

CONFIRMED MINUTES

DECEMBER SCHOOL BOARD MEETING - SLT REPORTS

At the **School Board Meeting** on **27 Jan 2026** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Thursday, 11 December 2025
Time:	5:30 pm to 6:50 pm (NZDT)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Stacey Hayes (Chair), Akuhata Pirere, Darryl Paterson, Erik van der Spek, Greg FAMILTON, Heather Martyn, Megan Innes
Attendees:	Linda Crossley, Stephen Briscoe
Apologies:	Quinn Neal
Guests/Notes:	Aisea Fifita

1. Opening Meeting

1.1 Welcome

The Board Chairperson, Stacey Hayes welcomed everyone and opened the meeting at 5:30pm
There was one apology from Student Representative Quinn Neal who was absent due to being on an Outward Bound course. The rest of the board was in attendance.

1.2 Karakia

Greg FAMILTON, Staff Representative read out the following Karakia:



1.3 Interests Register

2. SLT Reporting

2.1 SLT Teaching & Learning Review

Aisea Fifita, Assistant Rector was welcomed and his report was marked as read.

Aisea opened to offer to answer any questions that the School Board may have after reading his report.

Greg FAMILTON, Staff Representative discussed the previous days School Staff Christmas Party where leaving teachers were farewelled. He noted that in the speeches for Aisea everyone

acknowledged the huge amount of work that Aisea had done, for the Pasifika group and the school. Aisea personally presented a fabulous farewell speech during the lunch, expressing his appreciation for his time at the school.

The School Board asked Aisea what he felt that the school could do to improve.

Discussion followed around that, and exam processes. The conversation moved on to the actions and end of topic survey to be prepared by students. Feedback should be completed by the Heads of Dept. Consistency in teaching was discussed.

Erik van der Spek shared that he wanted to personally thank Aisea for the work he had done at the school

The School Board thanked Aisea for his report, and wished him well in his new role at MOE in Dunedin.

2.2 SLT Compliance Review

Stephen Briscoe, Deputy Rectors' Compliance & Welfare report was marked as read.

The School Board asked how the EOTC process worked. Stephen explained that teachers need to submit their lists of students, and explained how this process had improved through the use of SchoolBridge. He explained how useful the SchoolBridge software is, as all information is now centralised in one place.

Attendance was discussed, with questions around what should be focused on in 2026 for continued improvements, and how the School Board could help?

Stephen explained that with the shifted timetable, with whanau time being 4 times per week, sometimes for only up to 10 minutes, this ensures that teachers will have opportunity to follow up on attendance. Teacher input in to Kamar can still be improved, and this was a work in progress.

The school is aware that MOE will be doing a big push on attendance next year. Our processes are such that we will be able to continue to send out auto emails advising parents on status of their students attendance, and we will make efforts to ensure all parents are aware of this to ensure parent buy-in to their students attendance.

In addition, the school have the support of Attendance Officers, although the providers have changed for next year. External providers are very valuable assisting with attendance.

Discussion followed. Only around 10% have chronic absence issues. Around half of all absences have genuine reasons (sports, illness, family issues), with the other half may not be genuine. The school are asked to report on students in class, and being a small school with very active sports events, these students are marked as absent from class, and that is what we have to report on, so the School Board need to understand that.

Discussion followed, and the presentation finished at 5:40pm, with the School Board thanking Stephen.

3. Strategic Decisions and Planning

3.1 Education & Training Amendment Bill

Stacey Hayes, Presiding Member circulated the report by email.

The key issue was for the School Board to make a decision on how they wanted to respond to the Ministry's stance on the changes to how the Treaty of Waitangi was to be regarded in terms of schools.

Discussion followed with the School Board agreeing that they needed to make a public statement.

Quinn Neal had sent in a report in relation to this issue, and that was read aloud to the School Board.

The Rector explained the Ministry stance in detail.

Discussion followed

Greg Familton will draft the notice and circulate and Board approval.



Greg draft circulate

kk

Due Date: 12 Dec 2025
Owner: Greg Familton



Continue to give effect to the Treaty of Waitangi

The WBHS School Board will continue to give effect to the Treaty of Waitangi

Decision Date: 11 Dec 2025
Mover: Megan Innes
Seconded: Akuhata Pirere
Outcome: Approved



Draft & circulation of School public notice re Treaty of Waitangi within WBHS

Greg Familton draft public notice from WBHS about their confirmed continued stance on using Treaty of Waitangi principals within the school.

This is to be circulated to the School Board for review/amendments, etc

Due Date: 31 Dec 2025
Owner: Greg Familton

3.2 Plan for Strategic Plan

Stacey Hayes, Presiding Member discussed the need for the School Board to make a decision regarding the new updated Strategic Plan.

Discussion followed around the procedure and timeline required for managing this, as well as for getting community and school feedback to the updated Strategic Plan. This needs to be achieved by the end of Term 1 in 2026.

Need to have in place prior to end of T1.

After much deep discussion around how this works, the School Board decided that they would have a planning day on Sunday, Feb 1st, allowing February for the consultation process.

This will allow for the plan to be ratified at the March 2026 School Board meeting.

Invitations will need to be circulated for staff and student consultation.

Stacey and Darryl will meet to arrange appropriate dates for the community consultation, primarily thinking week of 9th Feb, booking in an evening to present to interested parties within the community.



Set up Google Whiteboard for Strategic Planning

Darryl to get Stephen Briscoe to set up a Google Whiteboard for all School Board members to use to work through the Strategic Planning

Due Date: 31 Jan 2026
Owner: Darryl Paterson

3.3 Gym floor

Discussion followed around Ian Cathcart, Head of Dept Sport's, request for the School Board to approve the replacement of the Gym Floor.

