

CONFIRMED MINUTES

29 AUGUST 23 BOARD MEETING

At the **26 September 2023 Board Meeting** on **26 Sept 2023** these minutes were **confirmed with the following changes:**

Removal of Danger Zone & Budget Blowout in Finance & Marketing Section.

Name:	Waitaki Boys High School
Date:	Tuesday, 29 August 2023
Time:	5:30 pm to 9:15 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg Familton, Kirsten Dixon, Kirsti Broad, Mrs Maiele Paia, Nicola Neal, Linda Crossley
Apologies:	Ben O'Sullivan, Rectors PA Kirsty Sheaf

1. Major Decisions and Discussions

1.1 Welcome

All attendees were welcomed

1.2 Karakia

2. Opening Meeting

2.1 Confirm Minutes

Minutes of the last meeting were marked as read.

Paul Edmondston moved to have the Minutes approved.

Unanimously approved

2.2 Interests Register

No update

No updates to the Interest Register

3. HOD/TIC reporting

3.1 Agriculture Josh Ratcliff

Josh entered the meeting.

Paul thanks Josh for his report.

Report taken as being read.

Opened for questions:

Q. What businesses have come to see boys?

Among others: Mitchells Cropping, Shane Nth Otago Honey. They are adding a commercial Bee site, and have more lined up for T4.

Q. What did boys think of what they had seen?

The boys found the experience really enjoyable and interesting. They were able to link the information back to what they had been learning.

This is a Level 1 Pilot, so there has been some tweaking while underway. There have been constantly changing assessments. The 2nd Assessment has been better, but Josh has only just received the assessment information. Everything for next year ready to go after this years Pilot.

Q. Is there possibility to keep improving?

Yes. Josh expects grades to improve next year due to this Pilot

Q. What are they getting out of it?

This is Pilot is lighting fires under them, understanding how varied agriculture is, and providing insight in to the relationships between agriculture and economics, diversification of income etc. They are gaining a wider understanding.

Q. Are there challenges to the timetable?

Josh discussed how they are locking in with St Kevins and WGHS, and working towards organising trips together

Q. What hasn't gone well?

Josh expressed that he has so much to do, between the agriculture, teaching and the hostel. The projects build up. Despite this he feels that he has found his feet in terms of what they are doing.

Q. Why no Lincoln students?

Most likely due to cultural reasons, a change in process. Josh thinks that a good portion of boys don't yet understand what is involved with Agriculture.

Q. How many L1?

Currently there are 29. They started off with 32, some dropped off. Next year they expect more due to the update for L2 from Unit Standard in to Achievement Standard.

Josh wants 90% to do Achievement Standard's next year.

Q. Does the 5 day timetable open up more opportunities?

Yes, this timetable change allows them to offer a proper Young Farmer Club, whilst still retaining academic competency. They can keep the course practical as well.

Q. What support do you need?

Josh said that was hard to answer. He stated that he has a lot of community support, and that Murray is brilliant and a wealth of knowledge

The School Board recognizes and appreciates the work that Josh is doing. The Board thanked Josh.

3.2 Art - Kay Strathern

Kay Strathern entered the room.

Paul thanked Kay for her report.

Report was marked as read.

Open for Questions

Q. Is the new printer in place?

Yes, Kay stated that she was delighted with the printer, reassuring the Board that it will last a long time

The School Board then showed appreciation for the great report from Kay.

Q. Are you happy with how kids are tracking?

Kay said that it has been hard due to the disruptions this year, but was pleased to report that the results are comparable with previous years, with some increasing

Q. Absences?

Fatigue was setting in, and Kay feels that this seems to be a national issue.

The School Board indicated that they understand how difficult the continued absences must be, with fragmented and fractured groups

Kay said that Level 1 students have decreased from 30 students to 21 which is easier. She was overall positive, stating that there was good stuff happening and feels that things are recovering

Q. After school not being taken up, why?

Kay responds that she feels that there is over commitment by the students, busy kids with full timetables. Some are working after school jobs. She wishes for bigger uptake, but notes that it remains beneficial for those who are there

Q. Exhibition at Forrester?

This has been going for over 50 years, with all schools putting up work. WBHS has 10 Folio boards, mostly Yr 9&10 work. Students can view their work, it is being run during school holidays so up the kids to go and see it.

