

# CONFIRMED MINUTES

## NEXT BOARD MEETING

At the **26 November 2024 Board Meeting** on **26 Nov 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Boys High School
<b>Date:</b>	Thursday, 31 October 2024
<b>Time:</b>	5:30 pm to 9:44 pm (NZDT)
<b>Location:</b>	Waitaki Boys High School, Waitaki Ave
<b>Board Members:</b>	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg Familton, Kirsti Broad, Lachlan Wright, Mrs Maiele Paia, Nicola Neal
<b>Attendees:</b>	Rectors PA Sanette Zylstra
<b>Apologies:</b>	Kelli Williams, Stephen Briscoe
<b>Guests/Notes:</b>	Aisea Fafita for Teaching & Learning Section

### 1. Opening Meeting

#### 1.1 Welcome

Paul Edmondston, Board Chair welcomed everybody to the meeting and congratulated the New Head Boy and Deputy Head Boy.

Opened the Meeting at 5.30

#### 1.2 Karakia

No Karakia Maiele was absent but arrived after completing interests register

#### 1.3 Interests Register

No updates were made to the interest register

#### 1.4 Confirm Minutes

**September 2024 Board Meeting 24 Sept 2024**, the minutes were confirmed as presented.



#### **Paul confirmed changes had been made as requested by Greg Familto...**

Paul confirmed changes had been made as requested by Greg Familton

Paul moved motion to confirm last Board Meeting minutes

<b>Decision Date:</b>	31 Oct 2024
<b>Mover:</b>	Paul Edmondston
<b>Seconder:</b>	Graham Hay
<b>Outcome:</b>	Approved

## 2. Sub Committee and reporting

### 2.1 SLT Teaching & Learning Review

**Darryl:** Opened with apologies for Aisea's absence, noting he had submitted a report at the last meeting. Darryl highlighted that option selections have now closed, and the main challenge ahead is staffing for the next academic year based on those selections. An SLT retreat is scheduled for next Thursday to focus on staffing and the school calendar, with plans to present updates and gather feedback from staff the following Monday.

**Period Five Program:** There is strong staff support to continue the Period Five program, which has had varied success depending on who facilitated it. Minor adjustments will be made to enhance its effectiveness while maintaining its core philosophy.

**BYOD Initiative:** The Bring Your Own Device program is going well. Darryl noted that John Robinson has secured some refurbished Chromebooks to help support students.

**Greg:** Provided details on the recent literacy and numeracy assessments, with 180 students participating. Some students took multiple assessments in a single session. He mentioned that while English exams are moving to a digital format, math exams will remain paper-based due to practical considerations. Greg also pointed out that the school's computer facilities are aging, with two computer rooms currently in use, one in the library and another in N4.

**Device Availability:** Greg discussed the challenges some students face regarding device access. Although most students bring their own devices, about 10% may struggle due to financial issues or reluctance from parents to replace damaged devices.

**SLT Adjustments:** Darryl mentioned ongoing conversations about the SLT remuneration and staffing, indicating that these topics will be explored further during the upcoming retreat.

**Professional Growth Cycle:** Darryl emphasized the importance of the professional growth cycle for all teachers, which aims to improve teaching practices and retention.

**Fraser Farm:** Darryl noted that the Fraser Farm continues to be used by various departments for individual projects, contributing to diverse learning opportunities.

### 2.2 SLT Compliance Review

Greg did the report on behalf of Stephen Briscoe

#### Harrison Tew Program Update

- **Daniel** inquired about the Harrison Tew crisis management program proposed by **Stephen Briscoe**.
- **Darryl** confirmed he will follow up with Stephen to clarify the program's objectives, timelines, and any resources needed for implementation. He will provide a comprehensive update to the Board at the next meeting.

#### Attendance Trends and Norms

- **Paul** noted recent improvements in attendance figures and questioned whether this could be considered the new standard for the school.
- **Greg** responded that the impact of COVID-19 has led to a normalization of school absences. He elaborated on the implementation of the new whanau system, where designated teachers are tasked with monitoring and addressing attendance issues. He acknowledged that while some teachers excel in this role, others may not be as diligent.

#### Addressing Attendance Challenges

- **Paul** expressed concerns that some students might not be accurately recorded as present, which could affect the overall attendance data.

