels that should be offering cooked meals every night, regardless of numbers, as caterers will be being paid on contract. Continuity is key for the boys. Similar thinking around laundry, that it would be helpful for year 12 and 13 to learn and be able to do their own laundry. Focus should be on improving outcomes for boys, not saving a few dollars.

Still a lot of outstanding fees for hostel. Kirsti- actively manage those debts already there, but need to make sure all are paid prior to entering hostel next year. Up to mid-year, accounts weren't sent out in timely fashion and often after boarding had started. Action: Darryl to speak to Linda re boarders continuing to make payment on outstanding amounts but advise term 1 fees need to be paid before start of term 1.

2.6 Lake Middleton

Lake Middleton: No quotes received from Micheal Forgie yet. Camp is looking great and great to see boys using it for school camps at the end of the year. Paul - Some consultation required with DOC in new year, but likely WBHS offer to pay some of the roof repair in return for favourable lease price and length. Paul currently thinks lease from DOC would be around \$2000/year. Around 57K available in account after Ohau rent is paid.

2.7 Chair Scan



Move motion to approve Twyla's request to apply to Lion foundation for sports equipment \$32,926.09

Paul proposed motion to approve Twyla's request to apply to Lion foundation for sports equipment \$32,926.09

Seconded Graham, all in favour, motion passed.

Decision Date: 18 Dec 2023
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Paul proposed motion to approve Twyla's request to apply to Te Manawa for gym equipment. \$39,595.49

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Seconded Graham, all in favour, motion passed.

Decision Date: 18 Dec 2023
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Leanne Mansell - Daniel moved we accept her request for leave without pay,

Leanne Mansell – Daniel moved we accept her request for leave without pay, Graham seconded. all in favour, motion passed.

Decision Date: 18 Dec 2023
Mover: Daniel Isbister
Seconder: Graham Hay
Outcome: Approved



Moved motion to approve Trix Cox maternity leave request.

Paul moved motion to approve Trix Cox maternity leave request, Graham seconded. all in favour, motion passed.

Decision Date: 18 Dec 2023
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved

HOM: Minutes as read, MOE reimbursed freight costs for slate tile delivery.

M Pole issue: Paul rang chairman of LWIS and sure WBHS has been gifted shares in LWIC, however school unlikely to want to pay for water shares.

Darryl spoken to WDC and they have advised that it's a natural watercourse. What needs to be ascertains from lawyers to see if school has rights to the water.

All agreed we need to go back to him in writing asap

- Need some goodwill
- BOT very concerned that this has happened, but as a new board, will need a bit more time to get details correct.
- Darryl to give him a ring this week.

2.8 Action Item List

Due Date	Action Title	Owner
25 Sept 2023	Budget Management Pathway Status: In Progress	Darryl Paterson
25 Oct 2023	Look at Setting up an appointment with the Policy Committee / School Docs Rep. Kirsten to organize. Status: Completed on 2 Feb 2024	Kirsten Dixon
18 Dec 2023	To follow up on Tenders / chase up quotes for additional showers. Chunuk & Apex dormitories. Status: Completed on 2 Feb 2024	Darryl Paterson
31 Dec 2023	Paul to contact the Museum RE: Preservation of the HoM Chattels when work begins. Status: In Progress	Darryl Paterson
30 Jan 2024	Restraint Training for Staff Status: In Progress	Darryl Paterson
30 Jan 2024	Hand Held Lasers for the Seagull issue / Pool Status: On Hold	Darryl Paterson
27 Feb 2024	Mid term elections Status: In Progress	Kirsten Dixon

3. Correspondence

3.1 Inward and outward

Noted received letter from community assoc, will make decision in Jan pending budget.

4. Forward meeting schedule

4.1 Confirm Minutes

28th November 2023 Board Meeting 28 Nov 2023, the minutes were confirmed as presented.



Moved motion to accept last meeting minutes.

Paul moved to accept minutes, Dan seconded, all in favour, motion passed

Decision Date: 18 Dec 2023
Mover: Paul Edmondston
Seconded: Daniel Isbister
Outcome: Approved

4.2 Forward meeting schedule

5. Close Meeting

5.1 Close the meeting

Next meeting: 30 January 2024 Meeting - 30 Jan 2024, 5:30 pm
Parent feedback

Signature:  _____ Date: 31/1/24 _____

