

CONFIRMED MINUTES

28TH NOVEMBER 2023 BOARD MEETING

At the **Board Meeting** on **18 Dec 2023** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 28 November 2023
Time:	5:30 pm to 9:00 pm (NZDT)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg FAMILTON, Kirsten Dixon, Lachlan Wright, Mrs Maiele Paia, Nicola Neal
Attendees:	Rectors PA Kirsty Sheaf
Apologies:	Kirsti Broad

1. Opening Meeting

1.1 Welcome

Paul welcomes Board.

Apologies from Kirsti Broad.

1.2 Karakia

Lachlan Wright shares a Karakia to the Board.

1.3 Interests Register

Interests Registered updated by Lachlan Wright - Working at Riverstone Kitchen.

2. Sub Committee and reporting

2.1 Kahui Ako

Andy Lane & Laura Keep enter the Board room at 5:35pm.

- Discussion had on Kahui Ako / Waitaki Boys' Strategic Goals
 - Andy- Goals Literacy, Numeracy and Resilience. A lot of testing, problem solving. Real focus is literacy, Year 9 learning gaps in their literacy (especially) and numeracy. Involvement with Fenwick Primary and OIS to know where the students are at with boys coming to our school.
 - There have been great workshops this year. Whole group of 60+ teachers.
 - Learning Progression Framework on reading, writing and maths. Breaks them down into key skills.

- Teach a skill - then set an assessment to see where they are at from those skills. Overall, it has been great to be able to see where a student is currently at, to be able to help them prepare for NCEA later on. Especially with the new NCEA 10 credits literacy / 10 credits numeracy.
- Great to be able to track the students from when they were in early childhood, primary, intermediate, so when they do come to WBHS we are able to know where they are at, what skills they need etc.
- Our staff are on board, they see the benefits from it
- Collecting that data, seeing where the gaps are.
- Connection between the schools has been awesome.
- Laura Very passionate about it.
- Graham Hay commented that it would be very interesting to see over the next couple of years.
- The why we are doing it is there, just building up the skills to continue.
- Hopefully increase engagement with the boys, especially the kids who have been impacted by COVID. The more we can support them the happier they are to be at school.
- Collaboration through the schools / support from the schools.

Board Thanks Andy & Laura for their time. Leave meeting at 5:55pm

2.2 Restraint Training

Roger van Booma enters the meeting at 5:56pm.

Shows presentation to the Board on the projector.

- Discussion around Restraint Training Module online.
 - Learning modules - Ministry website
 - All registered teachers need to complete module, non-teacher need permission. All teachers and authorized staff members need to complete by February 7th, 2024.
 - Practical approach to recognize & respond to distress.
 - Recognize
 - Respond
 - Restore
 - Physical restraint can be used as 'last' resort when the 3 conditions are met.
 - All physical restraint incidents must be reported to the Ministry.
 - Board responsibilities
 - Honour Te Titiri O Waitangi
 - Establish a school policy (WBHS School Board has done).
 - Must go through module 'training.'
 - Records must be kept for 10 years.
 - Ensure school identifies ākongā who might require a support plan.
 - At Health & Safety meeting, discussed the Rector's PA hold records of all staff who have completed the module training / Certificates.
 - Graham Hay asked is online training enough? Roger responded: Online Module is great. There is no other option as no one will come out to demonstrate physical

restraint training. Supports teachers by giving them knowledge and confidence.
Learning to deescalate a situation.

Board thanks Roger. Roger leaves 6:20pm.

2.3 Student Report

Report taken as read.

- Paul Edmondston: Workshop - what was the best thing you took away from that? Lachlan: Appreciated all the different schools, meeting likeminded people. Very informative about being Student Rep on the School Board.
- Nicola Neal: Did you come away with any burning ideas? Lachlan: Day boys experiencing hostel life, spend a week over in the hostel to experience the hostel, can do with a friend, build more interest.

Board appreciates Lachlan's report.

2.4 Rector

Report taken as read.

- Darryl to give a report to the Board from the Thailand Trip.
- Discussed international fair next year in March. Schools all around NZ attend, 100 students from overseas. Annual event. WBHS has not been represented before, would be ideal to attend next year.
- Board agrees Hostel / International marketing needs priority and needs to be worked on for 2024. We have a unique school, need to get that out there. Getting those Hostel numbers up is the School Board focus for next year.
- Staffing for 2024
 - Appointed new Deputy Rector - Stephen Briscoe. Tony Blackbeard & Paul Edmondston apart of the interview process. Strong values and experience in Pastoral care from Elim College, Auckland.
 - Susana Kavatoe appointment full-time Mathematics Teacher
 - Sue Nuttall - Part time Technology Teacher
 - Look forward to having them all onboard for next year.
- Received resignation from Sarah Lawrence - Currently advertising her position.
- Darryl Declared to the Board regarding the usage & uptake of the \$6,000 entitlement that was provided by Ministry of Education for Professional Coaching and Support in their Leadership Role. Declared this has gone towards his Professional Growth Cycle with Andy Wood. (An Action to follow).