- **Greg** explained the procedure for addressing absences: if a student is marked absent, the corresponding whanau teacher should verify the reason. For students who frequently miss school, Leslie, the attendance officer, will reach out to families directly to encourage their return and understand underlying issues.

### **Attendance Statistics and Improvements**

- **Darryl** shared that the school's regular moderate attendance has risen to 63%, reflecting a steady improvement from previous terms. He emphasized that this year has shown consistent growth in attendance rates compared to last year, which serves as a positive benchmark.
- **Kirsti** highlighted that the attendance data is consistent week-to-week, indicating that absences are not due to sporadic issues but rather reflect established patterns among students.

### **Understanding Reasons for Absences**

- **Daniel** asked if the reasons behind student absences have shifted over time, particularly in light of past discussions about students needing to work to support their families.
- **Darryl** indicated that he has not seen evidence of this issue in the current term, noting that chronic absenteeism is approximately 12%. He emphasized the need to analyze these statistics further to understand the context behind the numbers.

### **Financial Hardship and Community Support**

- **Maiele** raised a concern about how the school tracks and supports families experiencing financial hardship, especially given recent economic challenges. She suggested that collaboration with community organizations could provide essential resources.
- **Greg** clarified that each Dean should maintain close relationships with their students to identify and address any issues related to attendance, including those stemming from financial difficulties.

### **Future Attendance Predictions and Concerns**

- **Daniel** voiced concerns regarding potential attendance issues next year, especially if students choose to stay in school due to a lack of job opportunities, which could lead to disengagement.
- **Darryl** stressed the importance of ongoing support from external agencies, mentioning that they are actively engaged with the North Otago Attendance project, which aims to address attendance challenges more effectively.

### **Improving Communication with Families**

- **Nicola** suggested enhancing communication between year deans, particularly those working with Māori and Pasifika students, to better engage families who may face language barriers or have lower levels of school engagement.
- **Darryl** confirmed that the pastoral care support group meets weekly to discuss strategies for improving student engagement and support, highlighting the need for targeted outreach.

### **Action Items and Next Steps**

- **Darryl** will follow up with Stephen regarding the Harrison Tew program and provide an update at the next Board meeting.
- The team will continue monitoring attendance data closely, particularly focusing on chronic absenteeism and identifying any emerging patterns.
- Explore partnerships with community organizations to enhance support for financially struggling families and improve student engagement initiatives.

### **Other Business**

- **Lachlan** noted that there may be differences in attendance patterns between junior and senior students, which could inform future strategies.

- **Kirsti** suggested considering additional support systems or programs to encourage consistent attendance among at-risk students.

## 2.3 Rector

### Opening Remarks

- **Darryl** began by expressing gratitude for the board's support during his sabbatical, emphasizing the enriching experiences he had.

### Key Learnings from Harrow Conference

- Attended the Harrow conference, focusing on positive masculinity and qualities of good character.
- Plans to implement programs reflecting these themes, particularly targeting Year 9 health education.

### School Visit Insights

- After the conference, he visited several North Island schools, gathering ideas on effective practices and resource management.
- Noted the presence of dedicated attendance deans in other institutions, suggesting the potential benefits of adopting a similar model to improve student engagement.

### Observations from Other Schools

- **New Plymouth Boys:** Shared unique dormitory arrangements for Year 11 boys, highlighting their over-subscribed boarding capacity.
- Discussed classroom management strategies, such as requiring students to wait until the teacher is present before sitting down, which helps establish authority and structure.

### Reflections on School Environment

- Identified a need to reset behavioral expectations for students and staff. Emphasized clarity in behavioral standards and accountability.

### Socioeconomic Comparisons

- Reviewed the school's position in the Educational Quality Index (EQI), noting socioeconomic challenges that align the school with similar institutions. This has implications for funding and resource allocation.

### Focus on Building Resilience

- Stressed the importance of creating opportunities for students to face controlled challenges, fostering independence and resilience while encouraging parental support in allowing students to make mistakes.

### Leadership and Community Engagement

- Cited the importance of competition and resilience in sports as a metaphor for school life, encouraging a community ethos where support and accountability coexist.

