

CONFIRMED MINUTES

BOARD MEETING 30 JULY 24

At the **27th August Board Meeting on 27 Aug 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 30 July 2024
Time:	5:30 pm to 10:34 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, Nicola Neal
Attendees:	Rectors PA Sanette Zylstra, Stephen Briscoe
Apologies:	Darryl Paterson, Mrs Maiele Paia
Guests/Notes:	Scott Mayhew Hostel Update , Aisea Fifita Teaching & Learning

1. Opening Meeting

1.1 Welcome

Paul Edmondston, Board Chair welcomed everybody to the meeting, apologies Maiele Paia. Opened the Meeting at 5:28pm.

1.2 Karakia

Stephen Briscoe shared a Karakia to the School Board.

1.3 Interests Register

No current updates to the Interests Register. Nicola Neal will have updates from next week, will send the information through to the Rector's PA.

1.4 Confirm Minutes

25 Jun 25 Board Meeting 25 Jun 2024, the 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.*



Paul Moved motion to Confirm Last Board Meeting Minutes as presented subject to the changes.

Paul Moved motion to Confirm Last Board Meeting Minutes as presented subject to the changes.

- 1) Don House RAMs
- 2) Property - Specific Fences stated - Foreshore Fence and Don Field Fence.
Lachlan Wright Seconded. All in Favour. Approved Motion.

Decision Date: 30 Jul 2024
Mover: Paul Edmondston
Seconder: Lachlan Wright
Outcome: Approved

2. Sub Committee and reporting

2.1 RAMs



Paul Moved motion to ratify Golf & 1st XV Rugby RAMs.

Paul Moved motion to ratify Golf & 1st XV Rugby RAMs. All in Favour.
Outcome: Approved.

Decision Date: 30 Jul 2024
Mover: Paul Edmondston
Seconder: Nicola Neal
Outcome: Approved

2.2 SLT Teaching & Learning Review

Aisea Fifita entered the meeting at 5:39pm.

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

Paul: How did the Tonga trip go? What learning did you manage to bring back? Aisea: Best people to ask would be Andy Lane and Laura Keep, as it was a new experience for them they are both happy to come in and report to the Board about the Trip. The boys were overwhelmed for two of them it was their first time seeing and experiencing that lifestyle, For the boys to be able to actually see and experience it was very lucky.

Aisea spoke about resilience - Boys over in Tonga have more resilience than the boys here as just have to make do with what they have.

Paul asked about results. Aisea: Totally different systems result wise in Tonga.

Classroom Observations: Reviewing everything - that is teachers, students, processes. Must have at least two observations per term, for every teacher, it is part of their appraisal. Last Year completed the classroom entry and exit - and then went through the content. This is part of recording for their appraisal for Professional Growth Cycle.

Daniel Isbister: Period 5 Farm Option still going? Aisea: Term 1 & 2 Yes, Term 3 & 4 decided not to run it. Part of the reason is too many students wanting to take the class. Very popular option, what can be done to continue? Aisea: Need another teacher going forward. Its a popular option due to being an outdoor activity and Josh Ratcliff is doing an amazing job running it. Nicola: Fraser Farm is an asset to the school - would be a shame to not have those options available for students, due to staff shortage.

Pathways for senior students: Josh Ratcliff has changed the Agriculture pathways, Goal is to get boys to go to Lincoln, and over the past two years for boys to have more achievement standards, to get Merit and Excellence.

Nicola: Coordinated with WGHS in the past. Aisea: Last year/this year Jessica has been helping out a lot.

Course Schedules: Kirsti - When do the class course schedules go out? Aisea: Booklet goes out to the HODs in Week 7 of this term, to be able to review and check. Available to the boys at the start of next term. A lot to review, from this year and to see if we continue it through to next year.

Kirsti: Did the timetable get easier this year with the 5 periods? Did it make a bigger difference?
Aisea: He believes so, only his second year doing it, getting easier with time, less clashes for the boys, but increase in boys doing Te Kura (Correspondence). Unfortunately, don't get the academic results ex Te Kura . Lachlan: Hard to keep motivated at times in Te Kura, it can depend on what they want out of Te Kura and how much work they put into it and how many credits etc, can also depend on the subject they are studying as well.