Darryl Declares the \$6000 entitlement that is provided by the Ministry of Education.

Darryl Paterson (Rector) declared to the Board his uptake and usage of the \$6,000 entitlement that's provided by the Ministry Of Education for Professional Coaching and Support in their Leadership Role. These funds have been used towards his Professional Growth Cycle with Andy Wood.

Decision Date: 28 Nov 2023
Mover: Darryl Paterson
Second: Kirsten Dixon
Outcome: Approved



Rector to create a Thailand Marketing Trip report & present to the Board at the next Board meeting.

The Rector to create a report about the Thailand Marketing Trip and present to the Board at the next Board meeting.

Due Date: 18 Dec 2023
Owner: Darryl Paterson

2.5 Camp RAMs



Moved motion approve Lake Middleton RAM

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Decision Date: 28 Nov 2023
Mover: Paul Edmondston
Seconder: Nicola Neal
Outcome: Approved



Moved Motion to approve Tautuku Camp RAM

Moved Motion to approve Tautuku Camp RAM

Decision Date: 28 Nov 2023
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Moved motion to approve Humpridge Tramp RAM

Board moved motion to approve Humpridge Tramp RAM

Decision Date: 28 Nov 2023
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Moved motion to approve Year 10 Surfing Trip RAM (Not an overnight, but high risk)

Moved motion to approve Year 10 Surfing Trip RAM (Not an overnight, but high risk). Subject to Paul contacting Surfing Instructor to show he holds a certificate confirming he holds a level 1 instructor Surfing certificate.

Decision Date: 28 Nov 2023
Mover: Paul Edmondston
Seconder: Kirsten Dixon
Outcome: Approved

2.6 Policy Review

Kirsten thanks Board for going over policies at the last Board meeting in her absence. Appreciated that they waited for her to move the motion to adopt the policies tonight.



Moved Motion - Asset Protection Policy to be adopted. subject to changes.

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- To include the source of the documents (Where this policy came from, to make it easier for future Board members).
- keep the Asset Protection at \$5,000

Decision Date: 28 Nov 2023

Mover: Kirsten Dixon
Seconder: Paul Edmondston
Outcome: Approved



Moved motion for Reviewed Child Protection Policy to be adopted.

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- NZSTA template. Subject to include source of policy.

Decision Date: 28 Nov 2023
Mover: Kirsten Dixon
Seconder: Lachlan Wright
Outcome: Approved



Move motion for Reviewed Child Protection Policy to be adopted.

Move motion for Reviewed Child Protection Policy to be adopted.

- Subject to change Principal to Rector & Document the source of the policy at the bottom.

Decision Date: 28 Nov 2023
Mover: Kirsten Dixon
Seconder: Nicola Neal
Outcome: Approved

- Kirsten advised the Board the next policy is not due until February 2024. She will make sure the policies are all tidied up and hand over to the next Board member who will be taking over policies.
- Kirsten discussed the options to the Board about electing a new member. Will send Paul an email of the options, and to be discussed further at the next Board meeting.
- Board appreciated and thanked Kirsten for all the work she has done with the policies and the disciplinary processes.
- Kirsten recommended School Docs and will send a link via email to the School Board members about School Docs.
- Greg Familton would be happy to share the policy role with someone, if the Board decide to go to School Docs.



Kirsten Dixon to send a link via email to the School Board members about School Docs.

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Due Date: 18 Dec 2023
Owner: Kirsten Dixon

2.7 H&S

Report taken as read.

- 1 new incident since the last Board meeting - this incident was considered minor.
- Board Chairman thanked Greg for his report, it is exactly what the Board wants, snapshot of Health & Safety at WBHS.
- Hostel recording their hostel incidents on Kamar.

Board thanks Greg.

2.8 Cultural

Reports taken as read.

- Unfortunate about the Meridian Power up funding being declined. Will continue to apply for funding and look at other funding options.
- Discussion had on Mr. Winders attendance at the community consultation hui with Te runanga O Moeraki. Connecting to our community.
- Board Discussed the consultation survey email that was sent out to Māori whānau.
 - Purpose was to continue to build engagement with whānau about what they see as important for their boys at school
 - They were encouraged to speak and gather input from wider whānau.
 - Was great to see results. Great response. 18 responded from the 61 whānau that were sent the survey.
 - Great feedback about what the school is doing well.
- Cultural Sub committee would like do more regular whānau hui.
- A similar survey to be sent out to the Pasifika community next year.

