

# CONFIRMED MINUTES

## 25 MARCH 2025 BOARD MEETING

At the **Apr 2025 Board Meeting** on **29 Apr 2025** these minutes were **confirmed with the following changes:**

*Chairperson change to Presiding Member*

*Support form in Section 3.4 changed to Support Plan*

|                       |  |
|-----------------------|--|
| <b>Name:</b>          | Waitaki Boys High School   |
| <b>Date:</b>          | Tuesday, 25 March 2025   |
| <b>Time:</b>          | 5:30 pm to 8:30 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, Kelli Williams, Kirsti Broad |
| <b>Attendees:</b>     | Linda Crossley   |
| <b>Apologies:</b>     | Lachlan Wright   |

### 1. Opening Meeting

#### 1.1 Welcome

Paul Edmondston opened the meeting and welcomed everyone.

Leave has been granted to Lachlan Wright for tonight's meeting.



#### Lachlan granted leave

Lachlan granted leave

**Decision Date:** 25 Mar 2025

**Mover:** Graham Hay

**Seconder:** Daniel Isbister

**Outcome:** Approved

#### 1.2 Karakia

An error in the Agenda, there were two Board members listed as presenting the Karakia for this evening.

The error was noted, and the Board moved on to the next item on the Agenda

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**18 February HOD Reporting 18 Feb 2025**, the minutes were confirmed as presented.

**25 Feb 25 Meeting 25 Feb 2025**, the minutes were confirmed as presented.



## **Approval of meeting minutes for 18 Feb 25 HOD meeting & the School Board meeting dated 25 Feb 25.**

The meeting minutes for the Head of Department meeting on 18 February 2025 and for the School Board meeting on 25 February 2025 were accepted and approved

**Decision Date:** 25 Mar 2025  
**Mover:** Paul Edmondston  
**Seconder:** Daniel Isbister  
**Outcome:** Approved

## **2. Board Member Parent Elect Vacancy**

### **2.1 Parent / Presiding Member Vacancy**

The School Board discussed the Presiding Member role as this meeting was the final meeting under the Chairmanship of Paul Edmondston.

Discussion followed regarding the various options and regulations available to the School Board, in terms of replacing the Presiding Member whilst being aware of the upcoming September School Board Elections.

It was noted that there are 28 days to decide whether to hold an election after Paul steps down. Lengthy discussion followed around options.

Co-opting a further 2 School Board members was also discussed.

Daniel Isbister put himself in the ring for the role of Presiding Member.

Kirsti Broad put herself in the ring for the role of Presiding Member.

After much discussion by the School Board, they voted and elected Kirsti Broad to the Presiding Member of the Waitaki Boys' High School Board role until Elections in September 2025.



### **Kirsti Broad voted in as Presiding Member**

Kirsti Broad was elected as Presiding Member for the remainder of the year until the September 2025 School Board elections.

Paul Edmondston offered a thorough handover to Kirsti.

**Decision Date:** 25 Mar 2025  
**Mover:** Kelli Williams  
**Seconder:** Paul Edmondston  
**Outcome:** Approved

## **3. Sub Committee and reporting**

### **3.1 Rectors Report**

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

He presented his Annual Plan to the School Board, with the first report being presented to the school at an April meeting.

It was noted that the strategic plan will be reviewed under the new School Board in September 2025.

Darryl advised the Board that Shona Campbell Savage will be presenting a report on the Learning Centre and how it is tracking at the next Board meeting.

Andy Lane will also be presenting on School Bridge software which will automate the RAMS forms and has other useful inhouse functions for the school.

Darryl said that it has been a strong start to the year, and it is still feeling positive. There is a good vibe around the school.

The message being pushed to students is about acknowledging the great achievements of the students at the school, the need to believe in ourselves, having pride in our school and each other. He is confident that this message is being well received by all students.

Leadership among boys is really positive with the senior boys really stepping up in to their respective leadership roles.

The Inspire program is doing well, as are the School Lunches, which have not been a problem at WBHS. These lunches are working well here.

Darryl has been focusing on a book titled 'Belonging' which is about building teams as whakapapa, and creating environments where all thrive. Each week a chapter of the book is presented and reflected on, keeping it top of mind within the school. It is proving very positive.