No other questions for Aisea.

Board thanked Aisea for his reports and his time.

Aisea exited the meeting at 5:59pm.

2.3 SLT Compliance Review

Reports taken as read.

Concussion Protocol: Paul: Has there been more concussion lately? Stephen: Can't comment from last year, however, have had quite a number through sports and one in the classroom so reviewed that and put together a protocol to returning to sport. Didn't previously have one to my knowledge so was good to put one together.

Kirsti: Overall summary of the attendance? Stephen: 34% regular attendance was a surprise, looked at it and believe some might be down to teacher recording error, around attendance input. Have also implemented an email being sent out to teachers that have not completed their roll within the first 20 minutes of class. It is a legal requirement so now sending reminders to teachers to complete. 79% of students arriving on time to class was discussed. Attendance officer doing a great job, Lesley, works for other schools as well, value what she is doing. Spoke about staff and the attendance officer collecting students from their homes to come to school.

Discussion had on systems and options to help improve attendance.

Discussion had on Waitaki Week: Stephen: Multiple incidents occurred which resulted in a number of suspensions. SB has been in conversation with St Kevins. Both schools, WBHS - SKC have had a talk to their students about the expectations. Police concerns - came from a positive viewpoint, encouraging the schools to make a change as is draining their resources with number of staff that they have attend the rugby. Possible changes for next year were discussed. Paul suggested to speak to Christchurch Boys'. At least the discussion has started on how to improve next year's Waitaki Week.

Board thanked Stephen for his report.

2.4 Rector

2.5 H&S & Policy Review

Reports taken as read.

Greg: To add to the first report is the boy who had the chest injury that was labeled as serious - contacted WorkSafe, they said it was notifiable, so WorkSafe was notified and they said no further investigation was required , they were happy with how it was handled.

SchoolDocs - All our policies are now through SchoolDocs. We are now on the SchoolDocs schedule, which is a three yearly schedule, broken down by terms. Reviews take two parts - over 2000 schools in SchoolDocs all those schools all have policies, and feedback is the first part, second part is for us to look at those policies to make sure we are implementing them properly.



Greg Familton moved motion to officially adopt the SchoolDoc policies.

Greg Familton moved motion to officially adopt the SchoolDoc policies. Daniel Isbister Seconder. All in favour. Approved.

Decision Date: 30 Jul 2024

Mover: Greg Familton
Seconded: Daniel Isbister
Outcome: Approved

Well-Being Survey: Was completed today by the students. 220 students have completed the survey so far, however there are students who were absent so will give it one more day for those students to complete. Then will rate into groups, review those results as this one was a closed questions survey. Then will send out another survey with open questions. Police will come in and help as well once we have the results.

The Board would like to thank and acknowledge the hard work Greg did on getting SchoolDocs and Policies up and running there was a great deal of work involved.

2.6 Cultural

Nicola: Apologies to Board for being absent last month, no report from committee as struggling to make that work. Comments tonight are her personal comments not from the Committee.

Nicola to reach out to NZSTA for more support and training to keep making progress with the Cultural committee so they are moving forward.

Committee itself has had a lot of changes.

Will write a formal proposal to present to the next Board Meeting, to change the structure. Would like to invite the local Runaka to be involved, as struggling to engage them. Need to involve them in the plan and be a part of the conversation early on.

Is it a Board committee or a school committee with a Board member on it? A lot of the changes that we see need to happen are things that the school needs to do. Whose role is it to organise these changes? Would like to sit down with Linda about funding.

Personally, would like to see Whānau involved in the committee as well.

It would be good to have more Student voice, Mana Whenua voice and Whānau voice as well as some good input from the school.

Discussion had on Moeraki.

Discussion had on what are our (School Board) Cultural Competencies.

Discussion had on finding a possible Te Reo Māori Teacher. Staffing, shortage of Te Reo Māori Teachers throughout the country. Nicola knows people who she can speak to and will investigate further

Nicola Neal to complete a written proposal and present to the Board at the next meeting.

Board thanked Nicola.

Daniel Isbister: What are the processes with bringing things up on the agenda. Paul: Agenda is set and sent out 2 weeks prior to the meeting if you have items you want added to the agenda please advise.

2.7 Property

Report taken as read.

