

# CONFIRMED MINUTES

## 30 JANUARY 2024 MEETING

At the **Board Meeting 27 February 2024** on **27 Feb 2024** these minutes were **confirmed as presented**.

**Name:** Waitaki Boys High School  
**Date:** Tuesday, 30 January 2024  
**Time:** 5:30 pm to 8:47 pm (NZDT)  
**Location:** Waitaki Boys High School, Waitaki Ave  
**Board Members:** Paul Edmondston (Chair), Darryl Paterson, Graham Hay, Greg Familton, Kirsten Dixon, Kirsti Broad, Lachlan Wright, Mrs Maiele Paia, Nicola Neal  
**Attendees:** Rectors PA Kirsty Sheaf  
**Apologies:** Daniel Isbister

### 1. Opening Meeting

#### 1.1 Welcome

Paul Edmondston Welcomed everyone - Happy New Year, hoped everyone enjoyed their break.  
Tonight's meeting Apologies - Daniel Isbister

#### 1.2 Karakia

Darryl Paterson shared a Karakia to the Board.

#### 1.3 Interests Register

Nicola Neal has an update to the interests register, sent an email to Kirsty Sheaf end of last year - Kirsty will update before the next Board meeting.

#### 1.4 Kirsten Dixon Replacement



**Move motion to that BOT would like to select a candidate rather than election.**

Move motion to that BOT would like to select a candidate rather than election.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Greg Familton  
**Outcome:** Approved

- Need to advise school community - Sample notice on NZSTA website, Kirsty to type up and send out to the school community (KAMAR)
  - Wait 28 days from the date notice was issued.

- o Board must select a person to be a board member within 6 weeks of the end of the 28-day notification period.
- o Have 14 days from today to send that notice to the school / community.

## 1.5 Election of Board Chair and Sub Committee structure



### **Move motion Greg Familton take over policies & Procedures.**

Move motion Greg Familton take over policies & Procedures.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Graham Hay  
**Outcome:** Approved



### **Moved motion - Graham Hay to lead Disciplinary - reassess when Kirsten's replacement joins the Board**

Moved motion - Graham Hay to lead Disciplinary - reassess when Kirsten's replacement joins the Board.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Nicola Neal  
**Outcome:** Approved



### **Moved motion for Kirsti Boad to lead Finance.**

- Kirsti Broad happy to continue leading Finance sub-committee.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Kirsten Dixon  
**Outcome:** Approved



### **Moved Motion for Graham Hay to lead Don House.**

- Graham happy to continue with Don House. Board agreed Graham is the most suited to run Don House.

**Decision Date:** 30 Jan 2024  
**Mover:** Nicola Neal  
**Seconder:** Paul Edmondston  
**Outcome:** Approved



### **Board moved motion for Daniel Isbister to lead Property. - Subject to him accepting.**

Board nominated and moved motion for Daniel Isbister to continue to lead Property. - Subject to him accepting at the next Board meeting.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Lachlan Wright  
**Outcome:** Approved



### **Moved motion for Greg Familton to lead Health & Safety.**

- Greg volunteered to continue being the Health & Safety leader, Board moved motion, outcome - approved.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston

**Seconder:** Nicola Neal  
**Outcome:** Approved



**Moved motion for Nicola Neal & Maiele Paia co-Chair the Cultural sub-committee.**

Nicola Neal happy to continue and Maiele Paia volunteered to help Nicola.  
Moved motion for Nicola Neal & Maiele Paia Co-Chair the Cultural sub-committee.

**Decision Date:** 30 Jan 2024  
**Mover:** Graham Hay  
**Seconder:** Kirsti Broad  
**Outcome:** Approved



**Moved motion Maiele Paia lead Marketing sub-committee.**

- Maiele Paia volunteered to lead marketing sub-committee, Board moved motion, all in favour, approved.
- Kirsti Broad stated she is happy to help with Marketing if she is needed.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Greg Familton  
**Outcome:** Approved



**Moved motion for Paul Edmondston as the Board Chair.**

- Graham Hay nominated Paul Edmondston to be Board Chair, Paul Edmondston accepted, motion moved, all in favour, approved.

