

# CONFIRMED MINUTES

## BOARD MEETING 28 FEB 23

At the **Board Meeting 28 March 2023** on **28 Mar 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Boys High School
<b>Date:</b>	Tuesday, 28 February 2023
<b>Time:</b>	5:30 pm to 9:00 pm (NZDT)
<b>Location:</b>	Waitaki Boys High School, Waitaki Ave
<b>Board Members:</b>	Paul Edmondston (Chair), Ben O'Sullivan, Daniel Isbister, Darryl Paterson, Graham Hay, Kirsten Dixon, Kirsti Broad
<b>Attendees:</b>	Rectors PA Kirsty Sheaf
<b>Guests/Notes:</b>	Hannah Levy ,Lynn McKinney, Greg Familton, Mai Paia

### 1. Opening Meeting

#### 1.1 Welcome

#### 1.2 Karakia

Daniel Isbister away - Paul Edmondston gave the Karakia tonight.

#### 1.3 Ministry Presentation

- Hannah Levy introduced herself to board - role as School Financial Advisor, advocacy role for board, budget advice, monthly reports etc.
- Board can contact her at any time for advice.
- WBHS financial situation has improved since she has started.
- Hannah introduced Lynn McKinney - Education Advisor, first point of contact if you have any worries or concerns, she works with schools in Waitaki region from Waitaki River to Omarama.
- Cash flow has improved - was an issue in the past.
- Going forward - setting a realistic budget, managing staff levels throughout the year (biggest cost for schools).
- As a board looking at the accounts monthly and being responsive.
- Budget for surplus and work towards that for the year
- Darryl asked changing to The Equity Index from School Deciles System has that had an effect - Operational Grant. Hannah replied Yes it has, the Equity Index is better reflection of the students you get here at WBHS.
- STP (Secondary Tertiary Partnership) - with ARA - effects the roll base funding
- Manage the school financials responsibly, balance budget, funding matches spending.

- Hannah would still like to get a copy of the monthly reports please.
- Progress to date - Still be careful with money - reserves are low.
- Graham - Why is there no emphasis on the hostel - understand that it has to be self-sustaining, it is a big part of the school and what it brings. Lynn understood the question. Hannah replied - her understanding is ideally students go to their local school that is why Ministry doesn't fund. Kirsten: There are some students in the rural Waitaki that WBHS is their local. Daniel: There is a grant for kids that live further away (60Kms).
- Hannah - Employ more staff - No you shouldn't really.
- Send Hannah the budget to have a look at new staff. Did you budget for new staff and if not, where will you get it from.
- Kirsten: Lynn what could we contact you about? Lynn responded - system, learning support, any questions as she will find the answer if she doesn't know herself. She does deal with stand downs / suspensions.
- Hannah: Thank you for having us and all the questions. Lynn: Thanks the board, appreciates them taking on the role, she knows how hard it is and appreciates the work.
- Paul: Thanks both Hannah & Lynn for their time and answering all the questions.
- Hannah & Lynn exit the meeting at 6.20pm

## 2. HOD Reports

### 2.1 PE

Ian Cathcart enters meeting at 6.24pm

- Darryl introduces Ian to the Board.
- Paul: Thanks Ian, taken report as read.

Ian Overview:

- Level One standard assessment - will finish that off a little earlier rather than rush it in term three.
- Level One - Scott is taking that this year. revamp programme, possible off-site trip may make a difference in retention, changing it up a bit from last year. level One results aren't too bad.
- Level Two - across the board, not the best. Changing the focus, credits early.
- Year 12 & 13 combined - can be difficult, ideally in the future have them different.
- New Health class
- Level Three - revamp as well. Very academic which doesn't suit all the students. Changing that up, with health & safety and practical assessments too.
- Sports Studies most disappointing in the department - Need to further develop the programme.
- Outdoor Ed - Andy Lane - he has changed the whole class; Ian trusts him and what he changes. Changing the mindset of the boys. It is also combined, Level One & Two.

Focus for this year:

- Ian: first year, new to HOD wanted to see how things will play out. New group of teachers, all looking great, exciting changes
- Looking forward - getting off-site more
- Getting work back and moderated quicker

- looking at courses moving forward
- Scott is open to internal stuff where people / visitors come to the school and speak to the students.

