

CONFIRMED MINUTES

25 JUN 25 BOARD MEETING

At the **Board Meeting 30 July 24** on **30 Jul 2024** these minutes were **confirmed with the following changes:**

- 1) *Don House section: RAMs - Specific High Risks*
- 2) *Property Section: Specific Fences stated - Foreshore Fence and Don Field Fence.*

Name:	Waitaki Boys High School
Date:	Tuesday, 25 June 2024
Time:	5:30 pm to 9:30 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Daniel Isbister, Graham Hay, Greg Familton, Kelli Williams, Kirsti Broad, Lachlan Wright, Mrs Maiele Paia
Attendees:	Linda Crossley
Apologies:	Darryl Paterson, Rectors PA Kirsty Sheaf, Nicola Neal
Guests/Notes:	Stephen Briscoe, Acting Rector (standing in for Darryl Paterson)

1. Opening Meeting

1.1 Welcome

Paul Edmondston, Board Chair welcomed everybody and declared the meeting open at 5:30pm

1.2 Karakia

A lovely Karakia was presented by Kelly Williams

1.3 Interests Register

2. Sub Committee and reporting

2.1 Student Report

Lachlan Wright presented his Report.

Report as read.

Feedback was requested by the School Board about how the students were feeling about the Period 5 choices, the Inspire Programme.

Lachlan responded that the Period 5 choices were divided in to Semesters, so they are almost at the end of the first Semester. At 6 months the students chose for the next semester. Courses are much the same apart from two courses that have been altered.

Board members asked if students were happy with this initiative.

Lachlan responded Yes.

Paul Edmondston (Board Chair) asked Greg Familton (staff rep) how the staff were feeling that it was going?

Greg responded that the majority of staff are happy. Aisea Fafita had provided a student survey which gave mostly positive feedback, with just a small number of students being dissatisfied. He explained that a few changes had been made by staff for the second semester, but they were minor changes.

Stephen Briscoe (Acting Rector) added that the Wellbeing programme will be replaced by the Learning to Learn programme on Tuesday afternoons where tools and skills are taught to the students on how better to learn. The Inspire programme will be moved to Thurs & Fri afternoons in the second semester.

2.2 H&S Policy review

Greg Familton reported that the Wellbeing at School Group had met. This group included 8 teachers, 6 students, 2 board members. This will be followed up with a Wellbeing at School questionnaire to provide feedback that can be analysed. Once results of that are in, a further shorter, more succinct follow up questionnaire will be circulated to drill down on detail.

Discussion followed regarding how incidents are reported. The process was discussed as well as reasons why there may be delays in some circumstances and how these could be minimised.

It was noted that parents may not understand that the first port of call is the Dean, prior to being escalated to management or the School Board.

Discussion moved on to Health & Safety in the dining room, as it is nearing capacity. It was noted that the upcoming changes to the Healthy Lunches programme may change if and how the dining room is used in the future. The govt have put it out to tender, and they aim to have secured contracts with providers in August 2024 - at which point they will be able to go public with the details of how these changes will affect lunches at schools who have opted in to the Healthy Lunches programme.

It was noted that Radios had been discussed internally at the school as a means of communication for incidents during lunch/break times. No decision had been made in that regard.

2.3 Cultural

As Nicola Neal was not in attendance at this School Board meeting, there was no Cultural report

2.4 Rector

Stephen Briscoe (Acting Rector) presented Darryl Patersons (Rector on Sabbatical) pre-written report for this School Board meeting.

Darryl's report discussed that the school had been talking around positive masculinity, around how to be good men. It was noted that behaviour and language needs to be improved.

The recent Professional Development session at the Teacher Only Day had been positive.

It was noted that the Maori student results were lower than what the school had wanted.

The subject of a potential shared Te Reo teacher between schools in the Kahui Ako is in discussion.

The Rector PA job has been advertised. Kirsty Sheaf will take maternity leave in August 2024.

The Admin HR/Contract role has also been advertised. Discussion followed regarding exactly what the role would entail.

Darryl's report noted a high number of stand downs recently, with shifts in behaviour during the year being noted.

