

CONFIRMED MINUTES

27TH AUGUST BOARD MEETING

At the **September 2024 Board Meeting** on **24 Sept 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 27 August 2024
Time:	5:30 pm to 9:45 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Kirsti Broad, Graham Hay, Greg Familton, Daniel Isbister, Lachlan Wright, Kelli Williams
Attendees:	Rectors PA Sanette Zylstra, Stephen Briscoe
Apologies:	Darryl Paterson, Nicola Neal, Mrs Maiele Paia
Guests/Notes:	Heads of Departments, Aisea Fifita

1. Major Decisions and Discussions

1.1 Welcome

Paul Edmondston, Board Chair welcomed everyone and introduced Sanette Zylstra, apologies Maiele Paia and Nicola Neal.
Opened the Meeting at 5:30pm

1.2 Karakia

Kirsti Broad shared a Karakia to the School Board

2. Opening Meeting

2.1 Confirm Minutes

Board Meeting 30 July 24 30 Jul 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 be accepted

Decision Date: 27 Aug 2024
Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved

2.2 Interests Register

Nick had some things to update but as away will follow up at the next meeting

3. HOD/TIC reporting

3.1 Technology - John Robinson

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

- Contact Time Concerns
 - Kelli asked John about his concerns regarding contact time with younger students, specifically if it's due to curriculum changes.
 - John noted that students are struggling with practical skills and knowledge because technology gets fewer contact hours compared to core subjects. The shortage of tech teachers and recent curriculum changes have exacerbated the issue.
- Factors Affecting Contact Time
 - Kirsty inquired if the reduced contact time is due to a shortage of teachers or the time frame.
 - John explained that both factors are at play. Technology now has equal status with core subjects but staffing issues have been problematic.
- Solution: Hiring More Teachers
 - Graham suggested hiring another full-time tech teacher.
 - John agreed, stating that full-time staff would provide needed stability and improve teaching effectiveness.
- Staffing and Budget
 - Stephen highlighted the need to review the staffing budget and the balance between part-time and full-time staff.
 - Paul asked if full-time staff offer better value.
 - John confirmed that full-time staff are more effective and offer better value.
- Temporary Measures
 - Greg discussed temporary measures.
- Positive Developments
 - John shared that the extractor fans are working well.
- Teaching with Limited Authority
 - Daniel asked if a qualified builder could teach technology with limited authority.
 - Stephen confirmed this could be an option if no suitable registered teacher is found.
 - John mentioned remote learning options as a possible fit for such candidates.
- Future Staffing Needs
 - Paul inquired about the need for more full-time staff.
 - John confirmed that additional full-time staff are needed to improve stability and teaching time.
- Digital Technology and AI
 - Kirsti asked about digital technology education and AI's impact.

- John noted that AI is used as a tool but hasn't significantly affected outcomes. Alternative programs should be considered for students struggling with traditional tech subjects.
- Physical Environment
 - Kirsti asked if the tech area's physical environment is up to standard.
 - John confirmed that it is safe and functional, though additional teaching time is still needed.
- Final Thoughts
 - John expressed gratitude for the improved team atmosphere and support this year.
 - Paul noted the continuous improvements each year.

3.2 Social Sciences - Sam Henehan

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

- Teacher Integration and Issues
 - Sam discussed challenges with the new NCA standards and some initial issues. Language and cultural differences were factors.
- Staffing Updates
 - Paul asked about new teachers. Sam reported two new teachers joined and that Leigh Scott is absent with a broken leg. Sam is covering one of Leigh's classes, and other relievers are filling in. Leigh is expected to return at the end of the term.
- Curriculum and Course Planning
 - Kirsti expressed concern about introducing tourism for level 3 students. Sam explained that level 3 geography is very academic, and tourism could offer a more accessible option. He plans to split classes between geography and tourism next year when Trix Beatrix Cox returns.
- Class Sizes and Student Distribution
 - Graham asked about class size thresholds. Sam hopes for around 10 students for tourism and noted low numbers in some subjects due to staffing changes.
- Vocational vs. Academic Pathways
 - Kirsti questioned if the academic vs. vocational split is common across schools in New Zealand. Sam acknowledged the need for balance but was unsure about specific statistics.
- Student Progression
 - Sam confirmed that students move forward even if struggling, with vocational pathways supporting diverse needs.
- Teacher Recruitment and Migration
 - Kirsti inquired about the teacher shortage and its relation to migration. Sam noted an influx of teachers, especially from Fiji, with many preferring Auckland for support networks.
- Upcoming Events and School Promotion
 - Sam reported that 13 students are going on an overseas trip, marking the school's first international trip in recent years. Paul thanked Sam for his efforts and noted the positive impact on students.
- Closing Remarks
 - Paul expressed gratitude to Sam for his hard work and contributions.

