

CONFIRMED MINUTES

BOARD MEETING 28 MAY 2024

At the **25 Jun 25 Board Meeting** on **25 Jun 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 28 May 2024
Time:	5:30 pm to 9:00 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg FAMILTON, Kirsti Broad, Lachlan Wright, Mrs Maiele Paia
Attendees:	Rectors PA Kirsty Sheaf
Apologies:	Nicola Neal, Kelli Williams
Guests/Notes:	Stephen Briscoe

1. Opening Meeting

1.1 Welcome

Paul Edmondston welcomed everyone to the Board Meeting.

1.2 Karakia

Kelli Williams Apologies for tonight's meeting.

1.3 Confirm Minutes

Board Meeting 30th April 30 Apr 2024, the minutes were confirmed with the following changes:

Health & Safety - One Incident - Broken Wrist, Notified WorkSafe about the event.



Paul Moved motion to confirm last Board Meeting minutes.

Changes made to the Health & Safety Section - the One incident to change to state that WorkSafe was notified about the event.

Paul moved motion to confirm last meeting minutes subject to the changes to be made. Kirsti Broad Seconded. All in Favour. Approved.

Decision Date:	28 May 2024
Mover:	Paul Edmondston
Seconded:	Kirsti Broad
Outcome:	Approved

1.4 Interests Register

Maiele Paia updated Interests Register with Board Secretary.

2. Sub Committee and reporting

2.1 RAMs / Sabbaticals



Graham moved motion to Ratify Crab Camp, Speech Comp Geo Rivers RAM Forms.

Graham moved motion to ratify Crab Camp, Speech Comp and Geography River RAM Forms, since the last meeting was held. Maiele Paia seconded. All in favour. Approved.

Decision Date: 28 May 2024
Mover: Graham Hay
Seconded: Mrs Maiele Paia
Outcome: Approved



Paul moved motion to ratify Shona Campbell-Savage Sabbatical - Approved via Email.

Paul moved motion to ratify Shona Campbell-Savage Sabbatical - Approved via Email. Greg Familton Seconded. All in Favour. Approved.

Decision Date: 28 May 2024
Mover: Paul Edmondston
Seconded: Greg Familton
Outcome: Approved



Paul moved motion to approve Matt Plunket Sabbatical.

Paul moved motion to approve Matt Plunket Sabbatical. Daniel Isbister Seconded. All in Favour. Approved.

Decision Date: 28 May 2024
Mover: Paul Edmondston
Seconded: Daniel Isbister
Outcome: Approved

2.2 Finance

Reports taken as read.

Kirsti Broad:

- Nothing of the school side to be of concern.
- Hostel - Electricity hasn't been accounted for yet.
- Final Tenancy service contract addendum to add, working on last person - up to date on our contractual obligations for hostel staff.

Board Thanked Kristi.



Paul moved motion to approve MorComm Security Alarm quote.

Paul moved motion to approve MorComm Security Alarm quote. Lachlan Wright Seconded. All in Favour. Approved.

Decision Date: 28 May 2024
Mover: Paul Edmondston

Seconder: Lachlan Wright
Outcome: Approved

2.3 Maori & Pasifika Reports

Uatesoni Filikitonga (Pasifika Dean) and Ben Winders (Māori Dean) entered the meeting at 5:45pm.

Reports taken as read.

Pasifika (Uatesoni Filikitonga):

- Paul: A lot of workshops, are they part of period 5? Uatesoni: Has been added, a lot of boys interested, enjoying them. Paul: Outcomes? Uatesoni: Engaging with Otago university - Opportunity for boys to see that there is a pathway after High School, an option to pursue University.
- Uatesoni Discussed HiVā PD - Pasifika Students, building confidence and knowledge around de-escalating a situation, Peer mediations. Ran for 3 days for Pasifika Junior boys. Starting to see what the boys learnt, implementing 'Vā' around the school. Kirsti: Groups or individual? Uatesoni: Both. HiVā presented at the school assembly and to the school staff. Kirsti: Will there be a collaboration again? Uatesoni: Currently liaising with them, they would like to make it an annual event.
- Uatesoni discussed Values based framework - As Pasifika we have strong values, implementing that with the schools' values of Respect, Humility, Commitment & building positive relationships - currently 'weaving' in the classroom every day, in everyday life, in sports.
- Pasifika Studies Class - biggest class he has. 28 Seniors and 12 Juniors. Separate this year, seeing the benefits.