Goals 2023:

- Looking at 85% across the board pass rate, 16 credits or more in the course
- Look at retention, off-site trips, greater engagement.

Darryl asked: seeing benefits with the new turf? Ian responded: really good from department point of view. Such as three classes the other day, one was in the gymnasium, one in the pool and the other on the turf, gives the department another option as in the past all would combine in the gymnasium. Darryl: Turf Hub for the school. Ian: Good to see the kids being so active.

Board - All sounds good. Board thanks Ian for his report and time.

Ian thanks Board and exits at 6.42pm.

## 2.2 Counselling

Janice enters meeting at 6.44pm.

Darryl introduces Janice to the Board.

Paul: Taken your report as read.

Janice: Would like report to stay in committee.



### Meeting is in Committee

Janice asks for her report to stay in committee. Greg Familton and Mai Paia exit the meeting at 6.47pm

**Decision Date:** 28 Feb 2023  
**Mover:** Darryl Paterson  
**Seconder:** Graham Hay  
**Outcome:** Approved



### meeting Out of committee

Janice Exits Meeting 7.14pm. Paul Motions meeting Out of committee. Mai Paia & Greg Familton enter back into meeting at 7.16pm.

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

## 2.3 Hostel

Scott enters meeting at 7:15pm

Darryl introduces Scott to the Board.

Paul: Taking report as read.

Scott Overview:

- 47 Boarders this year with 1 current day boarder and few possible others to join day boarding. Year 9=10, Year 10=11, Year 11=12, Year12=8 and Year 13=6 boarders.
- Great first few weeks, Great leadership showing through, currently Year 13 boys are awesome.



- 11 Staff at the moment. Paddy & Misha new teachers, both doing really well. Residential Manager - Chelsea Seddon, a lot of energy, boys are responding well with her. Daniel Childerley - Team leader, a lot of passion. Gem now team leader too. Great bunch, lucky with our staff this year, three on at night, good supervision.
- Project work - Breen, all started. Darryl commented that Project Manager has told him 24th April completion.
- Had a property developer come through end of last year to have a look, done up a wish list for the Hostel.
- Health & Safety - 5 boys' poor decisions this year, Restorative hui with all, 4 have returned, 1 boy parents taken out of Hostel and boy now at Invercargill.
- Marketing: This year attended Central & North Otago A&P show. Both turned out great. Boys have been asked to return next year for Central and to stay over. Next events are Wanaka A&P and Kurwee Field Day as well as the Don House Open day on April 02nd April. Have Marquee, flyers, information packs, slide show on TV, Advertising.
- Continue with Boys standards to be high, expectation high.
- Improving attendance
- Feedback from Year 9 - Lake last weekend, feedback great from the parents.
- Graham: Ensured Scott that the Board are here to support Scott so he doesn't burn out, encourage to talk, and not be shy to come forward if he needs any support/help.
- Scott: appreciates all the Boards support.
- Kirsten: Don House Policy - Scott will look into as it was reviewed/approved last year. Will let Kirsten Know.

Big goal working towards at the moment is the Hostel Open day on 02nd April.

Board thanks Scott for his time.

Scott Exits Meetings at 7.37pm

### 3. Sub Committee and reporting

#### 3.1 RAMs



##### Changes to the RAMs for Rowing

Emergency section at the bottom of the RAM forms need to be WBHS standard.

Need to note down Driver's license and who will be driving.

Ivan needs to sign.

**Due Date:** 8 Mar 2023

**Owner:** Darryl Paterson

- Rowing under School name, we are responsible for them.
- Improvements need to be made on the RAMs, RAMs are not standard enough and not given to the Board in enough time. If going as Waitaki Boy, then it needs to be Waitaki Standard.
- Kirsti suggested going forward for future, create a policy for rowing, to help with future RAMs.
- Andy to meet with the Board to discuss what they are expecting with RAM standards.

