

# CONFIRMED MINUTES

## 25 FEB 25 MEETING

At the **25 March 2025 Board Meeting** on **25 Mar 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Boys High School
<b>Date:</b>	Tuesday, 25 February 2025
<b>Time:</b>	5:30 pm to 8:25 pm (NZDT)
<b>Location:</b>	Waitaki Boys High School, Waitaki Ave
<b>Board Members:</b>	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Kelli Williams, Kirsti Broad, Maiele Paia
<b>Attendees:</b>	Linda Crossley
<b>Apologies:</b>	Lachlan Wright, Greg Familton
<b>Guests/Notes:</b>	Stephen Briscoe Aisea Fifita Scott Mathew

### 1. Opening Meeting

#### 1.1 Welcome

The meeting was opened by Paul Edmondston, Board Chairperson at 5:30pm.

Attendees were welcomed.

Apologies from Lachlan Wright and Greg Familton

Kirsti Broad had expressed that she may be late due to flights immediately prior to the meeting

Maiele Paia was absent

#### 1.2 Karakia

Daniel read out a beautiful karakia, which was a beautifully worded welcome to the School Board meeting

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**School Board Meeting 28 Jan 2025**, the minutes were confirmed as presented.

## 2. SLT Reports T4

### 2.1 Weights Room Proposal

Twyla Kingan, Sports Co-ordinator and Ian Cathcart, HOD Sports & Transition entered the room at 5:37pm. Their proposal was marked as read and they were welcomed.

A proposal for the new weights gym was circulated to the School Board, as well as items to discuss around their proposal.

Initial questions were asked about the pricing. Ian explained that he was waiting on possible outcomes to the swipe card option, therefore there was still some final pricing to be determined.

Discussion followed around whether they get a separate swipe card set up, or incorporate with the schools potential swipe card option. These are questions for the Board, with the outcome being that they were best to organise their own swipe card set up as it was unlikely at this stage that the School would move forward with a swipe card solution for the school as costing received to date was exorbitant.

It was confirmed that it is preferable that the new weights gym is not opened up to the public. It was noted that the Social Centre is a Board owned building, not an MOE building, therefore it falls in totality to the School Board to approve.

Ian and Twyla expressed their passion about getting this gym functional and working. The idea for this use of the Social Centre was initially raised a couple of years ago, and so they are keen to move forward.

There were questions around the Uniform Shop and how that would work with the Gym. Twyla had presented to the Community Association, who run the Uniform Shop at their last meeting. Twyla and Ian had put a lot of thought and research in to the way it would work to protect all areas, and the Community Association were on board with the plan as presented to them.

Other questions were around the kitchen use in the facility, which was formally the School Canteen - prior to MOE's Healthy Lunch initiative being implemented. The School Board were assured that the canteen area would remain a fully functioning kitchen. It was discussed how the plan has all areas with their own entrances and exits, so that there is no loss of existing function and all areas can be used as independent separate spaces. The need for brighter lighting and some switches need to be updated. The bathroom will be used, but the kitchen area can be locked. It was discussed that there was no changing room in the current plan, but the school feels that there are plenty of spaces for changing prior to going to the gym (much like people do with commercial gyms).

The mesh over the windows option as discussed and the aesthetics of the mesh. Safety glass was discussed as a possibility. Ian will get a quote on safety glass. Discussion followed around paint and interior finishes.

Health and safety was discussed with an induction process for all using the gym, a bond, and rules around use, surveillance, etc. It was noted that the existing quotes submitted all appear reasonable. The idea is to charge a bond, discussion with School Management was to be had about charges and the booking system which is currently being developed.

Discussion continued. The Rector recommended the Morcom option for the security access.

The current cost is circa 30k. They would prefer Board assistance and are reluctant to use all of their available funds.

It was discussed that the Farm could be approached for funding, and the Board could support the cleaning.

The Board voted to move forward with the proposal, and Twyla and Ian were thanked for their time and great work on this project.





### **Work to Commence on the Gym**

Board to pay 2k towards lighting and supportive towards the proposal

**Decision Date:** 25 Feb 2025

**Mover:** Paul Edmondston

**Seconder:** Daniel Isbister

**Outcome:** Approved

## **2.2 Teaching and Learning - Aisea Slot TBC**

Aisea Fifita, Assistant Principal was welcomed when he entered the room at 6:38. His report was taken as being read.

Discussion followed around the timetable issues due to changes in the current year. Some of the teachers have been upset with the changes to the timetables. Discussion followed.

It was noted that the HOD's made the decisions regarding options, the Inspire periods. The students have Inspire twice a week during a semester, and then a change in students for the 2nd semester.

Teachers are picking up more time in Period 5. Students have not given feedback yet, although the boys seem to be enjoying period 5. The junior boys are doing PE and assembly in that period, which alternates.