### Progress and Aspirations

- Reflected on progress made since 2017, recognizing areas of improvement and ongoing challenges.
- Proposed reintroducing initiatives like Kia Kaha for anti-bullying and peer support for Year 13 students to enhance community and support networks.

### Resource Needs and Class Size Initiatives

- Discussed the necessity for additional staffing, including a teacher aide, to assist students with diverse learning needs.
- Suggested creating five Year 9 classes to maintain smaller class sizes for better engagement and learning outcomes.

## Student Leadership Expectations

- Plans to increase the responsibilities of the student leadership team, encouraging them to actively address and discourage inappropriate behaviors within the student body.

## Inspirational Reflections

- Drew inspiration from a Winston Churchill quote about resilience, connecting it to the school's vision and commitment to improvement. He noted the irony of encountering this quote in both his travels and recent meetings and in the school stairs to the staff room.

## Acknowledgments

- Recognized the board's efforts in improving school facilities and the leadership team's ability to navigate challenges effectively.

## Closing Remarks

- Concluded with a renewed sense of energy and determination to advance the school's goals, emphasizing collaboration among staff, students, and the board.

## 2.4 RAMs



### Paul moved a motion to Approve the RAM's

Paul moved a motion to Ratify the Wanaka Challenge, Middleton & 3x3 Basketball RAM's

**Decision Date:** 31 Oct 2024  
**Mover:** Paul Edmondston  
**Seconder:** Mrs Maiele Paia  
**Outcome:** Approved



### Paul moved a motion to approve Kaikoura Camp subject to confirming what the alternative plan is

Paul moved a motion to approve Kaikoura Camp subject to confirming what the alternative plan is

**Decision Date:** 31 Oct 2024  
**Mover:** Paul Edmondston  
**Seconder:** Greg Familton  
**Outcome:** Approved



### Paul moved a motion to approve the Borneo trip RAM subject to spe...

Paul moved a motion to approve the Borneo trip RAM subject to specific itinerary for days one and two and permission slip to be added and WC protocols as to what happens if an adult or guide has to withdraw

**Decision Date:** 31 Oct 2024  
**Mover:** Paul Edmondston  
**Seconder:** Lachlan Wright  
**Outcome:** Approved

## 2.5 H&S Policy

### Incident Report

- **Greg** reported that there were no incidents to report due to the school being closed for part of the term.
- Discussion on **School DOCs** policies, primarily focusing on financial and asset management. A policy review sub-committee was initially formed with **Kirsti, Kirsten, Darrell, and Greg**.

## Policy Review

- A meeting is needed before December 13th to review and provide feedback on current policies.
- Greg inquired if anyone besides **Kirsti** and himself wanted to participate in the review process.

## Board Assurances

- The second part of the policy review involves **Darrell** completing board assurances, confirming operational days and compliance.

## Health and Safety Issue

- **Paul** raised a concern from a cleaner about a health and safety incident involving an extension cord.
- **Greg** clarified that the incident occurred outside his classroom, in the hallway, but he assisted the cleaner after the fall. He acknowledged the need to secure the extension cord at the end of the day, even though he is not always the last person in the room.

## Communication Concerns

- **Kirsti** - that while the health and safety record exists, it has not been properly communicated, creating a gap in addressing concerns.

## 2.6 Property



### Daniel to follow up on the dust extractor

Daniel to follow up on the dust extractor

**Due Date:** 26 Nov 2024

**Owner:** Daniel Isbister

Reports taken as read.

## Property Notes Update

- Daniel provided Paul with property notes from Neil, the property manager, detailing monthly updates on property activities.
- Graham found the information valuable. Daniel will continue sending these updates for board consideration.

## Dust Extractor Follow-Up

- Daniel is to follow up regarding the dust extractor where its at. Daniel is to report back as we have reports that its all sorted then reports that its not - we need to clarify what the situation is.

## Security Camera System

- Discussion about funding for a new camera system:
  - Darryl to propose funding to the board, as the MOE will not cover health and safety expenses.
  - Ongoing discussions with the Ministry regarding the project, but responses have been delayed. Paul wants clarification sought as to will MOE fund this under H&S. Darryl is meeting with Ferdi so can we get a definitive answer on this.
  - Daniel mentioned Neil has secured a quote for 12 cameras at \$28,000, which provided excellent image quality.
  - Darryl noted the first quote is from Aotea, with plans to get a second quote per policy requirements.

