

CONFIRMED MINUTES

25TH OCTOBER 2023 BOARD MEETING

At the **28th November 2023 Board Meeting** on **28 Nov 2023** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Wednesday, 25 October 2023
Time:	5:30 pm to 8:31 pm (NZDT)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg Familton, Kirsti Broad, Lachlan Wright, Mrs Maiele Paia, Nicola Neal
Attendees:	Rectors PA Kirsty Sheaf
Apologies:	Kirsten Dixon

1. Opening Meeting

1.1 Welcome

Paul welcomed everyone to the meeting.

Apologies - Kirsten Dixon

1.2 Karakia

Maiele shared a Karakia to the Board.

1.3 Interests Register

No Changes to the Interests Register

2. Sub Committee and reporting

2.1 SLT Teaching & Learning Review

Aisea gave his apologies to Board, got dates mixed up, Darryl happy to present to Board.

Report taken as read.

- Discussion had on BYOD.
 - Had meeting with John Robinson this morning. 6 Years of being a BYOD school.
 - 28 devices leased from NewEra.
 - All boys have access to a computer/device. Currently 67 devices out to boys who need them.

- Reassured by John Robinson - Chromebooks are capable to do digital assessments.
- Facilitate more online assessments.
- Trialing next year for boys to do their assessments online.
- Discussion had on PaCT Tool -
 - Oamaru Intermediate School (OIS) use it.
 - be used to track progress in reading, writing, and mathematics.
 - To line up with OIS - as approx. 80% of our Year 9 students come from there
 - Common assessment tool with our feeder school.
 - We are currently trialing PaCT tool.
- Board discussed Aisea's reporting - better layout, easier to read/understand. Board thanks Aisea.
- Options for 2024
 - Option booklet for junior & Senior available on the school website, selections of courses available through Kamar portal. Options close on Thursday.
 - Sit down next week with Senior Leadership Team.
 - Level 2 Construction next year.
 - Kirsti Broad - Fraser Farm - translating more engagement? Darryl: Year 10 - one of the most popular along with PE. Fraser Farm cross curriculum has increased this year - science, social science and mathematics.
- Board thanks Aisea for his report.

2.2 SLT Compliance Review

Roger van Booma enters the meeting at 5:49pm

Report taken as read.

- Hostel is included in report. If it is on KAMAR, it is live. Need a little bit of training moving forward.
- Health & Safety on KAMAR is up to date and readily available. - Showed Board the process on the Screen in Board room.
- Update / Discussion had on the serious incident that occurred in the Technology department.
 - Notified WorkSafe immediately.
 - Head of Technology - incident report done; photographs taken straight away
 - Meeting at Technology department.
 - WorkSafe contacted back the next day, sent us that no intervention needed by them, happy with our processes.
 - Machine could be replaced to a more modern Machine - \$8k.
 - Nicola asked Roger: How do you feel the process went? Roger responded: Scary to have someone at school to injure themselves in that way, but the process went well/professional.
- EOTC
 - Went to Mountainview High to see SchoolBridge working. EOTC is a portion of App available.

- SchoolBridge - excellent product, but we do not need, reassured by KAMAR, has all the capabilities and technical support. Have all the documents from SchoolBridge need to populate onto KAMAR. Roger suggested him and Andy have a 1/2 day or full day to sit down and populate RAM forms onto KAMAR. Already invested in KAMAR, doesn't see why pay more money / ongoing costs to move to SchoolBridge.
- Student / Staff Welfare
 - Met with Wendy Brook - MoE Education Advisor- absence data impacted due to Strike Days - students should have been removed from attendance.
 - Overall attendance rate for Term 3 - 73.5%
 - High absence in Year 13 - The students are at school however because someone doesn't know where they are they are marked as absent, and that it is not being followed up.
 - Deans doing well with parents.
 - Bunking down to 5.5%
 - Daniel asked - Teachers doing better at their rolls at the start of the day? Roger: Yes, improvement from staff.
 - Change mindset rather than being 'task' it is better for the school/students.
 - Next year House groups - Every teacher leader to build those relationships with the students/parents.
 - Discussion had on the Alt Ed - Growing vegetables, plants, looking after the creek, working well with Mark Wilson.
- Archives - Work in progress.
- Discussion had on Boiling system online.
 - Roger showed Board on projector.
 - Control system can control valves.
 - First school to have this system.
 - Can manage the entire electricity usage in the school / School can better manage our energy usage.
 - Point of difference.
 - Carbon footprint.
- Board thanks Roger.
- Roger leaves meeting at 6:37pm

2.3 Rector

Report taken as read.