Māori (Ben Winders):

- Paul: Likelihood of a Whānau room? Ben: Find a space that is private, 'warm', welcoming, for Whānau to meet with no interruptions. A concept like the RTLB lounge. Weston school has a Whānau room space, works well. Board liked the idea and has left for management to implement.
- Paul: Kapa Haka up and going? Ben: Kapa Haka going well. combined Kapa Haka rōpu with WGHS. Have some passionate seniors, who want to leave a legacy behind them. Tutor organised. Practices on Fridays after school at Waitaki Girls' High School.
- Ka hui ako Matariki festival – 28 August – combined Primary and Sec schools from North Otago.
- Goals: More encouragement to use Te Reo, not just senior boys. Would like to see more visual outside of the classrooms, Art room/ Social Centre, currently looking for funding.

Board thanked Uatesoni & Ben for their time and reports.

2.4 Rector

Reports taken as read.

- Good to see overall attendance improved.
- Pleased to see strong applicants for the AR positions. Greg Familton appointed Pastoral Care & Jordan Horrell appointed school operations.
- Disciplinary: It has been pleasing to see less suspensions in the past two months. A lot more stand downs recently, restorative meetings, reflecting on their behaviour - Large Year 10 classes, working through that.
- Relief still a challenge, with staff away ill, and limited relief teachers available, however this is a nationwide issue.

- Highlight was the Rockquest success.
- Large numbers at our Open Day on 7th May, around 150 people. Great turnout at the Parent/teacher interviews on 9th May, 60% attendance, highest its ever been.
- Excited about School Foundation funding our International Marketing as well as the Old Boys' Assoc. commitments to the centenary celebrations
- Kirsti: Pink Shirt Day, an opportunity to bring bullying issues to the forefront of their minds? Darryl was absent that day, Greg: Janice gave information to Whānau classes.
- Discussed incorporating te reo Māori and tikanga Maori in his Social Studies class: NZ Land Wars Instead of WW1, 28th Māori Battalion instead of D Day, examples of embracing Māori in the curriculum.

Board thanked Darryl.

2.5 Marketing

Maiele Paia:

- Hope to have marketing meeting soon, haven't had one since the last Board meeting.
- School Foundation approved the International Marketing.
- WBHS International Student Feedback was handed out to the Board members. Board acknowledged all the work Scott & Kylie have been doing behind the scenes, great to have dedicated roles for international students.
- Discussed MediaWorks - Linda worked with MediaWorks to advertise the Schools Open Day. Board agreed great tool. Future Data to be send to Maiele Pele. Will look at using again in the future.

Board thanked Maiele.

2.6 Property

Report taken as read.

- Discussion had on Hostel showers. More work needs to be done to 2 new showers; issues arose. Michael Forgie to look at budget for this upgrade. \$20k more needed.
- Discussion had on the Fence along Waitaki Ave. Discussed using Future Post (recycled Plastic) vs Wooden Posts. Future Posts - Uniformity / more aesthetic, in line with our enviro schools. Will still be chain linked. \$1000 (Future Posts includes delivery) cost vs \$500 (wooden). Neil has a sample of the Plastic Post.
- Discussed Power - Tracking the power (monitoring system) as currently 70% of school's electricity in 'unlocatable'. Engagement cost \$8k. Still to hear back from Michael Forgie as to if MOE will fund. Darryl to flick Michael a message for a reminder.

Board thanked Daniel.



Darryl to send Michael Forgie an email re: Ministry funding for electricity monitoring system.

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Due Date: 25 Jun 2024
Owner: Darryl Paterson

2.7 H&S & Policy

Report taken as read.