- Greg suggested contacting Chris Ormandy about their new camera installation at Fennec for insights.

### Audio System Issues

- Daniel reported problems with the new audio system during the sports awards. John has addressed the issue.
- Feedback issues experienced; seemed random.

### Property Meetings

- Scott is now to attend property meetings, which occur monthly on the Tuesday at 8:00 AM, prior to the board meeting. The Hostel and Property have been somewhat disconnected in this area and things are being lost in the crossover between Property & Don House Sub Coms. The Hostel buildings are to be covered under Property.

### Hall Renovation Timeline

- Doubt was expressed about the hall being ready for prize giving next year, with February a possible start date for work. Paul advised it would be very unlikely given its probably a 12 month project which has always been known and with extra S2 funding to do the windows it could be even longer.
- Daniel noted a lack of clarity from Michael on why work hasn't started.
- Paul advised that at present documents and designs have been completed, and the MOE has the work out for tender which closes in Dec. Now the MOE is funding the main stage S1 of the project it is MOE led and follows their processes.



### Darryl to ask Ferdi if MOE can cover under H&S (2 Quotes for Camera system)

Darryl to ask Ferdi if MOE can cover under H&S (2 Quotes for Camera system)

**Due Date:** 26 Nov 2024

**Owner:** Darryl Paterson

## 2.7 Finance

Reports taken as read.

Maiele left the meeting at 6.45pm

### Report Status:

- Kirsti reached out to Linda via email since they have not had a meeting.
- Reports were reviewed, and everything appears satisfactory; Kirsti had no questions.
- Linda responded positively, indicating she is happy with the current situation.
- Linda is in a transitional phase as she prepares for year-end activities and has a meeting with Solution Services scheduled for tomorrow.

### Audit Report:

- Kirsti noted that an audit report requires signing during this meeting. Paul & Darryl to sign.

### Hostel Invoice Payments:

- Kirsti mentioned a letter sent out a month ago stating that all hostel invoices must be paid by November 10.
- It was agreed to follow up on outstanding payments after this date to identify any remaining debts.
- Kirsti expressed concern that boarders with outstanding debts should not have access to the hostel for the next academic year, emphasizing that students should not carry over financial obligations into the new year.

- This policy regarding hostel access and outstanding debts will be a topic for future board discussions.

## 2.8 Don House

Reports taken as read.

### Hostel License Approval:

- **Graham:** Reported that Scott is pleased to have the hostel license finalized. An earlier issue with the wrong school name on the license has been corrected, and the Ministry has been attentive to the details. Great feedback was received from Rochelle H regarding hostel operations, noting that everything has come through positively.

### Prize Giving Events:

- **Graham:** Attended the Hostel Prize Giving before the senior prize giving. It was well-received, providing a nice send-off for the Year 13 students, with special mention of Chelsea's departure.

### Staffing Assessments:

- **Scott:** Plans to reassess staffing needs this year and is currently trialing three staff members during the first six weeks of the term. He believes this approach effectively addresses minor issues early on, preventing larger problems later.
- **Paul:** Expressed a desire to avoid a major restructure of staff roles, highlighting the importance of stability.

### Duty Manager Hours and Responsibilities:

- **Kirsti:** Sought clarification on the allocation of a 10-hour working period for duty managers. She expressed confusion about how it operates and mentioned that Linda seemed to have a good understanding of the situation. They will discuss this further to ensure clarity.

### Financial Oversight:

- **Kirsti:** Noted that a letter was sent out regarding hostel invoices needing payment by November 10th. She proposed following up after that date to identify any outstanding payments. She also expressed concern that boarders with outstanding debts should not have access to the hostel in the new year.
- **Graham:** Reported a hostel surplus of \$23,000 for September, indicating financial stability and suggesting that funds should be appropriately allocated. Discussions were had around spending more on R&M given the balance of funds in the Accounts.
- **Graham** asked regarding the building levy where does that sit and is it getting spent- Paul advised that each year the full levy goes into the R&M budget and this years has been spent the 2025 amount is in the 2025 draft budget - There are still potentially 3 roofs to do over the next few years and previously the Hostel has relied on the Foundation to do these and already has used a 50% advance on the next 4 years funds for the last 2 completed - We also have the issue of the MOE wanting the Historic Loan ex the School repaid and a plan put in place which may actually help by tidying up the Balance Sheet.
- **Graham** asked if we are spending the Depreciation which in the budget is being spent with the capital items coming in below the after deprecation line. The MOE wont let us set a cash negative budget.
- We need to grow student numbers.