- NCEA Pass Rates: Level 1 & Level 2 doing better this year.
- Endorsements tracking this year to be more than last year.
- Current Year 9 roll for next year at 86. Not many Years 11 & 12 have indicated that they are leaving.
- Sports Prizegiving last week, was very successful.
- Student well-being survey to be done next week, review, analyze and present to staff on December 1st.

- Resignation received from Roger and Justine van Booma. (currently advertising Deputy Rector position).
- Jordan Horrell has been appointed Head of English. Sam Henehan appointed Head of Social Science.
- Currently advertising Teacher of Math's and Social Science/Commerce positions.
- Discussion had on Marketing quote for upgrade of the Waitaki Boys' High School Website, complete rebuild of website. Funding has been set aside.



Move motion to approve Website funding of \$7940 - Rebuild of Website - (Core Development).

Move motion to approve Website funding of \$7940 - Complete rebuild of Website - (Core Development).

Decision Date: 25 Oct 2023
Mover: Paul Edmondston
Seconder: Nicola Neal
Outcome: Approved

Annual Plan - Progress Report.

- Student voice - Feedback from boys. 9am start next year - hope to help with lateness.
- Behavioural Management last term - Changes made, 'Call backs' (detentions) reinstated. Deans doing a fantastic job. Consequence for referring out of class. Majority of people have made a difference.
- Met up with every Year 13 student. High percentage going to tertiary next year.
- Moeraki Marae - Nicola still waiting to hear back from David Higgins. Board Preference - Prefer later in the day.
- x2 boys already enrolled from Thailand college next year.

2.4 RAMs



Junior Adventure Race RAM - approved subject to confirming whether Nicola or Grant - let Paul know.

RAM Form - Junior Adventure Race - approved subject to confirming whether Nicola or Grant - to let Paul know.

Decision Date: 25 Oct 2023
Mover: Paul Edmondston
Seconder: Daniel Isbister
Outcome: Approved

2.5 Policy Review

- Attached policies discussed.
- Changes:
 - Principal change to Rector.
 - A note to say where this policy came from, so the next Board know, would make it easier for future Board members.
 - Asset Protection Keep at \$5,000
- Board decides to leave for Kirsten Dixon to move motion at the next Board meeting.

2.6 H&S

Report taken as Read.

- Board recognizes that a lot of work has been done on the Health & Safety, Board feels a lot more reassured on the Health & Safety at the school.
- Board thanks Greg.

2.7 Cultural

Nicola apologies to Board, for not sending report in time.

- Meridian - Still waiting for approval of funding.
- Whānau Consultation went out to the Māori whānau this week.
- Board thanks Nicola for all her hard work with the funding appraisal.
- Family / Whānau hui at the beginning of the year. Māori boys feel supported from the start.

Board thanks Nicola.

2.8 Property

Report taken as read.

- Still getting quotes for Lake Middleton.
- Extractor fans have all been done on the properties.
- Hall of Memories - Ministry ownership take-over process is complete.

Board thanks Daniel.

2.9 Finance & Marketing

Reports taken as read.

- Discussion had on Hostel Budget / Cleaning Budget. Professional Cleaners (Crest Cleaners). Board agrees to have professional cleaning at the Hostel, lift up the standards.
- Discussion had on why would people choose to send their boys to WBHS Hostel - First impressions, are we advertising what we can offer, why are people using the buses instead, possible survey to bus boys?
- discussion had on Fees for next year - Hostel. \$14,500 2024 fee. Overall, 3.6% increase (Inflation).