Board acknowledged the new wooden posts on Waitaki Ave look good and thanked Daniel for his time and hard work on the posts.

Showers in the Hostel discussed. Possible Health & Safety concern, however Scott to check with Neil Conway to confirm which Showers are of concern, to progress further.

Electricity Monitoring (to monitor where electricity is being used at the school): No ministry funding available for it. Is it something we want to prioritise?

Board Agreed for Daniel to go back to the company for more information, references, results from similar schools, need to see outcomes. Board does not have enough information to make an informed decision.

Discussion had on House Inspections: To be completed Every 3 months - Does this come under the new HR Role? Stephen: Management Team Role, leave it with them.

New Admin/HR role already hired and has started. Will be looking after the Healthy Homes.

Board thanked Daniel for this report.



Daniel to speak to Electricity monitoring system person to gather more info/references/past work.

Daniel to speak to Electricity monitoring system person to gather more info/references/past work.

Due Date: 27 Aug 2024

Owner: Daniel Isbister

2.8 Finance

Reports taken as read.

Kirsti:

- School Finances 6 months to date now, sitting under or right on budget, no concerns.
- Discussion had around staff leave - how that can be managed, plans in place (non-teaching staff).
- Discussion around the Finance Policies coming in, highlighting, great way to review it - looking good.
- Confirmed all tenancies agreements are signed off but one, that person hasn't been available to sign but that is in the process.

Hostel: KB struggled with the level of the reporting we were receiving in the Monty report, doesn't show where we are sitting with the hostel. Needed further depth in the report. I asked Linda to look at adding lower levels of code in the report so we can see more information. Linda is looking into this and will work on it when she can, K B checked with Linda's profit and loss, highlighted areas of concerns, biggest concern - budgeted for 47 boarders and only have 45 boarders. Confirmed that we don't pay rates at the hostel, even though it was budgeted, \$12k up our sleeve, \$7k budgeted for new contracts to put in place, but not required, so have a buffer of \$20k, but \$25k short of the income from less boarders budgeted. What it has highlighted is hiring the facilities is what is keeping the hostel going. Need to increase our Boarding numbers. Graham happy to speak to Waitaki Girls, someone in their hostel.

Board thanked Kirsti.



Nicola moved motion to accept chair quote (x14 Chairs) subject to checking 14 is the correct amount.

Nicola Neal moved motion to accept chair quote for x14 Chairs subject to checking that 14 is the correct amount. All in Favour. Approved.

Decision Date: 30 Jul 2024

Mover: Nicola Neal

Seconder: Paul Edmondston

Outcome: Approved

2.9 Don House

Scott Mayhew, Director of Boarding, entered meeting at 8:02pm

Reports taken as read.

Discussion had on the showers in the hostel. Board confirmed that best for Scott to get clarification on which showers have the Health and Safety issues from Neil Conway, property manager.

Scott discussed changing over from NZ Boarding School Association to Aotearoa Boarding School Association which aligns with the Australia Association. Cheaper and better PDs. Great networking opportunity.

Why do parents send their sons to our boarding school? why not? Scott: mostly convenience. Sporting, opportunities. Boys who missed out from another Boarding School. Discussed letting boys have an experience in the Hostel. Scott: Hostel is always open, open to opportunities, have looked at things like boys coming in for exams, but no one took it up.

Discussion had on the upcoming Thailand Marketing Trip. 28th August. Itinerary all sorted. Visiting schools, attending the international fair. Scott confident in his current staff to be able to take over and handle the Hostel in his absence, have built a great team that he can trust.

Been working with Andy Lane regarding the RAM Forms, all going well.

Discussed Curtains. Single curtains in each room, on tracks, some are block out and some are not.

Scott confirmed Crest Cleaning has been amazing, organised and easy to talk to them, very happy, easy to approach, all settled in.

Hostel Open Night - Terms of enrolment, one boy confirmed so far. Scott has followed up with the families 3/4 times. Critical factors for boys not coming to Don House - Our Academic Pass rates, Academic opportunities, sporting opportunities. Possibly look at marketing - "boys reaching their potential". We have a wonderful hostel team, need to promote staff and Scott & Kylie Mayhew. Board acknowledge Scott & Kylie's hard work, and the great feedback they received from International students/parents.