3.3 Science Jeremy Mansell

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

Feedback Collection

- Graham: Inquired about the continuation of feedback collection from students and the LSE.
- Jeremy: Confirmed plans to continue gathering feedback. Initial positive results from the 10AR class suggest using similar methods for residents next year. Noted that many students struggle with providing useful written feedback.

Effort and Costs

- Graham: Asked about the effort and cost involved in implementing the feedback approach.
- Jeremy: Mentioned it depends on Sue's availability. Considering involving an external party to facilitate feedback collection.

Year 12 Performance

- Paul: Questioned the reasons behind Year 12's strong performance.
- Jeremy: Highlighted that Year 12 has been consistently high-performing, with positive feedback from previous years and a renewed focus post-COVID.

Resources and Technology

- Graham: Asked for clarification on comments about resources and technology.
- Jeremy: Explained that a series of lessons on Māori culture and technology have been successful. These lessons integrate Māori perspectives with science and technology.

Streaming Juniors

- Graham: Discussed the effectiveness of streaming juniors.
- Jeremy: Reported that streaming has improved student focus and behavior, making differentiation more manageable and positively impacting classroom dynamics.

Ministry Support

- Graham: Questioned if the lack of support from the ministry would be resolved soon.
- Jeremy: Hoped for better support with the upcoming curriculum draft.

Board Intervention

- Graham: Inquired if the board could intervene to address the lack of support in relation to curriculum.
- Jeremy: Indicated that many principals share similar concerns. Awaiting the draft of the science curriculum for potential improvements in support.

Improvement Signs

- Paul: Asked if there are signs of improvement.
- Jeremy: Remained hopeful for better guidance but noted current rubrics and guidelines are too vague. Working with incomplete information remains a challenge.

Rubrics and Assessment

- Kristi: Asked about the existence of detailed rubrics for standards.
- Jeremy: Confirmed that current rubrics are often too broad, leading to uncertainty about achievement levels.

New Curriculum Implementation

- Kirsti: Questioned if most Level 1 subjects are now using the new curriculum.
- Greg: Explained that the level of support varies by subject. Some areas have strong support.

Moderator Feedback

- Stephen: Mentioned that detailed feedback from moderators is helpful, but changes in government and staffing have caused delays.
- Jeremy: Will focus on adjusting assessments based on feedback and hopes to refine the course for next year.

3.4 Maths Emma Prosser

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

- Graham inquired about the progress in managing classroom behaviour and issues related to children misbehaving in math classes.

Update on Classroom Behaviour

- Emma: Reported improvements this year compared to the past. Maths Department supports each other well and have adapted teaching methods. Support included classroom observations and reassurance.

Systems and Improvements

- Paul: Asked about systems to prevent previous issues.
- Emma: Emphasized the need for more departmental supervision, support for new teachers, and encouraging observation of experienced colleagues. She noted the importance of overcoming cultural barriers and adapting teaching methods.

Integration of Math and Agriculture

- Graham: Inquired about integrating math into agriculture and the role of the Ag Department.
- Emma: Explained that she consults with Josh from the Ag Department to incorporate relevant data and examples into math lessons. This approach engages students and fosters discussions on various farming practices.

Practical Application of Math

- Paul: Discussed the importance of practical application and implementation.
- Emma: Agreed that new NCEA standards offer good opportunities for practical discussion and diverse problem-solving methods.