Aisea was asked if he thought it would settle down as the term progresses. He felt that the Period 5 Inspire classes on a Friday seems to be an issue for teaching staff.

The Whanau Group are to have time together but to date this year there have been minimal or no contact with Whanau Groups due to the extra curricular events at the start of the year, such as camps, swimming sports, athletics, etc.

Aisea reiterated that timetabling has been an issue this year and discussion around this continued.

Aisea explained that the School have a lot of new staff this year as well as others who have been in the school for a long time.

The entry and exit policy for each class in the school changed late last year, with the students standing and waiting for the teacher to start at the beginning of the lesson, and to stand up and wait for the teacher to allow them to exit at the end of a lesson. It was noted that classes are totally accepting this and there is a lot more orderly conduct due to this change. So far this year, this change is looking good.

Discussion followed about that initial 10 to 15 minutes in a room and how it sets the tone for the lesson from the start.

With no further questions for Aisea, the School Board expressed their appreciation for his detailed report and he was thanked for his time, as he exited the room at 6:48pm.

## **2.3 Compliance & Student Welfare- Stephen Briscoe Slot TBC**

Stephen Briscoe, Deputy Principal was welcomed in to the Boardroom at 6:15pm. His report was marked as read.

Stephen explained how a test lock down was performed at the school on Tuesday last week. It went well with some holes in the process identified.

Harrison Tew prepared the Emergency Management Plan for the school, as they have experience across a number of schools and other institutions. Stephen explained that there are basically two different procedures, being the stay and the evacuation processes. The stay process is for everyone to stay inside the school, for such events such as a lockdown.

Discussion followed around what processes there should be. Lock down once a year, evacuation more often.

Stephen explained that it was particularly important to get on top of this at WBHS as three of our students put their former schools in to lockdown last year due to their behaviour.

The Board expressed their pleasure with the report and processes that have been set up.

Discussion followed.

Attendance was discussed, particularly with numbers of absences in term 4 of 2024. Stephen explained that this is a national issue and it occurs for a number of reasons, such as senior students already having reached their goals in their assessments and losing interest in attending at the very end of the year, as well as some families who travel and take their students out of school.

The issue escalated in T4 last year, more than in previous years.

Questions were asked about what the school does to follow up missing students.

There are sound processes in place, such as after 15 days consecutive non attendance, school follows up in terms of taking the student off the school roll.

Attendance continues to be a challenge with the management and follow up of students taking up a great deal of admin time.

Discussion followed, and with no further questions from the School Board, they thanked Stephen for his time and he exited the room at 6:34pm

### 3. Sub Committee and reporting

#### 3.1 Hostel Graham & Scott

Scott Mayhew, Director of Boarding, was welcomed in to the Boardroom at 6:55pm. His report was accepted as read.

Scott opened by expressing how well the year was going so far due to the excellent quality of boarders who were currently boarding at Don House. He said the calibre of the boys is exceptional. Scott mentioned that it was also helpful having one to one senior to junior boys.

The School Board asked how the new Residential Manager was working out. Scott said that she had been in the role for only a week and a half but so far was doing well. She arrives on time, is always smiling, the boys like her and the staff get on well with her, so he is very pleased to have her on the team.

The boarders recently enjoyed attending the Highlanders Game in Dunedin.

Scott said that on the whole the hostel staff were all doing well, although he did mention that he is working on improving consistency with all staff.

He expressed how the team leaders must be driving the improvements.

Scott said that the Orah system is fantastic, and the staff are onboard with it. It was noted that the adults have to drive it for it to be successful.

Scott insists on the human touch rather than relying completely on the Orah system.

After general discussion, the School Board looked over the revised Hostel budget with various expenses being discussed, along with the budget being on the conservative side as income is anticipated to exceed what is in the budget. The School Board approved the revised Hostel Budget.

The School Board thanked Scott for his time and he exited the room





### **Hostel Budget Approved**

Revised budget has been approved

**Decision Date:** 25 Feb 2025

**Mover:** Graham Hay

**Seconder:** Paul Edmondston

**Outcome:** Approved

## **3.2 RAMs**



### **Chch Basketball RAMS**

Approved

**Decision Date:** 25 Feb 2025

**Mover:** Paul Edmondston

**Seconder:** Kirsti Broad

**Outcome:** Approved

## **3.3 H&S & Policy**

Greg Familton, Principal's Nominee was unable to attend the Board meeting, however he had submitted his report and it was marked as read.

No new incidents were mentioned in Greg's report, and discussion followed around Restraint Training.

It was shared that the School are now incorporating this in to the induction process, which the School Board was pleased with.

## **3.4 Rectors Report**

Darryl Paterson, Rector presented his report, which was accepted as read.

