

CONFIRMED MINUTES

BOARD MEETING 26 MARCH 2024

At the **Board Meeting 30th April** on **30 Apr 2024** these minutes were **confirmed as presented**.

Name: Waitaki Boys High School
Date: Tuesday, 26 March 2024
Time: 5:30 pm to 8:50 pm (NZDT)
Location: Waitaki Boys High School, Waitaki Ave
Board Members: Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg FAMILTON, Lachlan Wright, Mrs Maiele Paia, Nicola Neal
Attendees: Rectors PA Kirsty Sheaf
Apologies: Kirsti Broad

1. Opening Meeting

1.1 Welcome

Board Chair - Paul Edmondston welcomed everyone to the meeting. Apologies Kirsti Broad.

1.2 Karakia

Paul Edmondston shared a Karakia to the Board.

1.3 Interests Register

No new updates for the Interests Register

2. Overseas Trip

2.1 Tonga Trip

Aisea Fifita entered the Board meeting at 5:35pm.

- Aisea shared a statement to the Board re: Tonga Trip.
 - Wanted to share some thoughts after the last Board meeting discussion about the Tonga Trip.
 - Aisea spoke about how the Homework group was formed and what the aims of the group were and how it has developed and evolved over time.
 - Wanted to "Give a sense of belonging and achievement". So the Homework centre was created.
 - Aisea supported the families and students; teaching is his passion.

- The MOE heard about what was being done and liked it and offered further money to expand the program.
- Homework club held on a Wednesday 1 hour mentoring and 1 hour coaching of cultural values.
- Aisea would like to see the Overseas Trip process improved.
- The Board thanked Aisea for all of his efforts- Aisea left the meeting at 6:03pm
- Board discussed their thoughts.
 - Asked questions that pertained to the issue.
 - RAM form in process of being completed.
 - The process around requesting seeking approval etc could be more streamlined and needs further clarification for staff.
 - The intentions are all good.



Moved motion to approve the Tonga Trip.

Board moved motion to approve the Tonga Trip. All in favour. Motion approved.

Decision Date: 26 Mar 2024
Mover: Paul Edmondston
Seconder: Greg Familton
Outcome: Approved

2.2 Finance

Linda Crossley (Business Manager) enters the meeting at 6:21pm.

- Linda handed the Board the School & Hostel Budget (minor changes since the last one sent).
- Linda went through the Budget with the Board, starting from the top and working her way down.
- Discussion had on the school budget. Needs approval by 31st March.
- Linda mentioned having meetings with the admin team - discuss roles, what needs improvement. Budget allowance for one more admin staff.



Moved Motion to approve school budget subject to discussed changes.

Board Moved Motion to approve school budget subject to discussed changes.

Decision Date: 26 Mar 2024
Mover: Paul Edmondston
Seconder: Nicola Neal
Outcome: Approved

Hostel Budget Discussed.

- Gone through the budget with a "a fine-tooth comb". Hostel budget is tight, needs to be watched and managed.
- Hannah from Ministry seen budget commented "looks good".



Moved motion to approve Hostel Budget as is.

Board moved motion to approve Hostel Budget as is. All in favour. Outcome: Approved.

Decision Date: 26 Mar 2024
Mover: Paul Edmondston

Seconder: Graham Hay
Outcome: Approved

- Paul Edmondston: Hostel budget looking better than expected.
- Paul & Kirsti need to sit down with Scott Mayhew and go over staff roster.
- Board thanked Linda for her time and for her work with the budget. Linda Left the Board meeting.

3. Board Member Parent Elect Vacancy

3.1 Parent Elect Vacancy

- Board emailed out communication / notice to parents re: Parent Election. 7th April needs to have someone elected.
- Board discussed letter from Kelli Williams. Parent emailed Board last year interested in joining the School Board.



Moved motion to appoint Kelli Williams as parent Elect.

Maiele Moved motion to appoint Kelli Williams as a new parent Elected representative. All in favour. Outcome: Approved.

