

CONFIRMED MINUTES

26 APR 23 BOARD MEETING

At the **Next Board of Trustees Meeting on 30 May 2023** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Wednesday, 26 April 2023
Time:	5:30 pm to 9:00 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Ben O'Sullivan, Daniel Isbister, Darryl Paterson, Graham Hay, Greg Familton, Kirsten Dixon, Kirsti Broad, Linda Crossley
Attendees:	Rectors PA Kirsty Sheaf
Apologies:	Mrs Maiele Paia

1. Opening Meeting

1.1 Welcome

1.2 Karakia

Ben O'Sullivan presented a Karakia to the Board.

1.3 Interests Register

No updates on the Interest Register

2. Sub Committee and reporting

2.1 Teaching & Learning

- Taken report as read.
- Andy Lane & Laura Keep - Kahui Ako facilitators.
- Targeting numeracy & literacy, academic ability
- Paul: Pathway co-ordinator, what does that role look like, they see the students in Yar 13? Aisea replied: Pathway co-ordinator is Andy Lane, on Kamar see student goals, career, help write CV writing, prepare their applications for university. No not in Year 11 & 12, only in Year 13
- Plan to get the students willing and participate - career advisor, students have access to see him, and they are aware of his role.
- Set up Fraser Farm - moving forward, NCEA change. what you the students learning and what are they assessed on. To change the assessment for Fraser Farm.

- Teacher Observation: Last term observing start and end of a lesson, feedback given, this term working on the middle of the lesson, one on one with teacher, and to give feedback. Positive step to achieving the goal of effective & efficient & high learning. Collect data, discuss as a whole, then load onto Teams. Teachers can get feedback after discussed at staff meeting. Greg Familton: Staff expect to be observed, staff like it, and feel supported.
- Board thanks Aisea for his report & time.

2.2 H&S & Compliance Report

- Report as being read
- Avoca house - Discussion over email received on Friday, need a plan, certainty, and time frame. Meet with Doc. Making a plan, initiate conversations.
- Health & Safety - Technology - High Risk area. Signs on machines to not use. Need external contractor to check - extraction fan at each machine, needs a risk assessment, registry of maintenance. Site specific training.
 - Daniel Childerley is working on the risk assessment at the moment.
 - Boys have alternative learning while the machines can't be used.
 - Can't give timeframe at the moment. Boys can use hand tools/can use the same space as long as the machines aren't on the space is safe. Priorities of which machines needs to be done.
 - Kirsti Broad - Effecting NCEA? Roger: can't tell you at this stage, curriculum delivery are we at any risk of them not achieving? Roger will look at the technology curriculum, if we need to look off-site then we will.
- Camp - First Aid Person will be required to be at any school camp, no question.
- Restraint training - looking elsewhere now. Police not keen to do restraint training. Ministry of Education - have approved people that can take those courses. Teachers do not know what they can and can't do when it comes to restraint under an emergency circumstance. Roger is talking to someone at present - Board putting the heat on, needing this to be done, important for the well-being of the students and teachers.
- Very little on contraband - vaping
- Welfare - Attendance & engage strategies, move those moderately absent boys. Year 12 - highest attendance, over half. Reduce the kids where parents can contact. We are improving in absences.
- Attendance - Parents are contacted within Period 1 & Period 2 and follow up. Roll - calling has improved.

Board thanks Roger.

2.3 Rectors report

Report as Read. 6:47pm

- New Staff
 - Ian Cope - Technology Technician. James Douglas - Student teacher, 6-week placement - Physical Education.
- Marketing - to create a marketing sub-committee, marketing priority.
- PPTA - Parent / teacher interviews & Open Night possibly going to be affected by the PPTA Industrial Strike Action. Try our best with external relievers to help our students with disruptions.
- Discussion on focusing on BYOD. Need feedback from each department.
- Visiting contributing schools next week.

2.4 Property

Darryl discussed property:

- Ablutions - about a month behind
- Kitchen done, no complaints now.
- No coastal erosion report still - haven't heard back yet, following up.
- Rained over the holidays, no water in the Hall of Memories

(Roger & Aisea exit the meeting 7:11pm).

2.5 Policy

- Kirsten approached NZSTA for advice & support (as discussed at the last BOT meeting)
- NZSTA have templates that are available, however are not the easiest and they don't fit all policies.
- Following Ministry of Education guidelines
- NZSTA looked a policies, feedback good but not governance. Look at forming a sub-committee, to ease work-load.
- Discussion over doing the policies, Board favoured creating / selecting a sub-committee for school policies - Kirsten Dixon, Greg Familton, Darryl Paterson and Kirsti Broad.



