

CONFIRMED MINUTES

SEPTEMBER 2024 BOARD MEETING

At the **Next Board Meeting** on **31 Oct 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 24 September 2024
Time:	5:00 pm to 8:18 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Graham Hay, Greg Familton, Kirsti Broad, Mrs Maiele Paia, Nicola Neal
Attendees:	Rectors PA Sanette Zylstra, Stephen Briscoe
Apologies:	Darryl Paterson, Daniel Isbister, Kelli Williams, Lachlan Wright

1. Major Decisions and Discussions

1.1 Don House Walk Around

1. Discussion on Don House Walk around

- Paul: Commented on the current state of Don House, noting it seems improved compared to last year.
- Kirsti: Agreed, stating that structurally it looks better and tidier than before, which had appeared rundown.

2. Maintenance Concerns

- Graham: Emphasized the importance of staying on top of small maintenance issues to prevent them from worsening.
- Kirsti: Inquired about the responsibility for maintenance, mentioning that some buildings have cobwebs and could benefit from exterior cleaning.
- Graham: Clarified that maintaining such details is not part of Crest's contract. He suggested that Scott or the students could handle these tasks and offered to raise it with the team.

3. Maintenance Logging Process

- Paul: Asked about the process for logging maintenance jobs with Neil, stressing that without communication, issues cannot be addressed.
- Graham: Responded that Scott has been in regular communication with Neil and will bring up the maintenance concerns at the next hostel meeting. He also noted the importance of minuting these discussions.

4. Implementation of a Maintenance Schedule

- Kirsti: Proposed having a maintenance schedule during committee meetings to create a checklist for ongoing tasks. This approach allows for tracking without the expectation of immediate completion.
- Graham: Confirmed that maintenance updates are part of Scott's reports.

5. Long-term Maintenance Insight

- Paul: Highlighted the importance of addressing maintenance issues early, using the example of a particular area that could have been fixed years ago. He cautioned that problems, such as leaks, only worsen over time if not promptly addressed.

2. Opening Meeting

2.1 Welcome

Paul Edmondston, Board Chair welcomed everybody to the meeting, apologies Daniel Isbister, Kelli Williams & Lachlan Wright.

Opened the Meeting at 5:30pm

2.2 Karakia

Paul Edmondston shared a Karakia to the School Board.

2.3 Interests Register

Nicola Neal updated her Interests as a BOT member.

She is no longer an employee of North Otago Sustainable Land Management. She is now an employee of The Veterinary Centre Ltd.

Sanette Zylstra have updated the register as mentioned above.

2.4 Confirm Minutes

27th August Board Meeting 27 Aug 2024, the minutes were confirmed as presented.



Paul moved motion to confirm last Board Meeting minutes

Paul moved motion to confirm last Board Meeting minutes

Decision Date: 24 Sept 2024
Mover: Paul Edmondston
Second: Graham Hay
Outcome: Approved

3. HOD/TIC reporting

3.1 HOD Music

Reports taken as read. Board Chair opened it up for questions.

Stephen Hinds was not present at meeting. Aisea Fifita answered questions on behalf.

- **Online Assessments in Music:**

- Kirsti questioned the absence of online assessments for digital NCEA in music. Aisea clarified that they haven't utilized online assessments, with Greg noting that the music association lacks the robust support found in subjects like Math.

- **New Resource Implementation:**

- Aisea mentioned a new 50-minute resource, acquired through the Ministry, intended for task 1.1. Nicola highlighted concerns about a previous resource that was too complex.
- **Student Performance Impact:**
 - Graham asked if students missed marks due to the difficulty of recent updates. Aisea stated it's challenging to assess, but historically, external assessments have been more difficult for many students.
- **Adjustments for Year 9:**
 - Aisea explained that Year 9 students have reduced program time (8 weeks instead of 10), which may require quicker pacing or omitting topics.
- **External vs. Internal Challenges:**
 - Paul and Aisea discussed that external exams are generally perceived as harder, especially for students who struggle with long-term retention of material.
- **NCEA Changes Overview:**
 - Stephen explained that recent NCEA changes aim to accommodate diverse learners through a mix of internal and external assessments, although this may limit opportunities for internal credits.
- **Clarification on External Assessments:**
 - Nicola asked about the nature of externals, and Greg clarified that while some are in exam format, portfolio submissions are being phased out.
- **Concerns for Practical Subjects:**
 - Stephen expressed worry about practical subjects like PE transitioning to require more external exams, which could disadvantage students who excel in internal assessments.