### Facility Improvements – Curtains and General Condition:

- **Graham:** Shared feedback from a recent inspection, which indicated that the hostel felt cold and unwelcoming. Suggestions for improvement included repainting, adding desks, and replacing old curtains for better privacy. There was also a recommendation to consider better curtains for gender privacy due to the mixed accommodation.



- **Paul:** Funds for the curtains have been put into next years budget but still want to see a plan around phasing them in and costs ie Spotless option - not enough detail is being presented

#### **Signing Out System Review:**

- **Graham:** Discussed the current signing-out system, which uses a tablet. He mentioned that Linda would look into pricing a more efficient system, estimating costs at \$2,500 annually with a one-time setup fee of \$1,000.

#### **Long-Term Financial Planning:**

- **Paul:** Mentioned the ongoing development of a five-year financial forecast, which will be reviewed at the next meeting. This includes roofing repairs that will cost between \$200,000 to \$300,000 working with M Forgie on this around estimated costs and priorities Repayment of the historic Loan ex the School that the MOE wants addressed and a plan put in place.
- **Kirsti:** Emphasized the need for Scott to compile a detailed wish list for hostel improvements to guide budget decisions and ensure ongoing enhancements and work out a phased program for curtain replacements and mattress's etc.

#### **General Observations on Staff Leave:**

- **Kirsti:** Cautioned against discussing specific staff leave in group settings, advocating for confidentiality and professionalism in such matters. She noted the importance of managing any discussions about any leave in a general context, particularly concerning holiday arrangements for the hostel.
- **Darryl:** Supported the need for proper management of leave and staffing during holiday periods, particularly high-demand times.

#### **Revenue Management:**

- **Kirsti:** Raised the point that if the hostel generates income from rentals, a portion should be reinvested into operational costs. She expressed concerns that it wouldn't be a proper business practice to retain profits without appropriate expenses.
- **Graham:** Agreed on the necessity for ongoing improvements in financial management and service delivery to students.

#### **Wharf Fishing Trip:**

- **Graham :** Advised that the upcoming wharf fishing trip is classified as medium risk indicating that necessary protocols are in place for student safety. Paul commented that if its medium risk it does not require board approval as it is not an overnight or high risk trip but it still requires a RAM but not Board sign off,

## **2.9 Cultural**

### **Updates on Funding and Meetings**

- **Nicola** reported that she hasn't met with the committee due to time constraints but has been in discussions with **Linda** to understand the funding allocated by the council for Kapa Haka and how to access it. She will continue these discussions to improve access to funding.
- Meetings with **Ben** addressed cultural concerns regarding Kapa Haka and led to valuable feedback from the instructors currently teaching the group.

### **Te Reo Māori Teacher Recruitment**

- A potential teacher from Omarama, specializing in early childhood education, is interested in teaching Te Reo Māori in Oamaru, though they may not meet all qualifications. **Darryl** mentioned the gap in Te Reo teaching and highlighted the need for at least two classes next year: one compulsory junior class and one NCEA class. An advertisement for a part-time Kaiko (teacher) has not yielded applicants, but this allows the possibility of hiring

someone with a Limited Authority to Teach (LAT). **Darryl** will follow up on the recruitment and investigate LAT approvals.

### **Challenges with Kapa Haka Implementation**

- **Nicola** conveyed that the instructors are satisfied with the behavior of students but face logistical hurdles in running the program. Funding access has proven to be a challenge. A joint project between the two schools lacks a memorandum of understanding (MOU), causing confusion about roles and responsibilities. Nicola emphasized the importance of support from senior leadership in both schools to address these issues.

### **Program Logistics**

- **Paul** asked about the logistics of practice times, and **Nicola** confirmed that practices occur after school, noting that Kapa Haka is starting from scratch, unlike established sports programs. **Kirsti** asserted that as a school initiative, Kapa Haka should fall under school policies and guidelines. Funding discussions indicated that the current funding is limited to what has been secured from the council.