There is a desire to improve the schools culturally responsive practice. The variance report is not as good as the school wants for Maori and Pacifica students

The Cultural Report was discussed by the School Board, noting that it appeared some energy had left that group. Questions were asked about whether there needed to be more of a timeline on it to ensure the school is achieving.

Greg Familton responded that Cultural Meetings had been called but postponed due to reasons outside of the control of the group. The next scheduled meeting is July 1st.

Board members asked what else was being worked on by the Cultural Committee other than the Social Centre?

Greg Familton responded that funding is being applied for from OCT, ideas were discussed regarding Matariki, the establishment of a combined Kapa Haka group had been achieved, including funding for this. The school now have Cultural Prefects appointed.

Discussion continued with comment that in general that Pacific attainment is good, and it was noted that there were two extremely strong role models in the school for the Pacific students. The Maori engagement was not going so well, with it being noted that the majority of Maori students were from various parts of the motu from a wide variety of backgrounds, resulting in them not having the combined cultural experience.

The School Board agreed with Stephen Briscoe that the engagement of a Te Reo teacher was very important

Maiele Paia entered the meeting

2.5 Finance

The Finance reports for both the School and the Hostel were presented and marked as read.

The Board Chair remarked that overall the finances looked better than expected.

Discussion followed regarding upcoming costs around Hostel house maintenance, and various account status' against approved budgets were checked

In Committee/Out of Committee



Hostel House Remedial Works Required

Report to Sub Finance on Hostel Houses, showing each property, what was required, approx cost, level or priority

Due Date: 18 Jul 2024

Owner: Linda Crossley

2.6 Marketing

Linda Crossley (Business Manager/Minute Taker for this meeting) presented the current status of the various marketing plans underway.

This included updates on China, Vietnam and Thailand investments.

The upcoming domestic campaign was discussed regarding the upcoming Open Night on 31 July 2024.

2.7 Property

Daniel Isbister presented the Property Report

Daniel raised the question of drone spraying for moss and mould on school and hostel roofing. This was discussed as a potential great option for school maintenance.

Paul Edmondston reported that there was another leak in the Hall of Memories roof. This is being managed by Michael Forgie, Property Project Manager.

Kirsty Broad raised a question from the Community Association around their ongoing issues with internet at the Uniform Shop. The school is currently having all network coverage school wide being investigated, including the hostel, gym and the social centre. Depending on the results of the investigation, there may be new technology that could improve wifi coverage for all areas. Other current alternatives are a Spark Modem circa \$350 to purchase, and then an ongoing monthly charge. Failing both of those options, then hot spotting by phone remains the only current alternative. It is noted that mobile phone coverage at the Social Centre is not great, which explains the issues that the Community Association is having.

Daniel Isbister shared that the MOE suggested Erosion on the Foreshore Fence is not happening. Also that the netting has come down on the Don Field Fence at Milner Park in readiness for fixing and tidying up this area, which is the entrance to the school

2.8 Don House

Graham Hay presented the Don House report, with an apology from Scott Mayhew for not attending as a priority came up at the last minute for him.

The itinerary for the trip to Thailand will be presented at the next board mtg.

It was raised that the EdPerfect idea was decided that it would be offered on a User Pays basis to parents at a previous meeting.

RAMS forms were presented to Andy Lane and require sign off from Andy re activities for this weekends long weekend.

Discussion followed regarding RAMS and events for the hostel boarders - High Risk activities (River Mouth and Paua Fishing).

The decision was made by the School Board that there will be no activities considered until the forms have been reviewed and approved as required.

Curtain quotes were submitted for two dormitory windows. Discussion followed regarding budget available. No decision was made at this meeting

It was noted that the process for any capital or repairs and maintenance spending needs to go through Neil Conway, Property Manager and/or Linda Crossley, Business Manager, prior to them being presented to the School Board.



Circulate the budget R&M Monty

Circulate the budget R&M Monty

Due Date: 27 Jun 2024

Owner: Linda Crossley

2.9 Chair scan

The School Board discussed recent Professional Development for Board Members around support for student issues such as suspensions etc.

It was noted and discussed that other schools have secretaries taking minutes, which is a desirable consideration for WBHS.