Move motion to cerate Policy Sub-Committee

Motion moved & approved - to create Policy Sub-Committee (Kirsten Dixon, Greg Familton, Darryl Paterson and Kirsti Broad)

Decision Date: 26 Apr 2023
Mover: Paul Edmondston
Seconder: Daniel Isbister
Outcome: Approved

- Four non-school members need to attend disciplinary meetings. x5 Board member x 2 co-opt members. Parent reps at suspension meetings. Discussion over suspension meetings with 4 being too many, Board comfortable running with minimum of 3.



Change terms of reference to the sub-committee.

Change terms of reference to the sub-committee. To have a minimum of 3 non-school board members acting on behalf of the suspension cases.

Decision Date: 26 Apr 2023
Mover: Kirsten Dixon
Seconder: Paul Edmondston
Outcome: Approved

2.6 Co-Opt Member

Board had a discussion over accepting Nicola Neal Co-Opt onto the Board. She put her name forward. Meets requirements of Maori representative on the Board.



To Co-Opt Nicola Neal to Board

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Decision Date: 26 Apr 2023
Mover: Paul Edmondston
Seconded: Greg Familton
Outcome: Approved

2.7 Finance

- Have had meetings with Linda Crossley (WBHS Business Manager)
- Setting up templates for our meetings and how reports are presented - more user friendly format for everyone to read.
- Break budgets down into monthly - (when do grants come in?, what period does that cover etc)
- Overall - Hostel accounts look quite tidy. May need to look at the power. School looking good.
- Need look at the budgets for each department, what does each department need etc

Discussion about BYOD / School devices

- 2025 - NCEA Assessments possible all on devices
- Goal - Every boy to have access to a device. 10% currently do not.
- Need to look at budgeting for devices.

Darryl to add Wishlist to Rectors Report from each department.



Accept Accounts as present.

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Decision Date: 26 Apr 2023
Mover: Paul Edmondston
Seconded: Kirsten Dixon
Outcome: Approved

2.8 Chair scan

- Fundraising for Hall of Memories. Board to check job description first then take to Hall of Memories Trust.
- Discussion over Ministry to help to fund, however Hall of Memories is a Trust own building, so Ministry will not help with funding.
- Fundraising committee - sits outside of the board, Board do not want to lose focus on the boys. Person from Board to be on the committee Graham Hay. The other people mention will first be approached by Darryl Paterson to see if they would like to be a part of the committee.
- Rectors' appraisal
- WBHS Foundation passionate about this school - Board appreciates their contribution towards the Hostel Upgrades.

2.9 Action Item List

Due Date	Action Title	Owner
23 May 2022	Privacy Policy and Procedure Status: Completed on 3 Apr 2023	Darryl Paterson
31 Jul 2022	Restraint Training for Staff Status: In Progress	Darryl Paterson

Due Date	Action Title	Owner
8 Dec 2022	Decision re Text capabilities in Kamar Status: On Hold	Darryl Paterson
28 Feb 2023	Hand Held Lasers for the Seagull issue / Pool Status: On Hold	Darryl Paterson
28 Feb 2023	Attendance Status: Completed on 3 Apr 2023	Darryl Paterson
8 Mar 2023	Changes to the RAMs for Rowing Status: Completed on 3 Apr 2023	Darryl Paterson
26 Apr 2023	Kirsten Dixon to organize with Graham and that to be updated. (Don House Policies) Status: In Progress	Kirsten Dixon
26 Apr 2023	Health & Safety - Lake Middleton, Kirsten Dixon to follow up with Roger. Status: Completed on 21 Apr 2023	Kirsten Dixon
26 Apr 2023	Paul to send out emails, to initiate the sub-committee Status: In Progress	Paul Edmondston
30 May 2023	Walk around Hostel at start of next BOT meeting on 30th May 2023. Status: Completed on 4 Jun 2023	Graham Hay

3. Correspondence

3.1 Inward and outward

- Board thanks & appreciates the generous donation made by the Oamaru Vincentian Housing Trust
- Board had Discussion over the letter from the Sports Council.
 - Would help to have suggestions in the letter.
 - Discussion over relieving, what are other schools doing.
 - Letter needs to show the amount that needs to be funded. Mores specifics, what are the sports Council doing etc?
 - Sports council - To present to the board, possible at the next meeting to discuss. (Darryl will speak to Ian & Twyla)

4. Forward meeting schedule

4.1 Confirm Minutes

Board Meeting 28 March 2023 28 Mar 2023, the minutes were confirmed as presented.



Last meeting minutes Confirmed.

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Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved

4.2 Forward meeting schedule

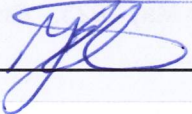
4.3 Meeting Evaluation

Kirsti Board: Meeting ran smoothly, everyone has their part. Would be great to get a general report from the Hostel.

5. Close Meeting

5.1 Close the meeting

Next meeting: Next Board of Trustees Meeting - 30 May 2023, 5:30 pm
Parent feedback

Signature:  _____ Date: 31/5/23 _____