### 3.2 Don House

- Report as read.
- Scott covered most from his report in tonight's meeting.
- Flooring hasn't been paid as substandard, wrong colour, not happy with it.
- Next meeting - between 5.30-6pm walk around the Hostel to see progress, fits in with the boys.
- Hostel is on the right track, positive feedback from parents and students.



#### **Walk around Hostel at start of next BOT meeting on 28th March 2023.**

Walk around Hostel at start of next BOT meeting on 28th March 2023.

**Due Date:** 28 Mar 2023

**Owner:** Graham Hay

### 3.3 Rectors Report

Report as Read

- Great start of the year, Feel the best he has had in the last 7 years.
- New Staff - All doing great, positive changes.
- Dining Hall is working well with boys eating their lunches in there.
- Lunch time great to see boys being active in the pool, turf and on the fields.
- Ben O'Sullivan agrees with Darryl, turf has made a big difference, positive feels, sense of brotherhood.
- Community - Sports & Culture wins lately is just awesome for the students and for the School.
- Only handful of boys having some issues.
- Suspension since report.



#### **Strategic Plan adopted pending changes**

Strategic Plan adopted pending changes: OIS to feeder schools, Learners / Waitakians.

**Decision Date:** 28 Feb 2023

**Mover:** Kirsten Dixon

**Seconder:** Kirsti Broad

**Outcome:** Approved

### 3.4 Finance

Kirsti

- Changes in Hostel budget - Power & insurance
- Has had a meeting with Linda, formulated a plan, agenda checklist, more structured.
- Still finalizing end of year.
- Budget add the actuals as well as the budget spent to date (percentage)
- Payroll for Hostel support staff hours, salaries to go over, template from Solicitor, updated employment agreement (added clauses), will meet with those employees one on one, tidying up the accommodation, structuring it. Scott will be there at the meeting with Linda.

- Need to Educate with signing off the timesheet.



### **Move the Budget to be adopted.**

Move the Budget to be adopted.

**Decision Date:** 28 Feb 2023  
**Mover:** Daniel Isbister  
**Seconder:** Graham Hay  
**Outcome:** Approved

## **3.5 Property**

Daniel Isbister:

- Dining Hall - Now we are eating in there, not as much rubbish is being left around the school, which is great, also helps with the Seagull problem.
- Daniel asked Darryl if Neill has a plan. Darryl replied yes, he does. Daniel asked is it possible for him to see the plan. Darryl replied yes.
- Daniel spoke about the smaller issues going forward i.e. replacing the curtains. Board suggested to bring it up at the next property sub-meeting.

## **3.6 Chair scan**

- Hold off on the seagulls / laser guns now, as the Seagulls are gone at the moment. May look back into it at a later date.
- 13th February - Chris Gold - all clear and signed.
- 22nd February met up with Cleave Hay - recommended Rector's appraisal we adopt the Professional Growth Cycle approach.
- Strategic Plan - Darryl addressed.
- Hall of Memory Trust - going forward give them 6 monthly reports.
- Board meeting report - to be given by Thursday - gives everyone a chance to read and go through them.

## **3.7 Interests Register**

As was at the last meeting.

## **4. Correspondence**

### **4.1 Inward and outward**

Resignation letter from John Berry - Accepted and wishing him well.

## **5. Forward meeting schedule**

### **5.1 Confirm Minutes**

**Next Board Meeting 14 Feb 2023**, the minutes were confirmed as presented.





### Last Minutes Confirmed

Last Minutes Confirmed

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

## 5.2 Forward meeting schedule

### 5.3 Meeting Evaluation

- Great conversations and discussions tonight.
- accomplished a lot.
- Great to see and hear about students enjoying coming to school, changes are really positive.

## 6. Close Meeting

### 6.1 Close the meeting

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

### New Actions raised in this meeting

Item	Action Title	Owner
3.1	Changes to the RAMs for Rowing <b>Due Date:</b> 8 Mar 2023	Darryl Paterson
3.2	Walk around Hostel at start of next BOT meeting on 28th March 2023. <b>Due Date:</b> 28 Mar 2023	Graham Hay

Parent feedback

Next meeting - Karakia, Evaluation, EOM

Signature: \_\_\_\_\_  \_\_\_\_\_ Date: 29/3/23

