

# CONFIRMED MINUTES

## 30 OCTOBER 2025 BOARD MEETING

At the **November 2025 School Board Meeting** on **25 Nov 2025** these minutes were confirmed as presented.

<b>Name:</b>	Waitaki Boys High School
<b>Date:</b>	Thursday, 30 October 2025
<b>Time:</b>	5:30 pm to 7:30 pm (NZDT)
<b>Location:</b>	Waitaki Boys High School, Waitaki Ave
<b>Board Members:</b>	Akuhata Pirere, Darryl Paterson, Erik van der Spek, Greg Familton, Heather Martyn, Megan Innes, Quinn Neal, Stacey Hayes (Chair)
<b>Attendees:</b>	Linda Crossley

### 1. Opening Meeting

#### 1.1 Welcome

The Presiding Member, Stacey Hayes, opened the meeting at 5:30pm and welcomed everyone. All were present, and there were no apologies

#### 1.2 Karakia

Darryl Paterson, Rector, read out a heartwarming Karakia

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**30 September 2025 Board Meeting 30 Sept 2025**, the minutes were confirmed as presented.



#### Approved

Approved

**Decision Date:** 30 Oct 2025  
**Mover:** Erik van der Spek  
**Seconder:** Heather Martyn  
**Outcome:** Approved

### 2. Sub Committee and reporting

#### 2.1 Rector

The Rector's report was marked as read.

Darryl presented his NELP (Statement of National Education and Learning Priorities) report. Darryl explained his reporting responsibilities, and this particular report which is a cumulative report, with the new additions to his report highlighted in yellow.

He read through the key points, offering deeper background explanations to his reported comments for the new School Board's understanding.

Summary key points to his report are:

- WBHS will be offering compulsory Te Reo classes for Yr 9's in 2026,
- The focus in last couple of months have been on the Common Assessment Activities (CAAs) which are the external tests that students sit to pass the literacy and numeracy standards. The assessments are currently available across 2 sitting periods in each year. Students need 10 credits to pass NCEA,
- An 'intervention class' has been introduced, resulting in 45% of boys in that class passing with the minimum 10 credits,
- WBHS NCEA pass rate was 51% in 2024. The school is looking at a 70% pass rate this year. Hard work has provided results in this area,
- A Careers Day has been planned for the past 3 years. Finally in September 2025 this was realised, and the results and interest was very pleasing,
- Great to see the disciplinary statistics have improved. At this time in 2024, there were 18 suspensions. To date, in 2025 we have had a total of 5 suspensions.

Personnel - Darryl explained that it was common for schools to have people moving roles and physical location at this time of year. Various positions are being advertised, with some external and internal appointments. Last week Scott Mayhew resigned from his Director of Boarding position, with the job advertisement being placed today. Scott had indicated he was ready to move on, and this does provide an exciting opportunity for someone new after the great work and improvements that Scott has put in to the Hostel over the past few years.

Prizegiving was held last night in the Hall of Memories, which was a great success.

Whakapapa, wellbeing and a sense of belonging has been focused on within the school, with boys expressing that they are feeling safe.

The Leavers Dinner is scheduled for this week. Last year there were only 12-15 people in attendance. This year we have 106 parents and kids attending, which is a great sign of engagement with WBHS.

The School Board asked about any collaboration with WGHS. Darryl explained that it was not through lack of desire, but current timetables between both schools are simply not currently in sync to allow many opportunities to collaborate.

The School Board also asked if the current staff turnover was common, or was it a sign of something else? Darryl assured the School Board that it is a fairly normal event for staff to take up other opportunities at this time of year, with drivers being family issues, retirement or the desire to change physical location. Darryl assured the School Board that survey's were conducted with all outgoing staff as part of the leaving process.

After Darryl's report, Greg Familton, Staff Representative was invited to discuss the literacy and numeracy intervention in more detail. Greg talked to this, explaining that as this is a new requirement, deeper discussion will be had in 2026 about how to continue to improve getting the students who need help, to get them over the line with positive results.

## **2.2 H&S Policy**

Greg Familton's report was marked as read.

Greg talked to his report, starting with the summary of incidents presented his report.

He moved on to discussing the school policies and SchoolDocs.

The School Board was invited to review policies, with a link in his report provided.

Greg asked if any School Board members wanted to be involved in the policy review, with Stacey Hayes and Megan Innes both wanting to participate.

The purpose of these policy reviews is to gather feedback on policies, looking at policy being fit for purpose, are we meeting expectations? The process was further discussed.

Greg explained to the School Board about the Physical Restraint Certificate requirements that is to be done by all staff within their first 10 weeks of joining WBHS. There is currently one reliever who has just started who needs to get the certificate and another member of staff who is currently outstanding. Stephen Briscoe, Assistant Rector is managing this.

## **2.3 Property**

Erik van der Spek's report was marked as read.