3.2 HOD Art

Reports taken as read. Board Chair opened it up for questions.

Kay Strathern was not present at meeting. Aisea Fifita answered questions on behalf.

- **Student Enrollment Inquiry:**
 - Kirsti asked about the total number of students across levels 1, 2, and 3. Aisea explained that she's under code due to changes in Year 9 and 10 options, impacting teaching schedules.
- **Teaching Rotation:**
 - Aisea described a rotation system for Year 9 options (art, music, PE, agriculture), resulting in teachers having some time off during rotations. For instance, the PE teacher may miss out on teaching during certain weeks.
- **Teacher Feedback:**
 - Kirsti sought feedback from teachers on the new structure. Aisea noted mixed reactions, particularly from Kay, who was initially opposed to the Inspire program. However, he mentioned that despite some challenges, there are benefits to the new system.
- **Trade-Offs in Scheduling:**
 - Paul asked if the trade-offs in the new schedule were beneficial overall. Aisea acknowledged both positives and negatives, emphasizing that while core subjects get more teaching time, option subjects face reduced hours.
- **Student Perspective:**

- Kirsti wondered how students perceive the changes. Aisea believed students generally adapt but some analyze the situation more critically than others.
- **Resistance to Change:**
 - Aisea acknowledged inherent resistance to changes in teaching methods. He referenced poor NCEA results in previous years as motivation for proposing new approaches.
- **Support for Unqualified Teachers:**
 - Graham raised concerns about a low-performing photography class. Aisea explained that due to high enrollment and limited contract hours, Kay couldn't manage/assist the class, leading to temporary arrangements.
- **Attendance and Progress:**
 - Kirsti noted attendance issues may hinder student progress. Aisea confirmed that managing both her own classes and supporting Photography has been challenging.
- **Timetable Adjustments:**
 - Graham pointed out that Year 9's timetable had been reduced by 20%, and Aisea clarified that some afternoons were designated for non-assessment activities to allow teachers to manage administrative tasks.

3.3 HOD PE

Reports taken as read. Board Chair opened it up for questions.

- Nicola pointed out that PE assessments differ greatly from those in other subjects, especially in the senior years where traditional academic skills may dominate.
- Scott emphasized that Level 1 has been a transformative experience, allowing various assessment types that cater to different learning styles. Notably, students who have not traditionally engaged with PE are now succeeding, demonstrating the effectiveness of movement-based assessments over skills-based ones.
- **Student Feedback:**
 - Scott mentioned that students have provided positive feedback on their experiences in Level 1 PE. He noted that students appreciate the diverse assessment methods, which include both practical and theoretical components.
 - Scott is considering adjustments to assessment 1.2 based on student input, signaling a commitment to refining the curriculum to better meet learners' needs.
- **Flexibility in Assessments:**
 - Nicola asked whether adjustments can be made to assessments within the existing framework.
 - Scott affirmed that there is flexibility to modify assessments based on the context. For instance, the assessment for 1.1 emphasized movement, allowing for creative approaches, including multimedia presentations related to physical activity.
- **Leadership Component:**
 - Nicola highlighted the focus on leadership skills within the PE curriculum.
 - Scott acknowledged that leadership is an integral part of both Levels 2 and 3, with a significant leadership-based unit in Level 3 that has received positive feedback from students.
- **Inspire Program Enhancements:**
 - Graham asked about potential improvements to the Inspire Program for junior students in 2025.