Decision Date: 26 Mar 2024
Mover: Mrs Maiele Paia
Seconder: Lachlan Wright
Outcome: Approved

4. Sub Committee and reporting

4.1 Student Report

Report taken as read.

- Discussion had on Year 9 engagement for Athletics / Swimming at the start of term. There were more boys there but boys not getting involved. Maybe seniors to help with this in the upcoming years to help with engagement. Possibly to talk about at the Year 8 orientation day the year before.
 - Reason why the athletics and swimming sports are so early in the year? Darryl: To get the House Spirit going for the year.
- Lachlan raised: Starting later, are you seeing any disciplinary issues at the start of the day? Darryl: no issues, issues happening at lunchtime, interval and afterschool. Starting later has improved period one attendance.
- Paul: Good report Lachlan.
- Board thanked Lachlan.

4.2 Rectors Report

Report taken as read.

- Discussion had on the Emergency Management Plan Proposal.
 - Stephen Briscoe used up at an Auckland School.
 - They will plan, scope, talk to leaders, talk to teachers, any legal issues they update it.

- Nicola: Is it all emergencies? Darryl: Yes, all emergencies, includes lockdown, fire, tsunami, earthquake. We may never have to use it but if we do we are covered.
- Annual cost: \$7k, need to clarify what the annual cost will be or if the \$7k is a one-off payment. Can we have the school and hostel combined together? Darryl to go back to them with these questions.
- Disappointed in disciplinary issues.
- Highlights - Period 5 Programme, Senior Leadership Team will be getting feedback from staff and students.
- Attendance data - good baseline to check going forward - Darryl happy.
- Board thanked Darryl for his report.

4.3 Property

Report taken as read.

- Touched on the fence at the last Board meeting. Wooden post with chain, feedback from boys - adamant to keep wooden cap at the bus bay for boys to sit on.
- Nicola: Safety or beautification issue? Darryl: Beautification.
- Neil Conway saying \$3k. Funds from the Darcy Christopher.
- Dust extraction will be in next term.
- Hostel Amenities and Roof Upgrade Project: Quotes received (excepting plumbing). Will have to wait until April holidays. Michael Forgie to finalize numbers asap.
- Board thanked Daniel.



Move motion to approve the fence quote.

Moved motion to approve the fence quote. All in Favour. Outcome: Approved.

Decision Date: 26 Mar 2024
Mover: Daniel Isbister
Second: Paul Edmondston
Outcome: Approved

4.4 Policy & H&S

Reports taken as read.

- School Docs Tailoring questionnaire - a lot bigger than expected, still working on it. (Greg)
 - \$2,100 for school Docs, an extra \$500 to have international students. Policies will be reviewed once we go on School Docs.
- EOTC - Discussed. Andy Lane has completed a review of EOTC procedures.
 - Paul: First page needs to be clear on the forms, what adults are going, what cars being used.
- Health & Safety: x2 incidents occurred since last report - both minor.
- Health & Safety - who is in charge of contractors, Neil & Michael Forgie - all handled appropriately.
- Board thanked Greg for his report.

4.5 Disciplinary

Discussion had on disciplinaries.

- Nicola: What are the tools available? extra support available to assist? with cases as they can be complex.
- Graham: If it is a serious incident need to have all the relevant information available so can have confidence in making decisions and processes followed.
- Outcome from discussion: Board needs further training, need support on what they can and can't do. Resources available within our school. Mindful of everyone involved in these processes.



Paul to contact NZSTA about disciplinary Training.

Paul to contact NZSTA about disciplinary Training.

Due Date: 30 Apr 2024

Owner: Paul Edmondston

4.6 Marketing

Maiele handed Board members last marketing meeting minutes.

- Had a great first meeting.
- Discussed future goals, marketing subcommittee priorities / objectives.
 - increasing numbers of students in hostel / increasing school numbers.
 - Provide a safe and inclusive environment.
 - what is it that makes parents choose this school for their boys - and getting that out there.
 - showcase school prestige.
 - Better networking, contacts
- Importance of implementing an analytics program to manage our marketing efforts effectively.
- expand domestic contact - keep the connections we have, and also expand.
- international marketing discussed.