Graham Hay expressed that he likes the current process and the improvements in process.

Changes were discussed to streamline the process, such as through minutes and letters.

It was agreed that the Student Rep be excluded, but discussion followed regarding a Staff Rep being reintroduced as part of the process.

NZSTA suggest that student rep's are often involved.

The School Board agree that these meetings are to be centered on whether the student can return to school and continue their education, rather than thinking in terms of providing a punishment.

A student should be able to return to school as long as all staff and students are safe.

Hearings need to be within 7 days of the event. The Board feel that they are always growing and learning with it.

It was noted that Janice Vermeulen's (School Counsellor) reports were extremely useful.

Discussion followed

Overall, the feeling from the School Board is that this area of their responsibility continues to make progress



Staff Rep to be one of the available people to attend disciplinary meetings

Respond as Reply All

Decision Date: 25 Jun 2024

Mover: Graham Hay

Seconder: Mrs Maiele Paia

Outcome: Approved

The Centenary Sub-Committee had their first meeting, which was an introductory meeting where members discussed suitable roles that each should take.

All attendees were satisfied that it was a positive first step

Greg Famlton discussed investing in Dictation software at \$9 per month. He had tested it and circulated the results to the School Board.

This was seen as a positive tool for a number of meetings

The status of the Lake Middleton lease and requirements to obtain that were discussed.

There is still some minor remedial work to be completed - FENZ Evcac Plan approval, some guttering, barge boards and rewiring (electrical report has been completed) Andy Lane is in the process of getting some quotes for this.

Once satisfied, DOC will renew the lease.

DOC were advised of all the work completed to date and based on that they have given approval for the Ohau ski staff to overnight during winter and they are now in residence.

Once satisfied with all the remedial work being carried out , DOC will be in a position to renew the lease.

The update to the Organ repairs were discussed.

The school require written approval from MOE before the organ can be moved.

MOE have verbally approved paying for both the containers and for Ron Newton's removal and install costs for the organ..

The containers were delivered to WBHS today.

Ron Newton is aiming for a potential mid July start all things being ticked off.



RAM Trapshooting

Approved

Decision Date: 25 Jun 2024
Mover: Paul Edmondston
Seconder: Greg Familton
Outcome: Approved



Lion Foundation

Lion Foundation approved

Decision Date: 25 Jun 2024
Mover: Paul Edmondston
Seconder: Mrs Maiele Paia
Outcome: Approved

The upcoming Student Elections were discussed.

It was agreed that this process would be managed by the (to be appointed) Rectors PA when Kirsty Sheaf is on maternity leave.

This process needs to begin at least four weeks prior to the September election date.



Student Elections to be managed by Rectors PA

Rectors PA to manage at least 4 weeks prior to September election date

Due Date: 31 Jul 2024
Owner: Rectors PA Kirsty Sheaf



Dictation Software Approved

The Dictation software was approved for purchase

Decision Date: 25 Jun 2024
Mover: Greg Familton
Seconder: Paul Edmondston
Outcome: Approved

2.10 In committee

The School Board went in to Committee/Out of Committee

2.11 Action Item List

Due Date	Action Title	Owner
30 Jan 2024	Restraint Training for Staff Status: In Progress	Darryl Paterson

Due Date	Action Title	Owner
25 Jun 2024	Darryl to send Michael Forgie an email re: Ministry funding for electricity monitoring system. 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 Confirm Minutes

Board Meeting 28 May 2024 28 May 2024, the minutes were confirmed as presented.



Minutes last meeting approved

Minutes last meeting approved

Decision Date: 25 Jun 2024
Mover: Paul Edmondston
Seconder: Greg Familton
Outcome: Approved

4.2 Forward meeting schedule

The next School Board meeting will be on Tuesday, 30 July 2024 at 5:30pm

4.3 Meeting Evaluation

Kirsti Broad presented the Meeting Evaluation.

She expressed that it was valuable in School Board meetings that all members respect each others opinions and ability to share their thoughts and be listened to, in a respectful way.

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting 30 July 24 - 30 Jul 2024, 5:30 pm
Parent feedback

Signature: _____

Date: _____

31/7/24