Impact on Level 1 Students

- Kristi: Asked about the effect of new methodologies on Level 1 students and their progression.
- Lachlan: Mentioned that while the new approach is different from traditional methods, it helps students apply math to real-world scenarios. Transition to traditional methods in Level 2 is manageable.
- Emma: Observed challenges in realigning students to traditional methods but remains optimistic about future improvements.

Streaming vs. Non-Streaming

- Kristi: Inquired about streaming for Year 10 versus non-streaming for Year 9.
- Emma: Favored non-streaming to better manage classroom behavior and engagement. She emphasized the educator's role in differentiating instruction.

Tailoring Education to Individual Needs

- Role of the educators to identify and address student needs.

- Emma: Discussed her approach to tailoring instruction in her Year 13 class, accommodating students at different levels with flexible assessments and relevant content.

Adaptation of Assessments

- Graham: Asked about the customization of assessments for individual needs.
- Emma: Confirmed that while assessments are not newly created, they are adapted to fit students' needs, and course outlines are flexible.

Closing Remarks

- Kirsti: Expressed admiration for the approach.
- Emma: Concluded by highlighting the flexibility of math education and its integration with other subjects, such as geography.

3.5 English - Jordan Horrell

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

Overview of Literacy Challenges

- Graham: Highlighted concerns about 30 Year 11 students struggling with literacy requirements and asked about possible solutions.

Current Status and Solutions

- Jordan:
 - Literacy and Credit Status: Many students are short of the 60 credits needed for a Level 1 certificate mainly due to unmet literacy requirements. Some students have partial credits that could help.
 - Support Measures: Reattempts are scheduled for week 8 of Term 3, with additional support through the Purified Program. Students will have another chance to meet literacy requirements next year if they don't succeed this year.
 - Literacy Barrier: Stricter literacy requirements make it harder to use alternative standards for meeting the requirements.

Results Timeline

- Jordan: Literacy assessments are externally marked, with results released in January along with other external exams, due to the time needed for marking.

Student Understanding and Engagement

- Kirsti: Asked about students' understanding of literacy requirements and their engagement.
- Jordan:
 - Understanding: Students are increasingly aware of literacy requirements, with some successfully using alternative standards.
 - Engagement: Challenges include low student motivation and engagement, with some opting out of assessments due to past failures and lack of confidence.

Submission of Work

- Kirsti: Inquired if work submission issues exist at senior levels.
- Jordan: Significant concern about students opting out of assessments, impacting overall achievement. Regular checkpoints and communication with home are used, but challenges remain.

Content and Motivation

- Kirsti: Questioned if the content's heaviness contributes to difficulties.
- Jordan: Motivational issues and lack of prior success are more significant factors than content heaviness. Students may avoid assessments to protect self-esteem.

Impact of Streaming

- Stephen: Asked if streaming affects student behavior towards assessments.
- Jordan: Streaming might contribute to avoidance behaviors, affecting general engagement with English.

Future Plans and Improvements

- Paul: Inquired about the timeframe for improvement.
- Jordan: Plans to revise the junior program to enhance English engagement from early years. Collaboration with the intermediate school and utilizing local opportunities are key strategies.

Assessment Results

- Jordan: Noted unexpected improvements in writing assessment results, especially in streamed classes, which could ease future literacy management.

Pilot Assessments

- Lachlan: Mentioned improved results in recent assessments compared to previous years.
- Jordan: Confirmed significant improvements, even among students with prior difficulties.

Conclusion

- Paul: Expressed satisfaction with the progress and improvements discussed.

3.6 Rectors Report

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

Discussion on Year 9 Assessment Data

- Graham: Questioned the accuracy of the graph showing 0% pass in literacy and 8% pass in numeracy for Year 9 students.
- Greg: Confirmed that the figures are correct. No Year 9 students were put forward for literacy testing, and only 12 students in one class were nominated for numeracy testing. Out of these, 8 passed and 4 did not. It is uncommon to test Year 9 students as the requirement is by Year 11.
- Graham: Noted that testing Year 9s is not required.
- Greg: Explained that Jordan, the Head of Department chose not to include Year 9s in literacy assessments due to other focuses. For numeracy, around 20-30 students from a cohort of 100 will be selected for the next assessments based on their likelihood to pass.