Board thanks Nicola.

2.9 Property

Report taken as read.

- 5YA Projects Discussed.
- apply for supplementary funding.
- Health & Safety Technology Block has been signed off (dust extractors).
- Hall of Memories to start mid next year.
- Concerns regarding rabbit problem on the back field.

Board thanks Daniel.



To follow up on Tenders / chase up quotes for additional showers. Chunuk & Apex dormitories.

To follow up on Tenders / chase up quotes for additional showers. Chunuk & Apex dormitories.

Due Date: 18 Dec 2023

Owner: Darryl Paterson

2.10 Finance & Marketing

Reports taken as read.

- Kirsti Broad apologies not here tonight.
- Hostel not looking too bad.
- Budget finalised in the next week or two. Kirsti and Paul to meet with Linda (Business manager).
- Hannah from the Ministry meeting with Business manager re: School & Hostel Budget.
- Discussed had about the Hostel Budget
 - Need to build up reserves.
 - Increase hostel numbers.

Board thanks Kirsti for the reports.

2.11 Don House

Reports taken as read.

- Scott Mayhew trip discussed.
 - Trip was good, hope to have international prospectus completed by end of the year.
 - Discussed Kylie (Scotts Wife) to accompany him next year to Thailand. To show family unity and connections (mirrors Don House values).
- Discussed updated payment schedule for Hostel next year.
 - Board thanks Graham, great to let parents know when the bill is due, break downs, and upcoming dates. Will talk to Business Manager to continue.
 - Invoiced Quartely, there are payment options available.
 - Terms and conditions are clear.
- Board agreed Hostel marketing needs to be a priority for next year.

Board thanks Graham.



Moved motion for Board to go into Committee

Board to go into Committee.

Decision Date: 28 Nov 2023
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Moved motion to go out of committee.

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Decision Date: 28 Nov 2023
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved

2.12 Chair scan

Hall of Memories Discussion:

- Timeline on when work will begin - earliest Mid next year.
- Paul Edmondston to touch base with Michael Forgie to gather what came out of his meeting with the Ministry recently.
- Darryl spoke to Otago about their Centennial process - paid somebody to organise the event. They did have a subcommittee lead by the event management who was hired.

Lake Middleton Discussion:

- Michael working on finalizing the quotes. Re-roof \$60k approx. A lot of money for the school to put in. Need to negotiate with DOC. Need all the quotes back before meeting / discussing with DOC.
- Ohau has not been billed in the last 2 years.
- Lake Middleton is a great asset to the school do not want to walk away; the building report was not bad. Board agrees to get more quotes and go from there. To be discussed at the next Board meeting in December.

Coastal Erosion:

- Paul Edmondston met with Simon Cruickshank. Simon confirmed report has been released to media.
- Paul Edmondston to speak with Mchael Forgie around plans for the fence location and construction type, costs etc. - P2 category.
- Timeline was longer than expected before buildings reached.

2.13 Action Item List

Due Date	Action Title	Owner
27 Feb 2024	Mid term elections Status: In Progress	Kirsten Dixon

3. Correspondence

3.1 Inward and outward

Board acknowledged Sarah Lawrences resignation.

- Discussion had on the School Gym:
 - Board own building. Before any work is carried out the Board needs further information such as:
 - Health & Safety
 - Induction process
 - Liability
 - Security
 - Access hours
 - The Board needs more details before going any further.
 - Darryl to speak to Ian Cathcart and Twyla Kingan.

4. Forward meeting schedule

4.1 Confirm Minutes

25th October 2023 Board Meeting 25 Oct 2023, the minutes were confirmed as presented.



Moved Motion the Last Board Meeting Minutes be approved.

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Decision Date: 28 Nov 2023
Mover: Paul Edmondston
Seconder: Daniel Isbister
Outcome: Approved

4.2 Forward meeting schedule

4.3 Meeting Evaluation

Nicola Neal Meeting Evaluation:

- Loved the swiftness of tonight's meeting.
- Enjoyed Andy's and Laura's energy on what they are doing with the Kahui Ako, real passion.
- Having Roger come in to present the Restraint training tonight was great.

5. Close Meeting


5.1 Close the meeting

Next meeting: Board Meeting - 18 Dec 2023, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.4	Rector to create a Thailand Marketing Trip report & present to the Board at the next Board meeting. Due Date: 18 Dec 2023	Darryl Paterson
2.6	Kirsten Dixon to send a link via email to the School Board members about School Docs. Due Date: 18 Dec 2023	Kirsten Dixon
2.9	To follow up on Tenders / chase up quotes for additional showers. Due Date: 18 Dec 2023	Chunuk Darryl Paterson & Apex dormitories.

Parent feedback

Signature:  _____ Date: 19/12/23