Erik talked to his Property report.

He noted that being at the Hall of Memories for the Prizegiving the evening prior was a great experience, with it looking fabulous. There remains some work to be finished off, including the reinstatement of the organ and the new radiators to be installed. The official re-opening of the Hall of Memories will be 29 January 2026.

Other property issues of note are some repairs needed on the B block roof, with some issues in finding available builders to do the remedial work required.

A 5 year maintenance plan is to be updated, in conjunction with the MOE 5 year Property Plan due in December 2025.

There are various maintenance issues and work on the books, including some investigative work around the Virgil St properties.

The Hostel kitchen is finished and looking great.

Discussion followed around the public use of the school fields and the plan to install signage once the branding folk have updated the signage template.

Erik shared with the School Board what a great job and Doug Frogley, Property Manager and his team are doing. The school is looking notably tidier and more cared for under Doug's helm.

Various discussion followed.

## **2.4 Finance**

Heather Martyn's Finance Reports were marked as read.

Heather read through the school and hostel Financial reports to the end of September 2025.

With 2 x WBHS commentary reports in the Board pack, instead of the 1 x commentary and 1 x Monty report - the School Board were presented with hard copies of the missing Monty report.

Discussion followed around finance, with the School Board asking various questions.

Overall, the financials for both School and Hostel are looking to end 2025 ahead of their respective budgets.

Linda Crossley, Business Manager, confirmed that the budgets for 2026 were currently being worked up and were in early draft stage.

Budgets will be shared with the School Board after Heather, Darryl and Linda have finalised, in the 2026 new year.

The 2024 Deloitte's Audited Financial Reports for WBHS have been received and uploaded on our website, and forwarded to MOE.

## 2.5 Don House

Aku's Hostel Report was marked as read.

Aku talked through his report to the School Board, explaining that the focus within the Hostel has been in maintaining leadership, smooth operations, etc. He shared the importance of the culture at the Hostel.

The most significant news, that was not included in his report, is Scott's resignation. Aku shared with the School Board how valuable Scott's effort and contributions have been to students, staff, families, caregivers and boarders.

Recruitment for the role has started today.

Term 4 has 32 boarders, which is a drop from 39 in Term 3. Reasons for the role drop is due to a range of reasons from seniors obtaining full time work, family relocations and personal circumstances.

The senior boys continue to set good examples for the younger boarders. This is supported by regular wellbeing check-ins, and staff pastoral care.

There is academic support, with a focus on seniors for their exams recently. Evening study sessions have been well attended.

There is active connection. through touch and gym sessions, social nights and shared dinners. Preparations are underway for the end of year celebrations.

The School Board enjoyed an extensive tour of hostel after the last Hostel Sub Committee meeting.

Discussion followed between the School Board around marketing results.

International marketing was discussed. Discussion followed

## 2.6 Cultural

The Presiding Member asked whether Quinn, Megan and Aku had managed to meet for a discussion around the Cultural Sub Committee.

Quinn Neal, Student Representative suggested an initial get together to work out what the focus and end result should be.

All agreed to think about these questions, to discuss at upcoming meetings. It was agreed that there needed to be a strategic plan.

Aku read out a list of ideas that he had put together for the Cultural Sub Committee. His thoughts included recommendations, exploration of funding, the establishment of cultural programmes, with a goal to create wider participation.

The Presiding Member requested that Aku circulate his ideas via email to the School Board as a starting point.



### **Aku to circulate his ideas for the Cultural Sub Committee**

Aku to circulate to School Board via email, as a starting point for the Cultural Sub Committee

**Due Date:** 7 Nov 2025

**Owner:** Akuhata Pirere

## 2.7 Marketing

Darryl Paterson discussed the domestic marketing developments. He shared with the School Board what work that Walsh and Beck had done around rebranding and campaign examples they had forwarded. Discussion followed.

Darryl then shared the new international prospectus with the School Board.

Advertising campaigns were discussed, and Darryl pointed out that at the previous evenings Prizegiving, Alex from Walsh & Beck was in attendance taking additional photos to add to our stock photos.

Discussion followed around both domestic and international marketing.

### 3. General Business

#### 3.1 Additional Staffing for 2026

Darryl Paterson presented a proposal to the School Board.

He opened by providing in depth detail regarding Teacher Staffing, noting that it can be a difficult area to manage due to the complexities of time allowances, and/or units.

The school have different teachers on different contracts, with some longer term staff members having quite different allowances. Darryl explained that the school was over funded for the current year, yet at start of 2026, we are having a reduction, despite having a larger roll, as Ministry allocations for both allowances and staffing is based on roll returns.

The schools Banking Staffing is currently under, but looking at 2026 needs, we require an additional teacher over what MOE are providing. The school need to employ another English/Social Studies teacher.

Darryl provided more detail in to the existing staffing, and recent employs.

