

# CONFIRMED MINUTES

## NEXT BOARD OF TRUSTEES MEETING

At the **27 Jun 23 Board Meeting** on **27 Jun 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Boys High School
<b>Date:</b>	Tuesday, 30 May 2023
<b>Time:</b>	5:30 pm to 9:40 pm (NZST)
<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, Greg Familton, Kirsten Dixon, Kirsti Broad, Nicola Neal
<b>Attendees:</b>	Rectors PA Kirsty Sheaf
<b>Apologies:</b>	Mrs Maiele Paia

### 1. Opening Meeting

#### 1.1 Welcome

#### 1.2 Don House Walk Around

Chelsea Seddon (Don House Residential Manager) showed the Board of Trustees around the Hostel - 45 minutes.

#### 1.3 Karakia

#### 1.4 Interests Register

Nicola Neal - Need to update Interest Register.

### 2. Sub Committee and reporting

#### 2.1 Careers Update

Andy Lane entered 6:16pm

Paul thanked Andy, Report taken as read.

- Biggest Challenge: Apathy of some of the students. Some students not engaging on what they want to do.
- Paul asked: Do you go out to find jobs for the students, Andy replied yes, we do - students not wanting to go to university we help set them up with interviews.
- Get reports back from employers - once the students are in work, they are really good.
- Andy noted there is a lot of anxiety in students moving forward.

- Work experience - gaining skills, gaining reputation.
- Start at Year 11 with students who need it / especially Alt. Ed. students. Limited in Junior students due to staffing
- Mets up with everyone, trying to get more engagement from the students at the end of Term Three, end of sport season.
- Kirsten: Support from the family? Andy: We invite the families to the meeting but not all show. We make ourselves available for parents.
- Paul: How do employers engage with you? Andy: Engage with Employers, go to their work, phone calls, meet them
- Careers Expo - WGHS August this year. Plenty of engagement from the boys from the Expo, are there for around 30-40 minutes.
- Nicola: For the current students - do past students come and share their experience who are going down the same pathway? Andy: We have tried having past students come in, boys do tend to listen but not necessary take it in.
- Once the students are on board and are in the workplace, we have some great feedback.
- Graham: Rising costs in Gateway? Andy: the last 13/14 years hasn't changed. Funded for 18 students. transition budget. Plenty of funds for students to leave school but not to help students at school.
- Construction in Timaru - boys are not engaged. Couldn't get a lecturer to come here. Send boys up to Timaru one day a week, went from 12 boys to 2 boys, it is a long day for them, not many are keen on the travelling. Offering construction Level 3 but nothing at Level 2.
- Career suite - developing a drop in centre for the students, Lesson on one side, other side display cabinet.
- BYOD issue - Percentage of boys that really struggle getting their own computer, don't have access or just don't bring their device to lesson. You create a whole lesson on BYOD and then 3 or 4 boys don't bring it or have access, then the lesson can go pear shape.

No more questions.

Andy exits at 6:39pm

Darryl: Have communicated with staff that if they have students that need devices to get in touch with him.

90% boys have device, 20% don't bring it to school. We are currently working on getting that 10% of boys devices. More positives to go forward with BYOD.

## 2.2 Sports Council

Ian Cathcart & Twyla Kingan enter 6:46pm

Paul: Thanks Ian & Twyla for coming in, re: to discuss your letter from last month's meeting.

- Costs going up - inflation. Relief cost to the students started last year. Ian & Twyla have concerns with the costs going up, why are the boys paying for relief, the sports committee and parents do not understand.
- The small sport groups they find the most difficult.
- Smaller sports, teachers are using their Lieu days to cover for relief, which they don't agree with
- Moving forward - understand why the relief policy was put in place but find it unfair and can be a disadvantage for some of the boys.
- Last year - relief cover budget exhausted

- Paul: How many teams fundraise? Ian Cathcart: Most sports do fundraise - Football, Hockey, Rugby (needs a driver behind the fundraiser)
- Fundraising for tournaments, not interschool
- Sport chance (\$150 off) - tap into, 14 kids. Options are there, some parents may not be aware or might feel "too proud" to apply unfortunately.
- Need to tap into the parents to help out more.
- Darryl: Sport Council - what is the money used for? Ian: Sport uniforms, and got the money marked for a gym.
- Greg: Spoke to a few schools, Only King's charge, WGHS, sister school, does not, should we be the same? Will we lose boys who would want to play but can't afford to.

Board agrees to look at the budget and see from there, don't disagree with anything from the letter from the Sports Council, just need to figure how they can help.

Darryl to find out how many relief days got used last year, email through.

Board thanks Ian & Twyla for their time.

Ian Cathcart & Twyla Kingan Exit 7:11pm

## 2.3 Biology Field Trip RAM



### Approve Biology Field Trip RAMs

Approve Biology Field Trip RAMs

**Decision Date:** 30 May 2023

**Mover:** Paul Edmondston

**Seconder:** Daniel Isbister

**Outcome:** Approved

## 2.4 Rector

Taken report as read.

- Thanks the Board for their help at the Open Night.
- Parent/Teacher Interviews - Great turn out with numbers this year.
- There will be an announcement next week regarding HOD Technology position.
- Tony Blackbeard goes away on holiday soon.
- Rolls - steady
- Proposal - heading over to Bangkok, will send out an email. Specific reason is to reignite our relationship with Vajivvudh College.
- Letter out to Community Assoc - Paul personally thanked & acknowledged on behalf of the Board.

## 2.5 Property

- As a Board, own a lot of buildings, should we own them? Not every building is insured.
- Lawn mower - to get a second opinion. Get on HP?
- Ministry - Verbal report from BECA, waiting for official report to come through.