- Scott mentioned discussions about integrating PE into the Inspire Program to enhance engagement with younger students. The current structure limits contact time with junior students, so there is potential for a junior PE initiative within the program.
- **Impact of Timetable Changes:**
 - Aisea discussed how PE and Technology share a scheduling block, which has led to logistical challenges this year. Students are experiencing disruptions due to the current timetable, which has reduced continuity in their learning.
 - Scott emphasized that while students are adaptable, he would like to see more opportunities for PE to be incorporated into their schedules, particularly given their preference for hands-on, active learning.
- **Semester Structure in Year 10:**
 - Aisea's Clarification: The Year 10 PE structure is now semester-based, meaning students attend only twice a week for that semester. This change could result in some students not engaging in PE during the second half of the year.
 - Kirsti noted that this could impact student retention in PE courses moving forward. Scott agreed, indicating that the long-term effects of this shift would become clearer with time.
- **Resource Development:**
 - Kirsti asked about the ongoing development of resources for the PE program.
 - Scott explained that resource development includes both physical equipment for students to utilize during classes and pedagogical resources for teachers. He emphasized the importance of continually improving resources to support student engagement and learning.
- **Use of Gym Facilities:**
 - Nicola inquired about the extent to which gym equipment is used during PE classes.
 - Scott noted that while the gym space is limited, it is utilized when possible. He expressed interest in enhancing the use of gym facilities and suggested that improved access could provide more options for physical activity during the school week.
- **Enrollment Trends:**
 - Paul highlighted a significant drop in enrollment from Level 1 (31 students) to Level 2 (12 students).
 - Scott expressed concern about this trend, speculating that the new Level 1 PE assessments might engage more students and encourage them to continue into Level 2.
- **Career Pathways in PE:**
 - Scott hopes to see more students pursuing careers in fields related to PE, such as exercise science, sports science, and physiotherapy. He noted that while many students express interest in PE, the compulsory science requirements often divert them from continuing after Level 1.
 - Aisea added that historically, students face a dilemma with mandatory science courses, which impacts their enrollment in PE beyond Level 1.
- **Importance of Social Skills:**
 - Stephen emphasized that PE plays a critical role in developing social skills, teamwork, and leadership, which are essential in today's society. He argued that these skills are increasingly important as students engage less with each other and more with technology.

3.4 Don House Report

Thailand Trip Overview

- Scott: The trip was busy but rewarding, connecting with 13 families. Both Linda and Kylie have followed up since our return. These relationships are ongoing and may take time to deepen.
- Positive word of mouth has emerged, particularly from potential interest at Napier Boys High School, a large hostel with 180 boys looking for a more intimate environment.

2. Return Journey Insights

- The return journey through Bangkok, Singapore, and Auckland provided insights on supporting families and students more effectively.
- It's promising that 13- and 14-year-olds are planning to visit New Zealand.

3. Pastoral Care Strengths

- Kirsti: Emphasized our strength in pastoral care, essential to our approach.
- Scott: Kylie effectively communicated with parents, reassuring them about the care their sons will receive.

4. Agent Meetings

- Graham: Inquired about the day spent meeting agents, which involved around 25 interviews.
- Scott: The interviews were productive, revealing common questions. Most leads originated from existing contacts rather than agents.
 - A husband-and-wife team showed promise in bringing students from Napier Boys, demonstrating genuine interest in supporting our efforts rather than focusing solely on commissions.

5. School Collaborations

- Developed good relationships with various schools, aided by a translator.
- There is potential for collaboration between Waiatki Boys and Waitaki Girls schools, which could lower costs by sending together in the future.

6. Conclusion

- Overall, the trip was valuable, revealing numerous opportunities for growth and connection.

Reports taken as read. Board Chair opened it up for questions.

Finance Report Discussion

- Graham:
 - Noted that page 4 of the finance report should be completely removed. He pointed out that despite receiving a revised report from Linda, the incorrect page remained. This page will be excluded in all future reports.
 - Mentioned that he had intended to discuss hostel fees in the report but forgot. Although there was a conversation about the budget, he didn't document any conclusions. Linda indicated that discussions about the budget are premature at this point and should ideally be completed by next month (October).