### **Funding Allocation**

- The council provided \$5,000, which is intended to cover teacher payments, uniforms, and expenses for competitions and events. **Darryl** inquired about the possibility of compensating instructors involved, and **Nicola** confirmed they would need to be paid from the funding received.

### **Governance and Structure**

- **Kirsti** suggested that if Kapa Haka is a school activity, there should be a designated school teacher in charge. The necessity of an MOU was discussed, with the consensus that clear responsibilities need to be established. It was suggested that forming a committee with representatives from both schools, parents, and students would help facilitate the program's organization and sustainability. **Nicola** has been encouraging the instructors, Tangiwai and Hineo, to consider forming such a committee.

## **2.10 Marketing**

### **Vietnam Update:**

- **Darryl**: Provided an update on his recent trip to Vietnam, describing it as an intense yet rewarding experience. He spent four days there, with only two and a half hours outside of the hotel due to the schedule. He emphasized the need for collaboration with Girls High, having discussed this with Sarah during their visit.

### **Collaboration with Girls High:**

- **Darryl** noted that Girls High has a strong international coordinator and suggested that joint efforts could enhance their programs. He highlighted the importance of working together moving forward.

### **Agent Engagement and Student Leads:**

- During his time in Vietnam, **Darryl** engaged with approximately 21 agents, obtaining their contact information. He reached out to them post-visit, with three responses received so far. He plans to follow up with reminder emails in the coming weeks.
- He mentioned that while some student leads showed genuine interest, others were less engaged. He recorded 23 student leads, but feedback from those leads has been limited.

### **Marketing Materials:**

- **Darryl** praised the quality of the marketing materials presented, particularly a promo video created by Kelly Williams, which was well-received by agents and students alike. As a token of appreciation, he provided Kelly with a meal voucher.

### **Long-Term Strategy:**

- Darryl stressed that ongoing efforts will be necessary, viewing this as a long-term project requiring multiple visits to build relationships with agents and students. He noted that their school was the only South Island representation at the Education New Zealand event, indicating a unique opportunity.

#### **Vietnam's Economic Context:**

- He provided context on Vietnam's rapid economic growth, noting that the government seeks to educate young people abroad to enhance the country's intellectual capital.

#### **Foundation Support:**

- Paul: Contributed that the foundation remains enthusiastic about international marketing efforts, particularly through their partnerships and initiatives.

#### **Funding and Financial Management:**

- Darryl: Suggested that further funding from the foundation may be necessary. He highlighted a collaboration with a group focused on the Chinese market, Darryl and Linda with the Chinese Agent to look at more ways to gain traction which has set up a website and WeChat presence, and is attending an international school fair in Hong Kong.
- He emphasized the importance of having a representative from Waitaki Boys at such events rather than relying solely on external promoters.

#### **Current Leads and Market Insights:**

- Darryl reported having one or two strong leads in Thailand and two to three in Vietnam, but emphasized the unpredictability of student recruitment for the coming year.
- Paul: Mentioned recent developments in the Chinese government's economic policies that may affect student mobility, as well as tighter immigration policies in Australia and Canada driving students to New Zealand.

## **2.11 Chair scan**



### **Paul moved a motion to approve Erin Matthews, Kay Strathern and Shona Cambell-Savage leave**

Paul moved a motion to approve Erin Matthews, Kay Strathern and Shona Cambell-Savage leave

<b>Decision Date:</b>	31 Oct 2024
<b>Mover:</b>	Paul Edmondston
<b>Seconder:</b>	Daniel Isbister
<b>Outcome:</b>	Approved

#### **Staff Leave Requests**

It was decided that all staff leave requests must first be submitted to Darrell for preliminary approval before being forwarded to the board for final approval.

#### **Leave Requests Approved:**

1. Kay Strathern: Application for unpaid personal leave from 8 September to 19 September 2025.
2. Shona Campbell-Savage: Application for unpaid personal leave from 25 August 2025 to 19 September 2025.
3. Erin Matthews: Application for unpaid refreshment leave for Term 2 in 2025.