There have been a few stand downs but no suspensions this term to date. Darryl feels that this improvement is due to better support throughout the school.

Great to see the work beginning on the Hall of Memories building which is now covered in scaffolding and wrap to enable workers to work regardless of the weather.

The Wanaka Show achieved an enrollment for Don House for 2026.

The school led a successful presentation to some visiting Japanese agents. The school team responsible have stepped up, and feedback was received from the Japanese agents through their letter of appreciation and genuine interest in working with WBHS sent to Darryl as soon as they arrived back in Japan.

### **3.2 Marketing**

Darryl Paterson and Linda Crossley discussed the Asia and international marketing plans for 2025.

Darryl then discussed the Walsh and Beck proposal for updating the school collateral and marketing.

An initial proposal received was reviewed by Darryl and Linda, and some reduction in cost has been achieved through the school being able to manage some parts of the proposal themselves, with guidance provided by Walsh and Beck.

The School Board discussed how there need to be measurables reviewed after each part of the proposal is completed. Discussion followed.

It was noted that as this proposal is built in to the 2025 School Budget, meaning that if the budget is approved, then the marketing campaign is approved.

### **3.3 Property**

Daniel Isbister presented the property report which was marked as read.

Darryl Paterson jumped in to discuss the camera proposal by New Era, and the current changes being reviewed to the original proposal received.

He has requested the removal of some of the cameras that New Era had on their proposal, and have added others.

It was noted that the New Era proposal could not be compared with other proposals received as they were not comparing apples with apples.

The New Era proposal was a thorough future proofed proposal including extensive cabling, with additional add-on's for future anticipated work.

The decision to go with New Era was based on our ongoing relationship with them, and in making the school safe.

Discussion followed.

Back to Daniel with the property report, the Hostel and the kitchen plans were discussed, with Scott to submit quotes as he obtains them.

Daniel confirmed that a lot of projects that were underway have now been completed, which is great to see

There is one issue of a leaky roof in F1, Michael Forgie is looking in to funding from MOE

The letter submitted regarding the Fire alarm issues was discussed.

This is also being looked at for MOE funding to repair. Insurers have been notified.

The goal to repair the fire alarm issues is also to separate A block from the rest of the school, along with fixing the issues with the fire alarm.

### **3.4 Policy & H&S**

Greg Familton presented his report which was marked as read.

45 staff have completed their Restraint Training, with 7 x new staffing needing to complete the training.

There is a 10 week period for staff to complete the training. We currently have 4 staff who are overdue with their training, and this is being followed up by SLT.

MOE is providing training for physical holds. We currently have 1 x student with restraining required in his Support Plan.

Issues for the school are around getting the expert to train them, which can only be done on Teacher Only Days.

SchoolDocs policy updates are required. Greg shared that he is committed every day until 5th April, with these updates needing to be completed by 11 April.

Greg requests support from the Board to get this completed. Kirsti confirmed that she will work with him on that.

Discussion followed.

The complaints process was discussed. The process for complaints is that they are raised first with the Head of Department, then Rector, then the Board, then MOE.

The process is listed on our webpage.

### **3.5 Don House**

Graham Hay presented the Don House reports which were marked as read.

The Board acknowledged that Billy Wilsons report was great.

We gave ine boy enrolled for 2026.

Scott and Darryl are actively engaging potential boarding students in person, meeting families.

The Nasby meetings were positive.

Scott is doing a great job of meeting with parents on his own when Darryl is unavailable to join him; and is having positive responses from one on one meetings.

Financially the Hostel looks good.

As discussed in the property section of this meeting, more quotes are being sought for the kitchen.

### 3.6 Finance

Kirsti Broad presented the finance reports, which were marked as read.

Kirsti explained that the school reports are being reformulated in to Monty, will be sorted as soon as possible.

Reformulating and refining Monty is a time consuming process as accounts need achiving and mapping, with the responsible person updated.

Hence it is a work in progress.

The Hostel is on track, with Kirsti reminding the School Board that when they look at the income from catering, they need to realise that limited labour has been included. It was decided to pull out the labour and itemise it to prevent any misunderstanding of the actual profit on the catering.

Discussion followed.

The School Budget for 2025 was presented, and discussed.

After much discussion, it was approved with some agreed upon changes to be updated, as noted in the Minutes.