2. Boarding Fees

- Kirsti:
 - Emphasized the importance of setting boarding fees promptly, stating that potential students need clarity on fees as they consider applying for the next school year.

- She noted that waiting to set fees until the budget is finalized could disadvantage the hostel in a competitive market.
- Scott:
 - Agreed with Kirsti and highlighted the anticipated increase in inquiries about enrollment over the next few weeks. He has already received inquiries for the first day back next term.
 - Proposed a fee range of \$15,000 to \$15,500 for the 2025 academic year, suggesting that this range is competitive based on current market conditions and the quality of the hostel's offerings.
 - Reported that the hostel could potentially start the year with 44 students, including:
 - Four Japanese boys (two long-term and two short-term).
 - He indicated that there are still inquiries coming in, with a possibility of reaching 45 students.
- Discussed the need to attract more Year 9 students, as they are crucial for ensuring the hostel's sustainability moving forward. Scott mentioned a Year 9 student he would meet with on the first day back of Term 4, which could lead to additional enrolments.

3. Budget Preparation

- Paul:
 - Suggested that Linda prepare a draft budget based on the expected enrolment of **45 students**. He proposed creating two different fee structures - one at **\$15,000** and the other at **\$15,500**.
 - Suggested that this draft would help in the decision-making process once the committee meets again.
- The committee agreed that the proposed fees should include the building levy, which is essential for maintaining the hostel's facilities. Scott expressed comfort with a **5% increase** in fees as part of the proposed budget.

4. Safety and Compliance

- Scott: Mentioned ongoing updates to safety checks and policies in coordination with the Ministry. Noted the need for board oversight on these documents. Also highlighted the importance of aligning health and safety policies with existing school documents.
- Kirsti: Suggested that the management document could be streamlined to reflect both procedures and policies effectively.

5. Academic Progress

- Nicola:
 - Asked whether the academic performance of hostel students differed from the overall school results. Scott reported that the performance levels are quite similar, which is encouraging.
 - He highlighted that some Year 12 students, who were initially struggling, have shown remarkable improvement and are now performing well.
- Scott:
 - Introduced plans to rename the "Prep" program to "Personal Improvement." This change aims to help students develop a wider range of skills beyond academics, such as job applications, obtaining a driver's license, and other life skills.
 - He emphasized that this initiative would encourage a positive mindset among students, promoting personal growth and responsibility.

6. General Operations

- Graham:

- Raised concerns about visible maintenance issues in the hostel, specifically regarding the rotting boards near the last showers. He suggested reaching out to Neil to conduct an assessment and report on the condition of these areas.
- Scott confirmed that he would following up with Neil.
- Kirsti:
 - Asked who is responsible for maintaining the outside of the hostel, including cleaning and gardening. Scott explained that him and Kylie manage these tasks. They take pride in keeping the hostel looking inviting for students and families.
 - He mentioned their efforts to implement small improvements each Sunday, such as gardening and minor renovations, to ensure the hostel is welcoming upon students' return.
- Scott noted that these improvements help create a positive atmosphere and encourage students to take pride in their living environment.

3.5 Marketing

Paul mentioned that the marketing reports attached were prepared by Linda, and he couldn't add much but noted that Scott outlined the situation in Thailand. He asked if anyone had thoughts or questions on the reports.

Nicola pointed out that the efforts in China were not performing as well as hoped and had this has become a sticking point. She referenced comments indicating it's still early in the process and improvements are expected in the search engine results next month, with stern discussions occurring with their marketing partner.

Paul confirmed that he will touch base with Linda to get an update on performance, recalling that specific targets were set when the initiative was approved.



Follow up with Linda about the Chinese Marketing

Follow up with Linda about the Chinese side of Marketing

31/10/2024 - Darryl and Linda had a meeting with the regroup Friday. This is completed.