Board thanked Scott for his time tonight. Scott exited the meeting 8:35pm



Paul moved motion to accept the Tait Carpet quote, subject to clarifying the quote includes underlay

Paul moved motion to accept the Tait Carpet quote, subject to clarifying the quote includes underlay and is like for like. Kelli Williams seconded. All in favour. Approved.

Decision Date:	30 Jul 2024
Mover:	Paul Edmondston
Seconded:	Kelli Williams
Outcome:	Approved

Curtain quote: Board agreed upon needing a second quote before going any further.

Kirsti: Would like to see Hostel Map, to have a better understanding where the hostel dorms / showers etc. are when being discussed in Board meetings. Graham agreed and will organise to have one available.

2.10 Marketing

New School Website went live last week. Board thanked Kirsty Sheaf for all her hard work with that, new website looks great, a lot easier to navigate.

China website should be going live this week.

International Prospectus viewed by Board. Board thanked Kirsty Sheaf for her time on completing it, looks great.

2.11 Chair scan

Hall of Memories:

Todd Walsh no longer on the project MF will take more of a lead role, The Ministry has agreed to pay what they agreed to around the Pipe Organ ie Containers, Removal, Install, and Insurance - waiting on Ron Newton's Police vetting, and for WBHS to pay him 50% removal costs before work can commence. Will be getting all the artifacts out shortly and will discuss with Chloe from the Museum. SB to look into Shelves for the container, Stephen Briscoe to follow up. Now likely looking at an MOE project start in October.

Lake Middleton:

DOC currently working on the concession document. DOC pricing is what Paul expected and in line with what DOC have previously advised. Every three years the concession/lease will be re assigned and concession negotiated. Andy Lane still working on getting the evacuation to be signed off and approved by FENZ.



Paul moved motion to elect the Rector's PA to organise/manage the Student Elections for September.

Paul moved motion to elect the Rector's PA to organise/manage the Student Elections for September. Greg Seconded. All in Favour. Approved.

Decision Date: 30 Jul 2024
Mover: Paul Edmondston
Seconded: Greg Familton
Outcome: Approved



Paul moved motion to accept Kirsty Sheaf Maternity Leave.

Paul moved motion to accept Kirsty Sheaf Maternity Leave. Kirsti Broad Seconded. All in Favour. Approved.

Decision Date: 30 Jul 2024
Mover: Paul Edmondston
Seconded: Kirsti Broad
Outcome: Approved

Paul Edmondston, Board Chair, Moved the Board into Committee.

Paul Edmondston, Board Chair, moved to take the School Board out of committee.

2.12 Action Item List

Due Date	Action Title	Owner
30 Jan 2024	Restraint Training for Staff Status: In Progress	Darryl Paterson
25 Jun 2024	Darryl to send Michael Forgie an email re: Ministry funding for electricity monitoring system. Status: Completed on 1 Aug 2024	Darryl Paterson
27 Jun 2024	Circulate the budget R&M Monty Status: Completed on 9 Sept 2024	Linda Crossley
30 Jun 2024	Darryl to talk to David Higgins - Formal Engagement - Moeraki. Status: In Progress	Darryl Paterson
18 Jul 2024	Hostel House Remedial Works Required Status: Completed on 11 Jul 2024	Linda Crossley
31 Jul 2024	Student Elections to be managed by Rectors PA Status: In Progress	Rectors PA Sanette Zylstra

Due Date	Action Title	Owner
26 Nov 2024	Reminder: Hall of Memories funding request for insurance, tuning, future maintenance etc Status: Not Started	Paul Edmondston

3. Correspondence

3.1 Inward and outward

Board accepted and replied to Mark Wilson's resignation.

4. Forward meeting schedule

4.1 Forward meeting schedule

4.2 Meeting Evaluation

Nicola Neal Evaluated tonight's Board Meeting:

- Robust conversations
- able to express opinions
- good space
- successful meeting.

5. Close Meeting

5.1 Close the meeting

Next meeting: 27th August Board Meeting - 27 Aug 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.7	Daniel to speak to Electricity monitoring system person to gather more info/references/past work. Due Date: 27 Aug 2024	Daniel Isbister

Parent feedback

Signature: _____

Date: _____