Open Night Attendance

- Kirsti: Inquired about the attendance at the recent open night.
- Stephen: Reported a decrease in attendance, with about 48 families attending compared to previous years. Up to 90 families might be expected.
- Paul: Mentioned that the open day had a very high turnout and the poor weather conditions may have also played a part around open night numbers.
- Kirsti: Asked if parents attended the open day.
- Stephen: Confirmed that the open day was well-attended (over 100). Feedback indicated that many parents felt no need to attend the open night. There is consideration to possibly consolidate events into one, based on feedback.

Personnel

- Kirsti: Briefly discussed staffing challenges.
- Stephen: Noted the following on personnel:

- Sanju: On bereavement leave in India.
- Derek Neve: Did not return to cover Greg's classes.
- Lee Scott: On leave with a broken leg, impacting class coverage.
- Stephen: Expressed hope that Sanju will return next week, which will help redistribute coverage responsibilities. Tony Blackbeard will be moved to cover some of Lee Scott's classes to free up Sam. The term has faced multiple staffing challenges simultaneously.

3.7 H&S & Policy

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

Student Wellbeing Survey:

- Greg reported on the initial review of student wellbeing survey results.
- Overall, students feel they belong at school, and results for Māori students were consistent with the general student population.
- Issues identified include:
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 - High rates of reported daily bullying.
 - Significant decline in respect for teachers and among students compared to two years ago.

Response Rates:

- 269 out of 411 students responded, an improvement from just over 100 responses two years ago.
- The increase in response rate was noted, especially among boys, though the issue of respect has worsened significantly.

Next Steps:

- Kia Kaha Program: Greg proposed implementing the police's Kia Kaha program next year to address positive relationships and anti-bullying. This is under proposal and will be further discussed.
- Follow-Up Survey: A second, more detailed survey will be developed to delve deeper into the issues identified.
- Board Report: No specific timeline for the board report; it will depend on the development of the second survey and further analysis.

Moeraki Trip:

- A science trip to Moeraki Marae is organized for Year 9 and 10 students with Māori heritage.
- Originally limited to 10 spots, but now expanded to accommodate all 21 interested students.
- Final preparations are underway, with RAMS forms completed.

3.8 Property Report

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

Hostel Project Finances:

- Original Savings and Funding:
 - Funding was discussed
- New Costs:

- Additional costs for cross-cut work and plumbing.
- Budget Alignment:
 - The original planned work was budgeted at \$25,000, which aligns with the funds available.
- Current Status:
 - Paul and others agreed that the hostel's showers are completed and the remaining funds cover these expenses, leaving time to address other issues.

Structural Work:

- Next Steps:
 - The property sub-committee will compile a proposal and quote for the required structural work.
 - This proposal will be reviewed by the finance team, and a detailed report on the time frame and costs is needed for approval.

Electricity Monitoring System:

- Current Situation:
 - Daniel reported that the electricity monitoring system proposed would cost between \$8,000 and \$14,000 for investigation, plus an annual management fee of \$8,500.
 - The potential savings of 22% would only reduce the annual electricity bill (approximately \$100,000) by about \$26,000, leaving a net saving of \$16,000.
- Challenges:
 - Daniel expressed concern that despite the monitoring, no clear method for substantial power savings had been identified.
 - The existing system might not address significant areas of power consumption effectively.
- Decision:
 - The committee decided not to proceed with the electricity monitoring system due to high costs relative to the savings.
 - They agreed to revisit the issue if energy prices increase substantially and consider incremental upgrades to more energy-efficient equipment as an alternative.