Due Date: 24 Oct 2024
Owner: Paul Edmondston

3.6 Finance

Reports taken as read.

1. Overview of Meeting

- Kirsti opened the meeting by acknowledging that there wasn't much new information since the last update.

2. Hostel Financial Monitoring

- Linda is closely monitoring hostel finances as the year-end approaches, recognizing this is a critical period.
- A reminder letter regarding fee payments was sent to families, with a final payment date set for November 10th.

3. Debtors Management

- Paul emphasized the need for better management of hostel debtors.
- Kirsti noted that some boarders still have outstanding fees, totaling approximately \$44,000 in accounts receivable.

- A discussion occurred about enforcing policies for outstanding fees, especially for Year 13 students, to ensure payments before graduation.

4. Ministry Discussion

- Kirsti brought up the issue of repaying money from the hostel to the school.
- Paul commented on a recent letter from the Ministry, regarding the historical School Loan. The MOE now wants this addressed which in turn could change the Balance sheet treatment which at present is treated as a current liability which makes the hostel technically insolvent.

5. Repayment Plan Proposal

- Graham suggested committing a percentage of hostel profits towards debt repayment, allowing flexibility in the repayment schedule.
- Kirsti agreed to have Linda analyse past financial data to propose a realistic repayment strategy.

6. Next Steps

- Linda will review the financial situation from the last three years and suggest a feasible budget for repayment.

3.7 Rectors Report

Reports taken as read.

1. Questions About HOD Reports

- Nicola raised a question about the reports from the Heads of Departments (HODs), specifically noting that Stephen Hines seemed to have a different focus in his report compared to the others. She inquired if there were specific questions provided to them.
- Paul confirmed that all HODs received the same set of questions and noted the previous reports were excellent.
- Stephen mentioned that it was communicated at a previous HOD meeting that reports would be due next term, indicating some possible miscommunication.

2. Value of Visual Reports

- Kirsti expressed appreciation for Scott's visual report on NCEA student performance, which helps in understanding attendance versus achievement correlations.
- Paul agreed to consider incorporating similar visuals in future reports.

3. HOD Reporting Frequency

- Stephen inquired about the frequency of HOD reports.
- Paul clarified that reports are typically received twice a year.

4. Reflections on Current Roles

- Stephen shared his positive experiences in his current role, highlighting the opportunity to work closely with students and staff. He noted that he enjoyed observing Greg and Jordan as they stepped into their roles.
- Paul acknowledged the improvement in communication, particularly praising the weekly email updates from Jordan, which help communicate information.

Wellbeing and Pastoral Care Needs

- Stephen discussed the need for a fourth member in the Senior Leadership Team (SLT) focused on wellbeing, noting recommendations from previous surveys.
- He emphasized the increased demand for pastoral care and the importance of a proactive approach to managing relationships and student welfare.

Staffing Intentions

- Stephen mentioned he distributed a form to staff to gauge their intentions for the following year and to gather feedback on potential initiatives or modifications.

7. Performance Reviews

- Nicola asked about the performance review process.
- Greg explained that the performance review process is guided by established teacher criteria. He noted that while performance-based pay isn't feasible due to varying student abilities across classes, teachers engage in a growth cycle, setting individualized goals. This process includes classroom observations and participation in professional development courses to help achieve those goals.

8. Closing Remarks

- Paul expressed gratitude for Stephen's contributions.

3.8 Policy & H&S

1. Noho Marae Trip Overview

- Greg reported on the success of the Noho Marae trip, with 15 Māori students from Years 9 and 10 taking up the opportunity from a possible 32 Year 9 and 10 Māori students on the school roll.
- The trip provided a structured environment with clear expectations, which helped engage students who typically struggle with school rules. Greg noted that the strict rules at the marae, such as removing shoes and respecting the space, contributed to their positive behavior and engagement.

2. Learning Activities

- The trip included a variety of learning activities, such as:
 - Psychology sessions focused on self-centering techniques.
 - A study of erosion, including a visit to the Moeraki boulders.
 - Learning science terminology through waiata with hands-on, game-based learning.
- Greg participated in the first day and part of the second day, gaining valuable insights and connections at the marae.