The school roll is currently at 441. Darryl expressed his frustration at not being able to find a Te Reo teacher, so this remains a Work in Progress.

The Annual Report will be presented at the next Board meeting.

Darryl shared that it had been a great start to the year all round, with a good vibe existing around the school.

He thanked the Board again for approving the commercial cleaning contract and said how the work that Crest do is really making a difference.

To date, there has been no vandalism around the school and Darryl puts that down to the improved facilities having a positive effect on student behaviour.

He also noted that having such a strong group of Prefects also reflected well within the school. He notices the younger students looking up to the Prefects, and the Prefects are well respected by students.

The schools assessment results overall were good, and courses have been set up to improve the areas that were shown up as weaker and needing a little extra effort.

The school is currently looking at collapsing a year 9 class. Observations this year have been that the year 9 camps were too long and he was looking at reducing them next year to day trips or just one overnighter.

Discussion followed.

Timetabling and staffing has been the biggest issue this year, with Darryl having to work hard to manage the overcode teachers due to the change in MOE directive. It has been a lot of intense work to sort this out, at a time that is particularly busy regardless of this issue.

The new Teacher Aide's are fantastic, and it is very positive having so many in the school and visible in classrooms.

The School Board expressed to Darryl how good the school is looking, how tidy and pleasant. The improvements are visible.

Darryl shared that the entry and exit policy has really made a difference to general behaviour within classrooms.

With no further questions for Darryl, the School Board thanked him for his report.

### **3.5 Finance**

Kirsti Broad, Sub-Finance Committee board member explained that the financial reports for January 2025 were not presented due to bereavement leave taken by Linda Crossley, Business Manager.

Linda explained that there was little activity due to the majority of the month being during the holiday period, and offered to circulate the financial reports to the School Board within a week.

The School budget for 2025 will be ready for Kirsti to present at the next Board meeting.

### **3.6 Property**

Daniel Isbister, Sub Property Committee presented his property report.

He explained how the latest property meeting was very positive as we have had so many works and projects finalised during the holiday period.

Quotes for security cameras have arrived and are being worked through.

Quotes for the Shower Amenities additional works required in the Hostel has been received.

Various painting work around the school is being done, and the scaffolding on the Hall of Memories is in the process of being erected. A building wrap will cover the scaffolding so that work can proceed.

The estimated formal finish date for the Hall of Memories work is end of September 2025.

The School Board queried if the auditorium sound system was now working well? Darryl assured them that it was.

The school is working up a proposal to build a little meeting room in the Deans Suite, as they are revamping that area in terms of furniture, blinds and painting.

Waitaki Girls High School have offered their sand traps from their old pool to WBHS. This is great as they are not using theirs, and the schools sand traps do need replacing. The only cost will be transportation and installation, which is currently being worked up.

Paul will confirm the Organ Reinstallation Timeframe with Ron Newton

Discussion followed.

### **3.7 Cultural Report**

Maiele Paia, Cultural Sub-Committee did not attend the board meeting and no report was presented.

### 3.8 Chair scan

Paul Edmondston, Board Chairperson ran through the chair scan.

Meeting went into Committee and out of Committee

## 4. Correspondence

### 4.1 Inward and outward

No Correspondence was presented.

### 4.2 Action List

Due Date	Action Title	Owner(s)
30 Jan 2024	Restraint Training for Staff <b>Status:</b> On Hold	Darryl Paterson
24 Sept 2024	Proposal and Quote re proposed structural work for the Hostel <b>Status:</b> In Progress	Daniel Isbister
29 Oct 2024	Check with Linda about budget for cameras 31/10/2024 - This ties ... <b>Status:</b> In Progress	Darryl Paterson
24 Jun 2025	Reminder: Hall of Memories funding request for insurance, tuning, future maintenance etc <b>Status:</b> On Hold	Paul Edmondston

## 5. Forward meeting schedule

### 5.1 Forward meeting schedule

### 5.2 Meeting Evaluation

Darryl Paterson presented the Meeting Evaluation.

He noted that it was great that the meeting finished at 8:20pm.

He is very pleased with the finishing time as it shows improvements in reaching decisions within the Board. Darryl said that Paul is great at moving the meeting along, with meetings more punctual, without interruption or conversations going off topic.

Casual conversation can sometimes interrupt the flow of the School Board meeting, but it has improved a lot.

RAMS are being managed better.

Darryl feels that there is a lot of positivity around the School Board meeting tonight, and the School improvements that the Board are supporting.

There are good processes around decision making, and everyone is having some input. The School Board are getting things moving quicker and with more precision.

Darryl said that it has been a great meeting tonight, with lots of items ticked off and healthy discussion along the way.

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** 25 March 2025 Board Meeting - 25 Mar 2025, 5:30 pm

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

Date: 26/3/2025