Q. Any other ops for exhibiting?

Mostly FB every Friday, planning to get in contact with cafes etc. Under pressure at the moment but keen. Kay says that FB has great success with likes for the art work and brings community together. The kids love having their art published. Good to see that we include cultural stuff, in line with the strategic plan. Catering for different kinds of learners

The School Board thanked Kay for her good work

3.3 Social Sciences - Tony Blackbeard

Tony Blackbeard entered the room.

Paul thanked Tony for his report.

The report was marked as read.

Open for Questions

Q. What has been covered Aotearoa history

Tony responded that Sam had been doing a great job, bringing NZ themes and NZ land wars in to the topics.

Q. Lunchtime tutorials, any uptake?

Yes getting a few, could do with more. Also getting catch ups for internals. So yes getting uptake

Q. History Geo in new pilot?

Yes History is included, Sarah is getting help. Tony understands it is going well. Tony has been away for 6 weeks, which hasn't helped all classes, and another teacher has been unavailable. There has been some lack of continuity.

Q. Business class going well?

Yes, really enjoying it. Year 11 standard and a lot have passed. Tony and Ian shared the business class.

Q. What is covered in Biz for Y10

Basic accounting and economic terms, started on internal, watched The Founder (the movie about the start of McDonalds corporation) and that was an interesting exercise, with a worksheet. The students are understanding wider concepts and will have a market day and sell product at the school (such as food). Has lit a fire in some boys, great to see.

Next year will be called Commerce, and will include economics and accounting in level 2 & 3.

Q. Improving engagement great to read, more ideas for next year?

The teachers doing Level 1 will manage that. Objectives will chose the same, but they can choose the content.

Difficult for Tony to change what he can do.

Tony is resigning at the end of the year, and said he would be happy to do some relief. He has been at Waitaki Boys' High School for 32 years in total.

The School Board thanked Tony for his good work.

3.4 Technology - John Robinson

John Robinson is away with Covid so was unable to present this section

3.5 Maths Emma Prosser

Emma Prosser entered the room.

Paul thanked Emma for her report.

The report was marked as being read.

Open to Questions:

Q. Looking at student numbers for UE, why absences?

Gateway, Ara, illness, vacations, strikes, generally illness and sports. For L2 & 3 Emma likes 80% attendance, did stats, some were as low as 35% attendance re justified absences such as school trips, internal appointments

Q. What impact does this have on senior students?

They have cut down standards for seniors, maintaining 15 to 18 credits, mixing up the offerings to assist with boosting their credits

Q. Are tutorials being taken up?

Emma responded that no they were not getting taken up. Boys get 5 or 6 subjects, need maybe 10 per subject, which results in the harder topics not being as valued credit wise.

Q. Challenge L1 with new programme?

Looking at calibre and ability of students in L1, better not to stress them out. The new standards are very broad, but these boys are needing constant reinforcement. The new L1 has been challenging, but the teachers are working as a team. The material for Term 1 was not received until wk 4 of T2. Achievement standards were not approved until Term 2. NZQA seem to be still

updating and amending, this is very much still a Pilot. Emma has no clear indication of when they become live. It could be 28 July 2024 but is not guaranteed

Q. Good for Y9 & 10's?

With the restructure, they are starting with statistics to include english. The new curriculum feels 50/50 stats and maths. There is alot more cross curricular tasks, for example the maths students are collecting and analysing data from the farm. Emma said they are working with Waitaki Maths Teachers Assoc, as run by Louise Lane of WGHS, with the intention for every local maths teacher to join, from juniors through seniors right through. It would be a great way to have everyone working together across schools in the region.

Emma feels confident that everything is moving in the right direction. She said feels good about where things are currently at.

The School Board thanked Emma for her good work.

3.6 Rectors Report

The Rector opened his section of the meeting saying that he was includin the NELP

He identified 7 priorities for reporting against the NELP

Some time was spent with staff yesterday going thru NELP, with teachers providing their strategy.

It was determined that the School doesn't need to update the Strategic Plan.

NAG is now outdated from next year onwards.