3. Future Opportunities

- Greg expressed interest in running the trip again, either with Otago University or by organizing a similar event independently, leveraging community resources.
- He highlighted the importance of continuing these opportunities, as some students only recently discovered their Māori heritage.

4. Student Engagement and Behavior

- Paul questioned whether the positive engagement observed during the trip could be sustained if it became a regular activity, or if students might rebel against the structure over time.
- Greg noted that the strong leadership of the marae facilitator, who set clear expectations without room for argument, positively influenced the students. This group dynamic helped them fit into the environment more effectively than in a typical school setting.

5. Community and Identity

- Nicola commented on the family-oriented atmosphere of the marae, which encourages good behavior and support among participants.
- Kirsti reflected on the level of respect observed in the marae environment, questioning how this respect could be replicated within schools.

- Maiele emphasized the importance of belonging and identity for young students, noting that feeling connected in a safe space can lead to more positive responses and overall well-being.

6. Feedback and Next Steps

- Greg confirmed that the students expressed a desire to return for future trips. Coordination with Moeraki and availability of university lecturers will be key considerations.
- Stephen suggested that the board reach out to the university to express interest in continuing the partnership and bringing the program back to Oamaru.
- Greg shared that the program has been running for over 20 times, with Otago University recently joining the initiative.

7. Formal Outreach

- Paul offered to send a thank-you note on behalf of the board and suggested extending appreciation to Moeraki for hosting the event.

3.9 Cultural

1. Opening Remarks

- Nicola began the meeting by acknowledging that her previous comments lacked a structured format. She aimed to reinforce her earlier points and discuss potential actions taken since the last meeting. Nicola expressed willingness to address any questions or feedback from the committee.

2. Committee Composition and Engagement

- **Current Members:** Nicola outlined the current committee members:
 - Lincoln (Cultural Prefect)
 - Uatesoni Filikitonga
 - Greg
 - The Rector
 - Nicola herself

She noted that last year, Ben was also involved but has since transitioned to a different role. Uatesoni expressed interest in recruiting a few Pacifica students, though progress on that front has not been reported.

- **Moeraki Involvement:** Nicola proposed inviting a representative from Moeraki to participate in the committee. She believes this inclusion would foster collaboration during the planning stages rather than seeking support after plans are finalized. This approach could strengthen community relationships as Moeraki enhances its educational capabilities.

3. Scheduling and Flexibility

- **Scheduling Challenges:** Nicola acknowledged the difficulty in coordinating meetings that accommodate students, staff, and parents. She suggested that flexibility in meeting times—such as breakfast or lunch gatherings—could improve attendance and engagement.

4. Purpose and Direction of the Committee

- **Kirsti's Inquiry:** Kirsti raised a question regarding the primary purpose of the cultural committee, contrasting it with the property subcommittee's clear objectives.
- **Nicola's Response:** Nicola reiterated that while the committee aims for an inclusive school environment, it relies on the school's cooperation to enact changes. The committee's role is to advise the board on cultural needs and priorities.
- **Kirsti's Insight:** Kirsti emphasized that the committee should inform the board about cultural gaps and suggest actionable steps to address them.

5. Community Connections and Engagement

- **Maiele's Input:** Maiele highlighted the supportive relationship with the Oamaru Pacific Island Trust, noting its strong connections with Pacific teachers across schools. However, she mentioned a gap in Pacific engagement at their school compared to Waitaki Girls.
- **Māori Relationships:** Maiele acknowledged the importance of strengthening relationships with Māori communities, emphasizing the need for clear pathways for collaboration.

6. Initiatives and Engagement Strategies

- Greg discussed the positive outcomes from the Science Wānanga, which successfully engaged students and teachers. He suggested exploring similar initiatives in other subject areas to enhance cultural involvement.
- **New Contact at Moeraki:** Nicola mentioned that Moeraki now has an individual focused on education, who could serve as a valuable point of contact for the committee.