Board thanked Maiele.

4.7 Hall of Memories

- Discussion had on the organ quotes:
 - South Island Organ Company quote came back a lot more expensive than the original. Paul emailed back as to reasons why? They replied saying they had under-scoped the work originally. Sought and received a quote from Ron Newton which came in much closer to the original estimate. Paul to follow up on Ron Newtons references. Ron did work for South Island Organ Company previously. Decision before next Board meeting, will follow up on references then get decision via email if possible.
- Hall of Memories Trust Meeting
 - Graham has been in touch with George Berry re: Hall of Memories Trust Deed. Requirement of the Board to consult with Trust. Board and Trust to work together for the Centennial. Board initiates and Trust responds.
 - Board happy for Graham and Paul to draft up a letter to the Trust.

4.8 Don House

Report taken as read.

- Chunik Bair - Showers - in a bad state, rotting - funding that was going to the kitchen will go to the showers. Due to bookings not being able to start until September now.
- Kitchen upgrade on hold.
- Crest cleaning now going well.
- Mould problem - Chunik Bair.
- Looking for new staff to replace Paddy - on hold.
- RAM forms need to be worked on and completed; process followed through for any trips taken.
- Graham would like Scott at the next Board meeting - Board agreed.

Board thanked Graham.

4.9 RAMs



Move motion to approve Geography Trip

Moved motion to approve Geography Trip RAM. All in Favour. Outcome: Approved.

Decision Date: 26 Mar 2024
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



To Ratify Junior Adventure, Maadi rowing, 3v3 basketball, Cricket Tournament & Gillet Cup RAMs

Moved motion to Ratify Junior Adventure, Maadi rowing, 3v3 basketball, Cricket Tournament & Gillet Cup RAMs. All in Favour. Outcome: Approved.

Decision Date: 26 Mar 2024
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved

4.10 Chair scan

- Lake Middleton:
 - Darryl & Paul had a meeting with Doc last Friday.
 - Their expectation on what they want fixed is quite light, pretty relaxed.
 - DOC ok for us to rent to other schools and ski field over winter. DOC are happy for us to continue and work with us. If it ever becomes too expensive we can let it go.
 - DOC will come back with a to do list and a Lease in the next month or so for the Board to consider.
- Board to approve Teacher Aides in the Learning Centre to use restraint if necessary within in the safety plans of students . The Teacher Aides have completed their online modules. Letter to be written to each Teacher Aide.



Move motion to approve Teacher Aide to use physical restraint within the Safety plans

Moved motion that the Board approves the Teacher Aides, Shona Campbell-Savage, Heather Couper, Lindy McGregor, Mandy Sinnamon, Kylie Mayhew to use physical restraint within the safety plans of students. All in Favour.

Outcome: Approved.

Decision Date: 26 Mar 2024
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved

- Creek Update:
 - Letter has been sent to neighbours lawyer, but no response as yet from them. Neighbour has threatened to cut water off by the end of the month.

5. Correspondence

5.1 Inward and outward

6. Action List

6.1 Action List

7. Forward meeting schedule

7.1 Confirm Minutes

Board Meeting 27 February 2024 27 Feb 2024, the minutes were confirmed as presented.



Moved motion to confirm last meeting minutes.

Moved motion to confirm last meeting minutes.

Decision Date: 26 Mar 2024
Mover: Lachlan Wright
Seconder: Mrs Maiele Paia
Outcome: Approved

7.2 Meeting Evaluation

- Lachlan evaluated tonight's meeting:
 - efficient meeting tonight, great discussions.

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting 30th April - 30 Apr 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
4.5	Paul to contact NZSTA about disciplinary Training. Due Date: 30 Apr 2024	Paul Edmondston
Parent feedback		

Next meeting - Karakia, Evaluation, EOM

Signature: 

Date: 1/5/24