The Hostel budget 5 year plan is also to be recirculated to the School Board.



#### Acceptance of 2025 School Budget

The School Budget was approved with the following alterations to what was presented:

1. Moving the Counselling Mentoring GL code from the BoT section, to PD section
2. Increase expense for BOT secretary

To be circulated to the School Board when updated as the final 2025 School Budget

**Decision Date:** 25 Mar 2025  
**Mover:** Kirsti Broad  
**Seconder:** Graham Hay  
**Outcome:** Approved

### 3.7 RAMs



#### Futsal RAM Ratified

The Futsal RAM was ratified and approved

**Decision Date:** 25 Mar 2025  
**Mover:** Daniel Isbister  
**Seconder:** Paul Edmondston  
**Outcome:** Approved



#### Geo Trip Yr 11

The permission slip for the Geography Yr 11 Trip was received.

**Decision Date:** 25 Mar 2025  
**Mover:** Paul Edmondston  
**Seconder:** Greg Familton  
**Outcome:** Approved



### World Challenge Nepal Planning Request

The proposal put forth by Sam Henehan to look at planning for the World Challenge Nepal trip in December 2026 has been approved

**Decision Date:** 25 Mar 2025  
**Mover:** Greg Familton  
**Seconder:** Kirsti Broad  
**Outcome:** Approved



### Maadi Cup Ratified

The Maadi Cup RAM form was ratified and approved

**Decision Date:** 25 Mar 2025  
**Mover:** Graham Hay  
**Seconder:** Greg Familton  
**Outcome:** Approved

## 3.8 Chair scan

All of the above items have been covered in the meeting this evening.

## 4. Correspondence

### 4.1 Inward and outward

## 5. Action List

### 5.1 Action List

| Due Date     | Action Title  | Owner(s)        |
|--------------|---|-----------------|
| 30 Jan 2024  | Restraint Training for Staff<br><b>Status:</b> Completed on 26 Apr 2025   | Darryl Paterson |
| 24 Sept 2024 | Proposal and Quote re proposed structural work for the Hostel<br><b>Status:</b> Completed on 26 Apr 2025                            | Daniel Isbister |
| 29 Oct 2024  | Check with Linda about budget for cameras 31/10/2024 - This ties ...<br><b>Status:</b> Completed on 26 Apr 2025                     | Darryl Paterson |
| 24 Jun 2025  | Reminder: Hall of Memories funding request for insurance, tuning, future maintenance etc<br><b>Status:</b> Completed on 26 Mar 2025 | Paul Edmondston |

## 6. Forward meeting schedule

### 6.1 Meeting Evaluation

Paul Edmondston presented the meeting evaluation.

It was positive that it finished on time, the School budget has been approved, fire alarms discussed, and marketing ticked off.

It was a good discussion.

Kirsti Broad thanked Paul for his time and effort in the role as School Board Chairperson, noting his achievements in the role with the work that was done around the Hall of Memories, securing Lake Middleton for the future, etc. She highlighted how the work he has done has been much appreciated.

Darryl Paterson read out his message sent to all staff, which was almost identical to Kirsti's, adding his great achievement of refining the School Board meetings resulting in shorter but more succinct Board meetings. He also thanked Paul for contributing towards the great vibe that the school now has.

Darryl presented Paul with a small koha to thank him for his time in the role.

Paul replied to the School Board that he was pleased with his tenure in the role as School Board Chairperson, and he commended the School Board on how well they worked together. He noted that healthy robust discussion was a positive step as disagreement and the resultant discussion allowed the School Board to find solutions and come up with sound decisions.

Paul thanked everyone.

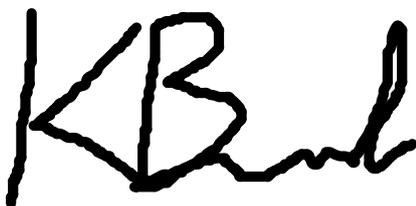
The meeting closed at 8:30pm

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Apr 2025 Board Meeting - 29 Apr 2025, 5:30 pm

Next meeting - Karakia, Evaluation, EOM

A handwritten signature in black ink, appearing to read 'KB' followed by a stylized flourish.

Kirsti Broad  
16 May 2025