7. Staffing and Resource Allocation

- **Paul and Stephen's Discussion:** Paul inquired about how the school decides on staffing needs, particularly for roles like a Te Reo teacher. Stephen explained that staffing allocations are based on funding and community needs, with the principal determining how to utilize available staffing.
- **Board Involvement:** Stephen noted that while the board can share insights on staffing needs, the final decision rests with the principal. He mentioned ongoing discussions regarding a part-time Te Reo teacher currently at Waitaki Girls High School, suggesting potential for collaboration.

8. Committee Goals and Challenges

- **Nicola's Frustration:** Nicola expressed her frustration with the lack of progress and the challenge of turning ideas into actionable steps. She stressed the importance of having a clear method for implementing changes to maintain engagement from committee members.
- **Paul's Encouragement:** Paul suggested leveraging resources from Linda and Glenda, emphasizing their roles as valuable assets to help navigate the challenges the committee faces. Nicola confirmed that she has already consulted both for support.



Discuss with Darryl about the part time Te Reo teacher at Waitaki Girls' High School

Discuss with Darryl about the part time Te Reo teacher at Waitaki Girls' High School

31/10/2024 - This was discussed at the meeting and was good progress

Due Date: 30 Oct 2024
Owner: Paul Edmondston

3.10 Property Report



Confirm that the dust extraction fan is fixed

Confirm that the dust extraction fan is fixed

Due Date: 29 Oct 2024
Owner: Daniel Isbister



Check with Linda about budget for cameras 31/10/2024 - This ties ...

Check with Linda about budget for cameras

31/10/2024 - This ties in with Ferdi

Due Date: 29 Oct 2024
Owner: Darryl Paterson

1. Attendance and Reports

- Paul mentioned that Daniel was absent but had sent a report. He asked about the additional \$17,000 needed to finish the shower project and suggested it could be included in next year's budget since there aren't enough funds available now.
- Kirsti confirmed that any extra funds would need to come from capital reserves.

2. Budget Discussion

- Graham pointed out that if the funds could fit into next year's budget, they could move forward with planning. He noted that Linda had mentioned a term deposit maturing in December or January.
- Paul agreed and highlighted a remaining shortfall of \$3,000-\$4,000, emphasizing the need to find additional funding sources.

3. Security Considerations

- Stephen raised the issue of needing a new camera system for the school, suggesting it should be included in the budget. He noted that other schools, like OIS and Waitaki Girls, had successfully installed new systems to improve safety.
- Graham mentioned that they had discussed putting this under health and safety, but there had been no follow-up from Daniel, who was talking to Michael Forgie about it.

4. Action Items and Budget Capacity

- Paul asked if the camera system was on the current action list and wanted to know about the remaining budget under RNM.
- Kirsti confirmed that there were no recent updates on the camera action item.
- Graham suggested they ask Linda about this year's budget availability.
- Paul added this as an action point for further discussion.

5. F4 Extraction System Update

- Kirsti expressed concern about the ongoing F4 extraction issue and asked why it hadn't been resolved yet. She mentioned that Neil had asked for an update on the shut-off problem.
- Paul stated that John, the Head of Department, had said the issue was resolved.
- Stephen clarified that while the extraction fan was now working, it hadn't progressed as quickly as John wanted. He will confirm the status of the dust extraction system by the next meeting.