Darryl's proposal requests the School Board approve circa 50k for the additional teacher that is required, to be paid from the Bulk Grant. This is an urgent requirement, as now is the peak time for advertising for additional Teachers, so an advert needs to be placed asap, should the School Board approve the proposal.

In addition, Darryl also requests the School Board to provide the salary protection remuneration of 2 x HOD's, should it be required. These are historical employs, and the Teachers Collective Agreement provides for a salary protection of 1 x year for Teaching staff.

Discussion followed, the budget was discussed.



#### **Rectors Proposal for funding of an additional Teacher from the Bulk Grant**

The School Board have approved the funding of an additional teacher (circa 50k) to be paid from the Bulk Grant, based on acceptable preliminary budget for 2026 confirmation from Linda

**Decision Date:** 30 Oct 2025  
**Mover:** Erik van der Spek  
**Seconder:** Greg Familton  
**Outcome:** Approved



#### **Confirmation of 50k to fit in 2026 Budget for School Board paid Teaching Staff**

Circulate to School Board whether the 2026 Budget can manage the circa 50k for 1 x additional Fixed Term Teacher paid from the 2026 Bulk Grant.

**Due Date:** 31 Oct 2025  
**Owner:** Linda Crossley

#### 3.2 Public Excluded Business (PEB)

Progress was discussed

### 3.3 For Approval Budgeted statement of financial position and cashflow

Stacey Hayes presented the 2025 budgets for School Board sign off, and a minute as per Solutions & Services request to be recorded..



#### Approved 2025 Budgets

Now that the 2024 audit has been finalised Solutions and Services have provided a full budgeted statement of financial position and statement of cashflows extracted from the Board approved operating and capital budgets for use in the 2025 annual accounts. We acknowledge that these reports are prepared post 2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts. On this basis the Board approves the use of these documents in the 2025 annual reports.

**Decision Date:** 30 Oct 2025  
**Mover:** Stacey Hayes  
**Seconder:** Heather Martyn  
**Outcome:** Approved

## 4. Correspondence

### 4.1 Inward and outward

Stacey Hayes discussed the inwards and outwards:

- Scott Mayhew resignation - School Board letter of acceptance
- Misha Vercoe resignation - School Board letter of acceptance
- Aisea Fifita resignation - School Board letter of acceptance
- Paddy Ou resignation - School Board letter of acceptance
- Uatesoni Filikitonga resignation - School Board letter of acceptance
- School Board instruction to close the school on Thursday 23 October 2025 for the PPTA strike day



#### Approved Inwards & Outwards

The Inwards & Outwards correspondence has been approved by the School Board

**Decision Date:** 30 Oct 2025  
**Mover:** Erik van der Spek  
**Seconder:** Megan Innes  
**Outcome:** Approved

## 5. Action Item List

### 5.1 Action Item List

Due Date	Action Title	Owner(s)
26 May 2025	Signage on Sports Fields Waitaki Avenue <b>Status:</b> In Progress	Darryl Paterson
24 Jun 2025	Rectors Residence <b>Status:</b> In Progress	Darryl Paterson
10 Oct 2025	Letters of Response from School Board to those Resigning <b>Status:</b> Completed on 7 Oct 2025	Stacey Hayes
1 Feb 2026	WDC Submission <b>Status:</b> Not Started	Darryl Paterson

## 6. Forward meeting schedule

### 6.1 Forward meeting schedule

Darryl Paterson requested for the School Board to have 2 more meetings in 2025. The November Board meeting on the last Tuesday of November, being 25 November 2025. The School Board agreed.

The additional meeting would be for the Senior Leadership Team (SLT) to present their term 4 reporting during T4 of 2025, instead of it being presented in T1 of 2026.

After discussion, the School Board agreed that the SLT Board meeting would be held on Thursday 11 December 2025.

### 6.2 Meeting Evaluation

Stacey Hayes provided the meeting evaluation.

She thanked everyone for their input, and was pleased that the School Board swiftly managed to approve the additional teaching staff member for 2026 as requested by the Rector.

Stacey shared that in future she will select who on the School Board will be presenting the Karakia to open the School Board meetings, and reminded everyone that the School Board meetings are a safe space for all attendees.

This first true general School Board meeting had been a great success, and she thanked everyone for their efforts in the Sub Committees.

## 7. Close Meeting

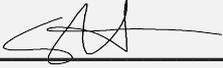
### 7.1 Close the meeting

**Next meeting:** November 2025 School Board Meeting - 25 Nov 2025, 5:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
2.6	Aku to circulate his ideas for the Cultural Sub Committee <b>Due Date:</b> 7 Nov 2025	Akuhata Pirere
3.1	Confirmation of 50k to fit in 2026 Budget for School Board paid Teaching Staff <b>Due Date:</b> 31 Oct 2025	Linda Crossley

Parent feedback

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

Date: 5/3/2026 \_\_\_\_\_