- 6 new incidents.
 - 2x stairs - moderate, at two different stairs.
 - Paul would like to see results of investigations into incidents on the report as well as actions taken to eliminate, minimise or isolate the incidents.
- Discussed what is a notifiable injury/illness.
 - Admitted to a hospital for immediate treatment are notifiable.
 - A & E is non-notifiable.
- Wellbeing Survey -
 - MoE/NZCER tool to measure and review student & staff wellbeing
 - Last survey done in 2022. Concerns over the formatting of the questions & data collected.
 - Recommended for survey to take place in Term 2 / Term 3. Looking at doing this years survey next term, in term 3.
 - First step - to form a review committee, to see what questions to ask, so the correct data is collected. Team often includes Board members, any interest? Maia & Kirsti happy to help if needed.
- Board asked if all Sports RAMs up to date. Answer: Yes.

Board thanked Greg.

2.8 Don House

Reports taken as read.

- Scott mentioned in his report hopefully x2 more boys to come in this term. x2 Year 9s are confirmed for next year.
- Edperfect discussed: (Online learning programme)
 - Great tool, a lot of boys engaged. Board discussed User paid basis. Individual licenses. Free trial ended.
- Parent Rep: Great Whanau feast. A lot of thought going on for parents who want to be involved. Keen couple of parents, getting together, getting to know other parents of other hostel boys.
- Discussed Parents Committee account possibly being an Activity Account for the Hostel.
- Discussion had on Hostel RAMs.
 - Scott talking to Andy what he requires / processes that needs to be taken.
 - Discussed High Risk trips / Water.
 - Generic RAM for low risks.
 - Possible blanket RAM for all medium / high risk activities but need dates/staff individualized.
 - Andy Lane to discuss with Board to give more clarification about RAM Forms. Need to find out more from Andy - Greg to follow up.
 - Kirsti: RAM - Is a prompt in a place that this a potential high risk.

Board thanked Graham.

2.9 Chair scan

- Hall of Memories Trust approved \$36k of funding - Pipe Organ Proposal
- Lake Middleton: Board appreciates all the work Andy Lane has done at Lake Middleton. Electrical Report still to come, once done should have a lease.



Paul moved motion to approve Borneo Trip proposal.

Paul moved motion to approve the Borneo Trip Proposal for at the end of the year. Maiele Seconded. All in Favour. Approved.

Decision Date: 28 May 2024
Mover: Paul Edmondston
Seconded: Mrs Maiele Paia
Outcome: Approved



Paul moved motion to go into committee.

Paul moved motion to go into committee. Graham Seconded. All in Favour. Approved.

Decision Date: 28 May 2024
Mover: Paul Edmondston
Seconded: Graham Hay
Outcome: Approved



Reminder: Hall of Memories funding request for insurance, tuning, future maintenance etc

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Due Date: 26 Nov 2024
Owner: Paul Edmondston

Paul Edmondston: Board Chair, Moved out of Committee.

2.10 In Committee Discussion

2.11 Action Item List

Due Date	Action Title	Owner
30 Jan 2024	Restraint Training for Staff Status: In Progress	Darryl Paterson
30 Jun 2024	Darryl to talk to David Higgins - Formal Engagement - Moeraki. Status: In Progress	Darryl Paterson

3. Correspondence

3.1 Inward and outward

4. Forward meeting schedule

4.1 Forward meeting schedule

4.2 Meeting Evaluation

Maiele Paia Evaluation of tonight's meeting:

- Good discussions / work on our process for Motions passed at Meetings. In-committee clarification (Greg to follow up). Overall productive Meeting tonight. Thank you.

5. Close Meeting


5.1 Close the meeting

Next meeting: 25 Jun 25 Board Meeting - 25 Jun 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.6	Darryl to send Michael Forgie an email re: Ministry funding for electricity monitoring system. Due Date: 25 Jun 2024	Darryl Paterson
2.9	Reminder: Hall of Memories funding request for insurance, tuning, future maintenance etc Due Date: 26 Nov 2024	Paul Edmondston

Parent feedback

Signature:  _____ Date: ~~26~~ 26/6/24 _____