3.11 Chair Scan



Paul moved a motion to Ratify the Marae Visit and Glacier Trip RAMs & Approve the Trapshooting RAM

Paul moved a motion to Ratify the Marae Visit and Glacier Trip RAMs & approve the Trapshooting RAM

Decision Date: 24 Sept 2024
Mover: Paul Edmondston
Seconder: Mrs Maiele Paia
Outcome: Approved



Paul moved a motion that Board approve Lynn Bond's LWOP request

Paul moved a motion that Board approve Lynn Bond's LWOP request

Decision Date: 24 Sept 2024

Mover: Paul Edmondston
Secunder: Mrs Maiele Paia
Outcome: Approved

1. RAMS Approval

- **Marae Visit:** Completed and signed off.
- **Glacier Trip:** Approved, pending confirmation about the helicopter company, which was confirmed to be separate from the Glacier company. Sam provided the civil aviation audit, which was satisfactory. This RAM has been signed off.
- **Trapshooting Update:**
 - Major changes have occurred since the initial approval:
 - An additional adult, Barry Wilson, has been added, who is police vetted and driver checked.
 - Instead of using a school van, private cars will be used; details of the vehicles and their warrants and regos have been provided.
 - Guns will be stored at the gun range during the competition, not at the hotel.
 - All health and safety documentation is complete. Paul requested a motion to ratify the Marae visit and Glacier trip RAMs, and approve the Trapshooting RAM.

2. Organ Update

- Ron reported that the organ has been pulled out and is currently spread across the Hall floor. Waiting on the arrival of heavy lifters, the removal should be completed within 1-2 weeks.
- Michael Forgie indicated that hall work is out to tender, with the earliest possible start in late October.

3. Leave Application

- Lynne Bond's leave without pay application has been approved.

4. Middleton Concession Document

- Paul plans to request an extension for the concession document, originally due by October 14th, to allow more time for clarification of a few points raised by Nicky Elliott. He emphasized the need for a surrender clause allowing opt-out at any time.
- Graham raised a concern about the \$2,000 fee (reduced from \$14,000) and its status after three years. Paul explained that while the fee will not decrease, it may increase. He will seek to clarify this and request a cap on any potential increases. The concession fee is negotiable every 3 years and should it become too high the School can surrender it.

5. Restraint Training

- **Greg** updated that most staff have completed restraint training. Four staff members still need to finish: one has not submitted their certificate, another was overseas, and two part-time staff members are pending.

6. Student Elections

- Student elections have concluded with two candidates: Lachlan and Ryan. Lachlan has won and will remain on the board.

4. Action List

4.1 Action List

Items in Progress:

- Restraint Items: Still in progress. Greg updated that most staff have completed restraint training. Four staff members still need to finish: one has not submitted their certificate, another was overseas, and two part-time staff members are pending.
- Daryl and David Higgins: Still in progress.
- Security Cameras: Daniel to discuss potential funding from MOE for security with Michael Forgie, and to report back to the School Board
- Hostel Policies: Graham Collaborate with Scott to address his concerns and prioritise the areas where he has specific issues.
- Proposal and Quote re proposed structural work for the Hostel: Daniel to prepare a costed proposal and timeline for the proposed structural repairs

Completed Actions:

- Electricity Monitors: Daniel has completed the action related to electricity monitors.
- Circulate Budget R&M Monty: Paul believes Linda has addressed this by completing the hostel report, which is more about reporting to the Budget.
- Student Elections: Lachlan has been voted as Student representative

New Action Items:

- Paul to follow up with Linda about the Chinese side of Marketing
- Stephen to confirm that the dust extraction fan is fixed
- Board to discuss with Darryl about the part time Te Reo teacher at Waitaki Girls' High School
- Reminder: Hall of Memories funding request for insurance, tuning, future maintenance etc. by 26 Nov 2024

5. Correspondence

5.1 Correspondence

No correspondence was noted by Paul for the month.

6. Meeting Evaluation

6.1 Meeting Evaluation

Apologies:

- Maiele apologised for arriving late due to a scheduling conflict with another meeting.

Overall Impression:

- The meeting had productive discussions and generated a clear action plan.
- Emphasized the importance of making progress as the year comes to a close.

Conclusion:

- Expressed gratitude for the meeting and the contributions made. Looking forward to finishing the year strong.

7. Close Meeting

7.1 Close the meeting set next Meeting Date 29th Oct 24

Next meeting: Next Board Meeting - 31 Oct 2024, 5:30 pm

Karakia

Evaluation

EOM

Signature: _____

Date: _____