Security Cameras:

- Current Issues:
 - There are concerns about the adequacy of existing security cameras around the school and hostel, especially following incidents of damage where the footage was insufficient for identifying culprits.
- Suggestions and Discussions:
 - Stephen suggested adding cameras in specific trouble spots, such as above the oval where a new toilet block is being constructed.
 - Kirsti stressed the importance of improving security, given recent incidents, and suggested that having adequate surveillance is a responsibility for ensuring a safe environment.
 - Paul proposed looking into affordable internet-based security cameras.
- Funding and Implementation:
 - Paul suggested exploring funding options under Health and Safety provisions from the Ministry of Education.

- o Daniel will follow up with Michael Forgie to investigate potential funding for upgrading security cameras.



Proposal and Quote re proposed structural work for the Hostel

Prepare a costed proposal and timeline for the proposed structural repairs

Due Date: 24 Sept 2024

Owner: Daniel Isbister



Motion moved not to proceed with Electricity Monitoring System pr...

Motion moved not to proceed with Electricity Monitoring System proposal

Decision Date: 27 Aug 2024

Mover: Paul Edmondston

Seconder: Kelli Williams

Outcome: Approved



Security Cameras

Daniel to discuss potential funding from MOE for security with Michael Forgie, and to report back to the School Board

Due Date: 24 Sept 2024

Owner: Daniel Isbister

3.9 Don House Report

Reports taken as read.

Student Updates:

- Lost Y1 ear 11 Student: and a student from Twizel enrolled.
- Scott's Trip: Scott is leaving for Thailand tomorrow, excited about promoting the school to potential international students. His itinerary includes 25 agent interviews, which might be challenging due to aggressive sales tactics.

Policies and Procedures:

- Review Process: Kirsti raised concerns about the review of hostel policies and procedures. It was noted that Scott has reviewed them, but there was uncertainty about the formal process and the frequency of updates. It was suggested that the Don House sub-committee could be involved in ensuring policies are up-to-date.

Risk Management for Tekapo Springs Trip:

- Safety Concerns: Daniel mentioned recent incidents involving ice rinks and helmets, raising questions about whether helmets are required for the trip. Kirsti emphasized the need for assurance on safety policies, especially for high-risk activities.

Student Numbers and Marketing:

- Year 9 Numbers: There is one confirmed Year 9 student and two more expected. Nine others are interested but undecided. The concern was raised about having a potentially low number of Year 9 students.
- Marketing Efforts: \$46,000 was invested in marketing, and efforts should be maximized to attract more students.

Financial and Operational Concerns:

- Budget and Financial Health: Focus should be on growing numbers and utilizing funds effectively.

- Curtains: Linda is exploring cost-effective solutions for curtain replacement using the R&M budget. A more budget-friendly approach, such as online purchases, might be considered.

Miscellaneous:

- Map Update: A map will be included in the next board notes.
- Fee Setting: The Finance Committee will discuss fee adjustments for the next year.



Provide update on Hostel policies and procedures at next School B...

Provide update on Hostel policies and procedures at next School Board meeting

Due Date: 24 Sept 2024

Owner: Graham Hay

3.10 Finance

Kirsti updated that the hostel budget is on track, though some expenses have reached their limits. Linda is aware and managing it.

Kirsti noted some concerns:

- Laundry Wages: Down due to holiday pay adjustments.
- Catering Income: Linda is reviewing possible coding issues or pricing concerns as expenses currently exceed income.

Daniel inquired about holiday pay limits and noted a large liability on the balance sheet. Kirsti explained that only a few employees require active management and mentioned that holiday pay policies are under review. There's no policy on cashing out holiday pay, though it can be requested in writing under certain conditions.

Paul suggested that cashing out might help manage liabilities but acknowledged the purpose of holidays. Kirsti agreed to follow up on this issue next month.

Linda and Lee-Anne attended Solutions and Services School Finance Roadshow, which provided useful insights.

Graham proposed making new grants in financial reports for clarity. Kirsti agreed that changing the format to highlight new items would be helpful and noted that comments sometimes need updating to reflect current relevance.