## 2.6 Policy

Kirsten Dixon thanks the policy sub-committee.

- Operational policies in governance - have spoken to Darryl and have worked through to see what they are.
- Move motion x5 policies to operational, Don House, Pandemic, Traumatic, Lake Middleton, Waitakian Way.
- New proposed date for policies September 2024
- Review x2 polices a month.
- Condensed to school board policy.



### **Remove policies off the school website**

To remove the polices off the school website.

Board agreed to have hard copies at the school office, for on request.

**Due Date:** 1 Jun 2023  
**Owner:** Rectors PA Kirsty Sheaf



### **Consolidate - Policy review to be adopted.**

Consolidate policies (Don House, Pandemic, Traumatic, Lake Middleton, Waitakian Way) - Policy review to be adopted.

**Decision Date:** 30 May 2023  
**Mover:** Kirsten Dixon  
**Seconder:** Paul Edmondston  
**Outcome:** Approved

## 2.7 Finance

Kirsti Broad

- Still tweaking reports
- Sitting on track, looking good
- Employment contracts are almost ready to present.
- Working on Electricity - want the hostel to stand on its own.

## 2.8 Don House

Graham Hay

- Big part of the school, need to look after it
- Once we change - we will see improvements
- Innovative to maintain the hostel.
- Painting is going to happen in the next holidays.
- NZ Boarding Council - Scott Mayhew has been asked to join
- Linda Crossley (Business Manager) - very excited about Hostel and its potential, wants to help the hostel grow - nice to have her support
- Loosing parent rep - retire end of year.
- Parents communicating well at the moment.

- Parent committee - Money to spend on boys. Sub-committee have a parent rep to have the voice.
- Hostel (Scott Mayhew & Chelsea Seddon) doing wish list/5-year plan with hostel.
- Proposal - Budget - Use money to improve furniture, common room/ hire room furniture. Better layout, deal with cosmetic looks, common room needs work.
- Scott Mayhew to meet with Linda Crossley monthly to go over budget.



### **Move Motion - Upgrade to common room Commenced**

Move Motion - Upgrade to hostel common room Commenced.

**Decision Date:** 30 May 2023  
**Mover:** Graham Hay  
**Seconder:** Kirsten Dixon  
**Outcome:** Approved

## **2.9 Marketing**

Kirsti Broad

- Next board meeting will produce marketing objectives. Collating it all now.

## **2.10 Chair scan**

Paul Edmondston

- DOC (Lake Middleton) - 5 years in the making, hopefully get something done in the next couple of months.
- Professional Development - Andy Wood / Darryl Paterson - underway, meeting again next week.
- Unit allocation - Paul Edmondston to give Cleave Hay a call. SLT feedback. Review around middle management roles. Presenting to staff on Friday about points.
- Strategic Plan - School to move culturally inclusive & ERO report - Cultural sub-committee - will make it a better place for these particular students.
- Darryl met with David Higgins.
  - Discussed creating a cultural space - Social Centre. Board meeting in July at Moeraki, Senior students over night at a Marae. Walkway - Pou Whenua, Opening the Creek. Korowai for Rector & Head Boy. Sub-committee drive the opening, whanau community input for opening. Sub-committee to liaise with David & Victoria.



### **To Set up a Cultural Sub-committee**

Cultural Sub-Committee - Nicola Neal, Greg Familton, Ben O'Sullivan, Darryl Paterson, Maiele Paia?

**Decision Date:** 30 May 2023  
**Mover:** Paul Edmondston  
**Seconder:** Greg Familton  
**Outcome:** Approved



### **Move a motion to go into Committee 8:34pm**

Move a motion to go into Committee 8:34pm

**Decision Date:** 30 May 2023  
**Mover:** Paul Edmondston  
**Seconder:** Kirsti Broad

**Outcome:** Approved



### **Move motion to be out of Committee - 9:28pm**

Move motion to be out of Committee - 9:28pm

**Decision Date:** 30 May 2023

**Mover:** Paul Edmondston

**Seconder:** Kirsti Broad

**Outcome:** Approved

## **2.11 Action Item List**

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
31 Jul 2022	Restraint Training for Staff <b>Status:</b> In Progress	Darryl Paterson
28 Feb 2023	Hand Held Lasers for the Seagull issue / Pool <b>Status:</b> On Hold	Darryl Paterson



### **Mid term elections**

Mid term elections

**Due Date:** 1 Aug 2023

**Owner:** Paul Edmondston

## **3. Correspondence**

### **3.1 Inward and outward**

- Andrea Ludemann - Thanked Fletcher family (sundial)
- Emma Prosser - Email about work safe / Health & Safety notice - replied. Roger van Booma from SLT and someone from the Board needs to go.

## **4. Forward meeting schedule**

### **4.1 Confirm Minutes**

**26 Apr 23 Board Meeting 26 Apr 2023**, the minutes were confirmed as presented.



### **Confirmed last Board Minutes.**

Confirmed last Board Minutes.

**Decision Date:** 30 May 2023

**Mover:** Kirsten Dixon

**Seconder:** Greg Familton

**Outcome:** Approved

### **4.2 Forward meeting schedule**

### **4.3 Meeting Evaluation**

Paul Edmondston evaluated meeting: Enjoyed the walk around the hostel this evening, above what I expected, we are getting better with time management.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** 27 Jun 23 Board Meeting - 27 Jun 2023, 5:30 pm

#### New Actions raised in this meeting

Item	Action Title	Owner
2.6	Remove policies off the school website <b>Due Date:</b> 1 Jun 2023	Rectors PA Kirsty Sheaf
2.11	Mid term elections <b>Due Date:</b> 1 Aug 2023	Paul Edmondston

Parent feedback

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



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

28/6/23