Board agreed upon the new Hostel Fees for 2024, \$14,500. Overall 3.6% increase.

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Decision Date: 25 Oct 2023
Mover: Graham Hay
Seconder: Paul Edmondston
Outcome: Approved

2.10 Don House

Reports taken as read.

- Improvements with payments discussed.

- Going forward - write on the invoice / formalizing when the fee/payments are due. Needs a more formalized structure.
- When boys leave - paying for a term. Need to follow up with Linda.
- A schedule needs to be sent to parents when due and follow up and send that with every invoice.
- Board thanks Graham for all the hostel work.

2.11 Chair scan

- BECA Report
 - Board discussed report. Board in agreement with the process. Board agreed to monitor and to not build.



Year 12 PE Trip - RAM Form. Approved.

Signed off Year 12 PE Trip RAM Form.

Decision Date: 25 Oct 2023
Mover: Paul Edmondston
Seconder: Nicola Neal
Outcome: Approved

- Hall of Memories Trust (HoMT) Meeting:
 - Up to the Board to express interest on who to be on the centenary committee - Foundation / Old Boys.
 - HoMT committee to create the document and send to interested parties.
 - Darryl to speak to other schools that have celebrated a centennial before we start the process, how did they formulate a committee?
 - Darryl to contact the Museum - preservation of the chattels, need to collaborate with the museum. Check what the process is when taking chattels out/storing when work begins on the Hall of Memories.
 - Work to begin mid next year, this still might change.
 - Board to get back to the HoMT on what they want to be done.

Board Photo at Next Board Meeting for the Waitakian.

2.12 Action Item List

Due Date	Action Title	Owner
25 Sept 2023	Budget Management Pathway Status: In Progress	Darryl Paterson
25 Oct 2023	Look at Setting up an appointment with the Policy Committee / School Docs Rep. Kirsten to organize. Status: In Progress	Kirsten Dixon
30 Jan 2024	Restraint Training for Staff Status: In Progress	Darryl Paterson
30 Jan 2024	Hand Held Lasers for the Seagull issue / Pool Status: On Hold	Darryl Paterson
27 Feb 2024	Mid term elections Status: In Progress	Kirsten Dixon



Roger to come to the next Board meeting to show Board Restraint Training Module.

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28/11/2023 - Roger van Booma attended School Board meeting and gave a presentation to the Board regarding Physical Restraint, the online modules and the Board's responsibilities. Modules need to be completed by February next year.

Due Date: 28 Nov 2023
Owner: Darryl Paterson



Darryl to speak to other schools re: Centennial Process

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28/11/2023 - At tonight's School Board meeting Darryl had already spoken to Otago about their centennial process, for which he hired an events manager to run the event.

Due Date: 31 Dec 2023
Owner: Darryl Paterson



Darryl to contact the Museum RE: Preservation of the HoM Chattels when work begins.

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Owner: Darryl Paterson

3. Correspondence

3.1 Inward and outward

Board thanks the Rotary Club for their generous donation.

Board has replied to Roger & Justine van Booma's resignation.

4. Forward meeting schedule

4.1 Confirm Minutes

26 September 2023 Board Meeting 26 Sept 2023, the minutes were confirmed with the following changes:

3.8 Don House Report - Still waiting on quotes for the showers.

4.2 Forward meeting schedule

4.3 Meeting Evaluation

Meeting evaluation by Graham Hay

- Great discussions tonight
- Good attitude and openness throughout.

- Food was bonus, thank you.

5. Close Meeting

5.1 Close the meeting

Next meeting: 28th November 2023 Board Meeting - 28 Nov 2023, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.12	Roger to come to the next Board meeting to show Board Restraint Training Module. Due Date: 28 Nov 2023	Darryl Paterson
2.12	Darryl to speak to other schools re: Centennial Process Due Date: 31 Dec 2023	Darryl Paterson
2.12	Darryl to contact the Museum RE: Preservation of the HoM Chattels when work begins. Due Date: 31 Dec 2023	Darryl Paterson

Parent feedback

Signature: _____

Date: 29/11/23