#### **Middleton Concession Discussion**

- Paul initiated the discussion regarding the Middleton concession, asking for thoughts from the group.
- Paul outlined the two options available:

- o Signing the concession for three years under what are currently acceptable terms, with the fee then required to be renegotiate every three years. Each future board can then decide continue or not, Not continuing would mean surrendering the concession permanently.
- o Emphasized that DOC is not interested in managing rental accommodations, but they support the current arrangement as long as it does not cause them issues.
- Daniel moved a motion to approve the Middleton concession.

### Maintenance Updates

- Paul provided an update on the maintenance tasks:
  - o Andy is finalizing the FENZ work with a couple of changes still needed which should be completed soon.
  - o Guttering and barge boards also need attention see Josh Miller Quote.
  - o Altitude Electrical Quote \$2,600 for necessary switchboard work.
  - o Andy Lane could only get 1 supplier quote for each job.
- Paul moved a motion to approve the Middleton quotes, Barge Baords Josh Miller and Switch Board Altitude Electrical and Graham seconded it.

### Pipe Organ Process and Hall of Memories Update

- Paul asked if there were any questions regarding the Pipe Organ process and the progress of the Hall of Memories.
- Greg noted significant water damage in the Hall of Memories where the organ was removed, highlighting that the roof had also suffered from leaks, necessitating immediate attention.

Board went into Committee

Out of Committee



#### Daniel moved a motion to approve Middleton concession

Daniel moved a motion to approve Middleton concession

**Decision Date:** 31 Oct 2024  
**Mover:** Daniel Isbister  
**Seconded:** Greg Familton  
**Outcome:** Approved



#### Paul moved a motion to approve the quotes for Middleton

Paul moved a motion to approve the quotes for Middleton

**Decision Date:** 31 Oct 2024  
**Mover:** Paul Edmondston  
**Seconded:** Graham Hay  
**Outcome:** Approved

## 2.12 Action Item List

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

Due Date	Action Title	Owner
30 Jun 2024	Darryl to talk to David Higgins - Formal Engagement - Moeraki. <b>Status:</b> In Progress	Darryl Paterson
24 Sept 2024	Proposal and Quote re proposed structural work for the Hostel <b>Status:</b> Not Started	Daniel Isbister
24 Sept 2024	Security Cameras <b>Status:</b> In Progress	Daniel Isbister
24 Sept 2024	Provide update on Hostel policies and procedures at next School B... <b>Status:</b> In Progress	Graham Hay
29 Oct 2024	Confirm that the dust extraction fan is fixed <b>Status:</b> Not Started	Daniel Isbister
29 Oct 2024	Check with Linda about budget for cameras 31/10/2024 - This ties ... <b>Status:</b> In Progress	Darryl Paterson



### Darryl to ask Ferdi if MOE can cover under H&S (2 Quotes for Camera system)

Darryl to ask Ferdi if MOE can cover under H&S (2 Quotes for Camera system)

**Due Date:** 26 Nov 2024  
**Owner:** Darryl Paterson

## 3. Correspondence

### 3.1 Inward and outward

**Resignations:** Paul mentioned that he has received Chelsea's resignation and needs to respond. He has also replied to Brett Mouton regarding his resignation.

**Moeraki Marae Trip:** Paul communicated with Mariana about the recent trip, highlighting its success. Greg added that Mariana explained the collaboration process with Moeraki and Otago University in organizing the trip, emphasizing that similar procedures would need to be followed for future events. Stacey at Marae is the designated contact for any further arrangements.

**Nicola's Resignation:** Paul received Nicolas resignation letter the intention will be to try to recruit informally another coopted member over the next month or two before considering a broader outreach for interest.

Paul also confirmed that the MOE has now moved the May 25 Parent Elect Elections back to Sep 25.

**Acknowledgment of Effort:** Greg emphasized the hard work and dedication put in by Nicola, recognizing that her efforts, although not always rewarded, have been significant.

## 4. Forward meeting schedule

### 4.1 Forward meeting schedule

### 4.2 Meeting Evaluation

Graham noted that the meeting went smoothly, particularly around the process for leave requests. He suggested changing the protocol so that requests go to the rector first for more efficient handling.

Overall, he enjoyed the discussions and emphasized the importance of ongoing improvement.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

Parent feedback

Signature: \_\_\_\_\_



Date: 27/11/24 \_\_\_\_\_