The report highlighted wellbeing. The NZ Star Template has been changed to include Wellbeing, hadn't defined exactly what that was so the School Board are very happy to have it in this format.

The change to a 5 day week was discussed. The Rector gave staff feedback as to why change is happening. 78% staff for it, 58% boys for it. Only 18 responses from parents, 16 out of 18 were in favour.

The change will have teaching and learning before lunch, the day will start at 9am, and ties in with Wednesday programme.

Seniors will be taking 5 subjects. Discussion ensued around whether educational outcomes will improve. Darryl felt that the proposal has the potential to engage students, but will rely on teachers for the successful delivery. He will be communicating the change with community this week.

This change moves to quality over quantity.

There will be no study period,

The School Board asked if there were any reservations? The Rector responded that only around period 5. All Full time teachers will be available in pd 5, which is great for housegroup teachers, and therefore great for wellbeing.

Teachers are enthusiastic and consider this a great opportunity. Passion project reservations, need to make sure there are lots of diff options.

Roger and Janice to work together on Wellbeing.

Housegroup mtgs instead of meet the teacher can be more engaging

Maths and English compulsory only in Y11.

Optics could be the biggest obstacle.

Accelerating in different subjects for the top level kids, WBHS can deliver.

Interesting to watch St Kevin's with their change in curriculum

Messaging of our change is critical

Discussion ensued.

Logistically does the bus still run? Early arrivals have access to the school

Attendance for this term will be very interesting, without the interruptions of previous terms.

The Rector acknowledged that he was delighted at the Schools Matariki efforts, despite him being unable to attend. It was a wonderful event enjoyed by all.

Enrollment intake is looking a bit lower next year, maybe 5 or 6 down on this year.

The Rector will be advertising for a Social Science Teacher, an English HOD and a Technology Teacher. Nigel Ryburn has indicated that he is keen to do one more day next year.

The School Board thanked the Rector for his good work.

3.7 Don House Report

Graham Hay presented the Don House Report.

The report was marked as read.

Graham opened by telling the School Board about the Whanau Night the previous evening with 20 parents in attendance. During the evening, Deborah of the Parent Committee discussed her retirement from the role. A letter will be circulated to Boarder parents to discuss direction and sub committee going forward.

The question was raised whether Scott's wages could be moved to the school. This was noted as not being viable or appropriate as the Hostel was not to be funded by Crown funds.

Talk ensued re the 2024 budget and fees.

Discussion ensued around using Fraser Farm as a potential hook for the marketing for boarders? Agriculture was noted as it also could attract more boarders.

Despite the low number of boarders enrolled for 2024, the Rector has confidence with late enrollments bumping up the numbers. It was also noted that some day boys appear interested.

Q Health and safety covered?

All information has been made available to Roger.

If there is any procedural breakdown, it must be tightened up.

Quiz night went well with WGHS. They are keen to do it again

The Gym area needs to be clarified, communication needs to happen between the school sports folk and Scott

It was noted that H&S needs to be enforced re the gym.

Limited controlled access required.

Graham is to follow up on the Gym.

The School Board thank Graham for his report



Pricing for 2 new showers in Hostel bathrooms

Michael Forgie to provide pricing for the proposed 2 new showers to be installed in the Hostel bathrooms

Due Date: 25 Sept 2023

Owner: Darryl Paterson

3.8 Property Report

Daniel presented the Property Report.

The report was marked as read

Open for Questions:

Q. Has the turf been done?

Yes, this was completed on Monday

The Hostel roofing and amenities project is finished, with an 18k balance unused.

The Foundation will be approached to see if it is appropriate for the balance of funds to be used to go towards the 2 new showers. Pricing for the 2 new showers is currently being worked up

Discussion ensued.

Action Item: get pricing for the showers.

Q. Have the new IEA and Service Occupancy contracts been updated?

All of the Team Leaders have new contracts, and 2 of the Housemasters. Scott is next, and then the other Housemasters

Discussion continued regarding the difference between the healthy homes and the general inspection.

To be documented re process, suggestion every 6 months, discussion re cost vs protection of the asset.