To lock in the preferred contractor, who can do the work during the April 2026 school holidays, Ian is keen to receive a positive decision. After much discussion, it was decided to defer this decision until the end of January 2026 meeting.

4. Sub Committee and reporting

4.1 Rector

Darryl Paterson, Rector had his report marked as read.

The Rector shared that he was very pleased to have engaged a number of new staff in to positions starting 2026, with only one position yet to be filled.

Darryl's personal highlight was Stephen Hinds leaving event on Tuesday evening. There were a number of old boys, musical presentations, bag pipers, speeches of appreciation in the Auditorium. Thereafter they all walked towards Mr Hinds music room where a plaque had been installed, renaming the music room as the Stephen Hinds Music Room.

The group then moved on to the Hall of Memories where Mr Hinds played the organ, before all meeting in the dining room for tea and coffee thereafter.

Darryl is very pleased with how positive he feels about the school now, and he shared that it is in the best position that it has ever been in.

The Rector shared that he had a conversation with David Higgins, at Moeraki Marae. A pounamu is to be provided for WBHS prizegiving from the marae. Darryl is delighted that Ana has offered to help with Kapa Haka.

4.2 Teacher Aides

The Teacher Aide situation was presented to the School Board by Darryl Paterson.

Basically through a drop in funding, some staff had moved on and some hours had been reduced for the Teacher Aides. This was a very difficult situation, and Darryl formally requested that the School Board fund up to \$25,000 from the Bulk Grant to be put towards Teacher Aides.

The value that the Teacher Aides are able to bring to teachers and students in the teaching and learning environment is so very valuable, and it was noted that the last School Board had approved the same in 2025.

Much discussion followed. Linda Crossley, Business Manager was asked about the draft budget and whether the school could afford to provide up to \$25,000 to Learning Support. Linda confirmed that the school could support this request, and it was explained that this was the normal time of the year for these requests to be presented to the School Board, as the educational requirements were the first and foremost to be prioritised as part of the budget preparation for next year, with the rest of the budget being finalised after these key needs were met.

Budget processes were discussed.

The School Board approved the request



Teacher Aide \$25,000 from Bulk Grant Approved

The Teacher Aide funding from the Bulk Grant was approved by the School Board

Decision Date: 11 Dec 2025

Mover: Stacey Hayes

Seconded: Megan Innes
Outcome: Approved

4.3 H&S Policy

No report was presented

4.4 Finance

No report was presented

4.5 Don House

No report was presented

4.6 Cultural

No report was presented

4.7 Marketing

No report was presented

4.8 Chair scan

4.9 Action Item List

Due Date	Action Title	Owner(s)
26 May 2025	Signage on Sports Fields Waitaki Avenue Status: In Progress	Darryl Paterson
24 Jun 2025	Rectors Residence Status: In Progress	Darryl Paterson
31 Oct 2025	Confirmation of 50k to fit in 2026 Budget for School Board paid Teaching Staff Status: Completed on 25 Nov 2025	Linda Crossley
28 Nov 2025	Circulation of estimated YE figures for Hostel and School Status: Completed on 15 Dec 2025	Linda Crossley
11 Dec 2025	Circulation of document regarding the Treaty of Waitangi & Schools Status: Completed on 4 Dec 2025	Darryl Paterson
12 Dec 2025	SchoolBridge Log In for Stacey Hayes Status: Completed on 7 Dec 2025	Greg Familton
24 Dec 2025	Social Centre Curtain Fabric Samples Status: Completed on 11 Dec 2025	Greg Familton
1 Feb 2026	WDC Submission Status: Not Started	Darryl Paterson

5. Admin

5.1 Confirm Minutes

November 2025 School Board Meeting 25 Nov 2025, the minutes were confirmed as presented.



November 2025 Board Minutes Approved

The Minutes of the November 2025 meeting were approved

Decision Date: 11 Dec 2025
Mover: Erik van der Spek
Seconder: Heather Martyn
Outcome: Approved

5.2 Correspondence

Kylie Mayhews resignation was approved.

The MOE proposed property increase was shared with the School Board, WBHS have yet to determine if that is their school, but it is assumed that WBHS will fall in to the category of school who require additional property funding.

Greg discussed his plans for the Social Centre curtains. His goal is to have them sewn and hung by week 7 of 2026. Pricing is required for the cost of the fabric, the sewing is to be done through Gregs team of volunteers



Kylie Mayhew Resignation

Kylie Mayhew's resignation was accepted

Decision Date: 11 Dec 2025
Mover: Erik van der Spek
Seconder: Stacey Hayes
Outcome: Approved

5.3 Staff Leave



All Staff Leave was Approved

All staff leave presented the the School Board was approved

Decision Date: 11 Dec 2025
Mover: Akuhata Pirere
Seconder: Heather Martyn
Outcome: Approved

6. Forward meeting schedule

6.1 Forward meeting schedule

6.2 Meeting Evaluation

Heather evaluated the meeting, stating that she enjoyed the discussion, and appreciated having different views and concerns discussed.

She appreciated everyones contribution, and felt that it had been a successful meeting.

7. Close Meeting

7.1 Close the meeting

Next meeting: School Board Meeting - 27 Jan 2026, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Greg draft circulate Due Date: 12 Dec 2025	Greg Familton
3.1	Draft & circulation of School public notice re Treaty of Waitangi within WBHS Due Date: 31 Dec 2025	Greg Familton
3.2	Set up Google Whiteboard for Strategic Planning Due Date: 31 Jan 2026	Darryl Paterson

Parent feedback

Signature: _____



Date: 5/3/2026