3.11 Marketing

Report for informational purposes only. Pretty much self-explanatory. Linda, Darryl Paterson and Kirsty Sheaf have done quite a lot of work in marketing and website

3.12 Cultural

As Nicola Neal was unavailable for this School Board meeting, there are no reports to discuss

3.13 Chair Scan

HOM & Organ update

Ron Newton has begun the process of removing the organ. The project is underway, and Ron is on site.

Despite widespread budget cuts, the school has managed to secure further funding for Stage 2 work which includes drainage subfloor and windows, which is a positive development.

Additionally, there is a possibility of applying for a third round of funding next year, although the specifics are still unclear.

Middleton Update

Update on Middleton, not heard back from Dept of Conservation (DOC). Andy Lane reported that the electrician couldn't find any conduit and has concerns about the wiring. Andy is obtaining quotes for both the wiring and the barge boards. Once the quotes are received, BoT will decide whether to proceed with the work, likely waiting until Ohau Ski Field moves out in about a month. Paul plans to follow up with DOC regarding the lease and aims to have it finalized before the end of the year.

Ratify Junior & Senior Basketball RAMS

RAMS are signed off on the junior and senior basketball.

Approve U15 Rugby - Motor vehicle details have been provided, no Qualified First Aider with the team as Physio is on site at Chch Park Accom, As in Chch very good access to emergency services 111 etc and First Aid at the games. Suggestion that all team managers or coaches should be First Aid qualified.

Student Elections Resolution & Motion

We appointed Sanette Zylstra to be Returning Officer for the student elections.

LWOP Request

Board received leave without pay request from Janice Vermeulen. Board approved leave. Stephen can make decision regarding discretionary leave decision as per School Docs Policy.

Moved into Committee

Moved out of Committee



Junior and senior basketball RAMS approved

Junior and senior basketball RAMS approved

Decision Date: 27 Aug 2024
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Rugby RAM form approved

Rugby RAM form approved

Decision Date: 27 Aug 2024
Mover: Paul Edmondston
Seconder: Daniel Isbister
Outcome: Approved



Sanette Zylstra has been appointed Returning Officer for student ...

Sanette Zylstra has been appointed Returning Officer for student elections

Decision Date: 27 Aug 2024
Mover: Daniel Isbister
Seconder: Kirsti Broad
Outcome: Approved



Janice Vermeulen 12 days leave approved

Janice Vermeulen 12 days leave approved

Decision Date: 27 Aug 2024
Mover: Kirsti Broad

Seconder: Graham Hay
Outcome: Approved

4. Action List

4.1 Action List

Items in Progress:

- Restraint Items: Still in progress. Greg will meet with the staff tomorrow morning to follow up. A list of staff who haven't completed their tasks will be discussed.
- Daryl and David Higgins: Still in progress.
- Student Elections: Still in progress. The timeframe is short, with elections expected in September. Sanette will review the process with Stephen tomorrow. Paul noted that there's a specific timeline and process detailed on the NZSTA website.

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.

Hall of Memories Funding Requests:

- Insurance: The organ is insured for 12 months, and the ministry is covering the costs while in storage. The discussion highlighted future needs for ongoing insurance and repairs, which will not be covered by the Ministry after the initial funding period.

New Action Items:

- Any new items from tonight's meeting will be added to the action list.

5. Correspondence

5.1 Correspondence

There is a letter that Linda thanked all the people that gave grants.

6. Meeting Evaluation

6.1 Meeting Evaluation

Daniel Isbister Evaluated tonight's Board Meeting:

Review of Recent Meeting

- Daniel: Noted that the recent meeting went smoother but highlighted the need to shorten future meetings.

Next Meeting Details

- Date: 24th September
- Time: Tentatively 5:00 PM (to be confirmed)
- Location: Don House, including a walk around the facility.

Additional Considerations

- Graham: Will check with Scott about his availability for the meeting. Emphasized that Scott's presence is valuable for a complete discussion.

- Paul: Will confirm once know Scott's availability and adjust the meeting time if needed.

7. Close Meeting

7.1 Close the meeting

Next meeting: September 2024 Board Meeting - 24 Sept 2024, 5:00 pm

Karakia

Evaluation

EOM

Signature: _____



Date: _____

25/9/24