Action item: Darryl and Linda to sort

The School Board thanked Daniel for his report



Process for House Inspections

Darryl and Linda to work through process for Healthy Home Inspections and for the Hostel residential properties

Due Date: 25 Sept 2023

Owner: Darryl Paterson

3.9 Finance and Marketing

Kirsti Broad presented the Financial Report

The report was marked as read.

Kirsti said that she had no concerns, however noted that the Hostel needs constant monitoring.

It was noted that the 2023 Hostel Budget was possibly not correct.

Additional food spent due to strikes, resulting in an over budget cost in the region of over \$3,000

The kitchen provisions were discussed, with questions around what snacks are available to boarders?

Action item: Linda to check it out.

It was discussed that the budget and actual budget management needs Scotts buy in.

It was noted that a pathway for achieving this was in place and just needs actioning.

The School Board thanked Kirsti for her report



Eurest/Compass provision of snacks for Boarding Students

Linda to check what the available snack options are for the Boarders outside of regular meal times

Response from Kerrin Roney regarding this question:

Hostel boys get available to them apart from Breakfast, MOE Lunch and Dinner-

Morning tea is the only thing they get made or brought in extra
But have available – variety of fresh fruit, Bread and spreads to make a sandwich or toast in these times which are...

Morning tea till 11.30

Afternoon tea till 4pm

Supper (Evening usually around 7.30pm)

Also Cordial and cold water

They also have for Breakfast and Supper available to them Hot chocolate

They have Hot soup (made by me with leftovers) but I stop that around now as the days are warming up now.

Weekends the Kitchen doesn't open till 3pm so they have available till 4pm
Saturday and Sunday

Breakfast trolley

Toastie pie Maker with different fillings to make Toasted Sandwiches, or fresh sandwiches along with, if there is any left overs from the night before,

And Fresh fruit and Hot chocolate available.

I don't supply anything out side of these things, apart from Toby Mullenger and his food preferences.

Due Date: 25 Sept 2023

Owner: Linda Crossley



Budget Management Pathway

Darryl and Linda to work up the budget management pathway for Scott so that he can manage to budget and take ownership of the same

Due Date: 25 Sept 2023

Owner: Darryl Paterson

3.10 Policy

Kirsten Dixon presented the Policy Report

The reports were marked as read.

Kirsten has been working on updating 2 school policy documents, being the Health & Safety Policy and the Theft & Fraud Policy.

Health & Safety Policy

MOE & Star have H&S templates for the new Policy

Bottom line all are responsible, meaning that all persons in the school are responsible - with ultimate responsibility falling on the School Board.

The new template has been updated with changes sitting under familiar headings within the policy, it is 9 pgs long.

Current H&S Policy

Both have been read.

Very comprehensive, and thorough.

Q. Reporting to the board, is it expecting a monthly hazard incidence register?

Commentary of incidences of note need to be submitted to School Board

The School Board want to know how many incidences, whether minor or major.

Showing incidences are good, even if just 15 x minor incidences, and detailed major incidences.

Record all, culturally vital. Systems are in place.

Should there be reporting process re major incidence. Discussion ensued, there exists a definition.

Serious incidences are to be advised to the School Board within 24 hours, via the Rector.

Roger would notify Rector.

Every month the School Board requires update on incident register. It is a Kamar report for the school. Hostel needs to be included.

Other monthly reporting - induction process. This currently being reviewed and updated by Roger and Linda

Discussion continued regarding what exactly constitutes a notifiable incident?

The decision was to leave as serious harm needing to be School Board notified

Sub Committee to work out their performance indicators

Move for it to be passed subject to change of notification within 24 hours?

Seconded PE, approved by all

Fraud Prevention Policy

MOE template, agreed as a sub committee.

Used familiar subheadings, massaged MOE's sample in to that.

Expands definition of fraud.

Areas of concern, current policy does say School Board will keep information re fraud confidential.

Discussion ensued around this

Confidential could be added under General, keep it in under General.

Wording re MOE sample - re dealing with media - Leave as is

Keep title Theft & Fraud Prevention

Based on changes to be made: retain any person, title change and retain sentence ensuring confidentiality

Move proposed updated Theft and Fraud Policy be adopted

Seconded GF, approved by all

Board Policy doc being worked on with Kirsty Sheaf

The School Board thanked Kirsten for her work on the Policy updates

3.11 H&S

Greg Familton presented Health and Safety

Discussion around who owns the Hostel, the answer is that the School owns the Hostel, so therefore falls under the School Boards responsibility.

Everything else regarding Health and Safety has been addressed in new H&S Policy presented by Kirsten Dixon

3.12 Cultural

Nicola Neal presented the Cultural Report

The report was marked as read.

Nicola explained that the available Council funding was only avail next year and is likely to be less than required for the Social Centre needs.

Another avenue to explore is Creatives in Schools Funding

Funding was up to 17k to be used for a carving project.

Iwi needs to be involved and are keen but are in a state of change.

Nicola is to keep persevering, the school needs Iwi's buy in

Consideration to be given to having Iwi present background workshops, for the school & Board to show our commitment and to help get us up and running to meet them where they may be more comfortable.

Meridian, de carbonisation fund, is something worth following up with.

The Running72 event is underway in terms of organisation

The School Board thanked Nicola for her report

3.13 Chair Scan

Paul Edmondston presented the Board Scan.

Reports marked as read.

Paul shared the feedback from the last Monday sub committee meeting, where members were questioning that if MOE chose to sell the Hall of Memories, would the school have the first right of purchase.

Discussion ensued.

Paul moved a motion to accept the Ministry of Education Sale and Purchase Agreement to purchase the Hall of Memories

Seconded GF, in favour all unanimously

Graham Hay had been in attendance at the Hall of Memories Trust meeting, with points being:

Accounts up to date thru AGM

All keen on MOE proposal, pros outweigh any cons

Discussion was had around Trust Deed, fit for purpose?

G Berry - HOM on Charities Register, no need to amend the Deed

New rules are onerous for Charities

Discussion ensued re Centenian organisation - clarification is required (March 2027)

Paul contacted Michael Forgie, do other work while scaffolding is up on the Hall. It was noted that MOE would take time to work thru their process before work started

Discussion ensued.

It was decided that there needs to be an organising committee who are prepared to last thru 2027

Suggestion that the whole Board meets together with the Hall of Memories Trust

Discussion continued

The School Board decided that it is best that a committee is formed, and fundraising should meet as a group with the Hall of Memories Trust

Paul is waiting on information from Michael Forgie regarding priorities. Once that is received then it will be discussed

The School Board congratulated Paul on his efforts and success regarding the sale of the Hall of Memories to the Ministry of Education.

Move motion approved Rams

seconded Graham

all approved

Move motion Ian C refreshment leave next year

seconded Kirsten, all appro

Trap Shooting RAM

Do they need to add more detail as they are there for 4 days?

PE to go back to them to determine

4. RAMs

4.1 Trap Shooting RAM

Paul ran through the current Rams forms, with more detail required for the Trap Shooting trip before the School Board can sign off



Trap Shooting Trip Away

Paul to get more information about all activities that will be undertaken during this Trap Shooting trip

Due Date: 25 Sept 2023

Owner: Paul Edmondston

5. Action List

5.1 Action List

6. Correspondence

6.1 Correspondence

Paul Edmondston presented the Correspondence as per the attached documents, to the School Board

7. Meeting Evaluation

7.1 Meeting Evaluation

Daniel Isbister was invited to provide the Meeting Evaluation

He thought it was great to hear what the HOD's had to say during their discussions with the School Board.

Good to hear about the education and learning.

He would like to have more of this topic included in the School Board meetings.

8. Close Meeting

8.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
3.7	Pricing for 2 new showers in Hostel bathrooms Due Date: 25 Sept 2023	Darryl Paterson
3.8	Process for House Inspections Due Date: 25 Sept 2023	Darryl Paterson
3.9	Eurest/Compass provision of snacks for Boarding Students Due Date: 25 Sept 2023	Linda Crossley
3.9	Budget Management Pathway Due Date: 25 Sept 2023	Darryl Paterson
4.1	Trap Shooting Trip Away Due Date: 25 Sept 2023	Paul Edmondston

Karakia

Evaluation

EOM

Signature:  Date: 27/9/23