**Decision Date:** 30 Jan 2024  
**Mover:** Graham Hay  
**Seconder:** Nicola Neal  
**Outcome:** Approved

## 2. Sub Committee and Reporting

### 2.1 SLT - Darryl

Report taken as read.

- Teacher only day went well on Monday.
- NELP reporting - Rector reports will now be reporting against NELP, as advised by the Ministry, this will continue with all reports going forward.
- International Marketing discussed:
  - Been looking at international marketing with the Business Manager, has connections in India. Other countries being Thailand, Japan & Vietnam
  - Proposal to School Foundation
  - Bangkok - August - Scott & Kylie, International Fair
  - India - Online (October) same time as Vietnam, Darryl to go in person.
  - Board agreed in person looks better than online.
  - Greg Familton spoke to the Board about international programmes that run at two different schools.
  - Need to make sure it is a positive experience, cater to their cultural needs. Pastoral Care is important.

- A lot of work to be done on the pitch for the international fair, intention is there to market the school.
- Annual Plan - Haven't had a chance to sit down with SLT team this year. (one absent/illness and other new staff)
  - 3 Strategic goals the same.
  - This year - focus on developing, continuing and enhancing.
- School Roll - 420
- New staff - Been fantastic, very excited with the new staff joining this year.
- Nicola Neal asked Darryl about the numbers in the NCEA Statistic Table - Equity Index replaced decile system.
  - Darryl responded - On the face of it, little disappointing but there are more numbers to continue to come in, not bad against other schools.
  - Darryl stated - that is why the school made the changes to the programme this year with Inspire / Whānau time.
- Has been a good start of the year.

Board thanked Darryl for his reports.

## 2.2 Property

Report taken as read.

- Darryl reported in Daniel Isbister's absence.
- Dust extraction unit arrived - installing today, should be ready in a few weeks.
- Pool is now open.
- Hall of Memories:
  - Michael Forgie currently appointing other consultants and awaiting fee proposals, preparing to being around September, Hall of Memories would be out of action for about a year.
- 5YA Projects - Still waiting on Ministry to approve amendment to the 5YA for additional funding. Breens on standby to begin work.

Board thanked Darryl.

## 2.3 Cultural

Report taken as read.

- Haven't had a full meeting yet since November last year.
- Continuing to build relationships with Te Rūnanga o Moeraki.
- Nicola has been chatting with WGHS Board Chair regarding possibility of joint Kapa Haka, if able to secure tutor, putting the feelers out there.
- Waitaki District Council funding group - Kapa Haka Tutor possible funding.
- Pasifika community relate closely with school families, collaborate together, but not in the school grounds, work in progress.

Board thanked Nicola for her report.

## 2.4 Finance

Reports taken as read.

- Haven't done a meeting since December last year.
- Finalising hostel budget for the year, approve at the next Board meeting.
- Working on School budget, present at the end of February Board meeting.
- Confirmed Crest cleaning have started.
- Discussion had on Fraser Farm donation:
  - 10k donation needs to come through the Board - over 5k stated in school policy.
  - Proposal to the Board at the next Board meeting.
  - Following the School policies and procedures.
  - Darryl Paterson to go to the next Fraser Farm meeting to discuss.
  - At the meeting ask the Fraser Farm to report to the Board. A big part of the school.
- Outstanding debtors - working on putting schemes in place.
- Showers (Hostel) - Board agrees they need to see quotes and proposal. Board would like to know from the Foundation that they have the go ahead to spend the money on the Showers.
  - Board needs to see the quotes and proposal from hostel to use money for the showers before going to the Foundation. To follow school policies and procedures.

Board thanked Kirsti.



**Darryl to go to the next Fraser Farm meeting to discuss donation, and to report at Board meeting.**

Darryl to go to the next Fraser Farm meeting to discuss donation, and to report at Board meeting.

**Due Date:** 31 Mar 2024  
**Owner:** Darryl Paterson



**Additional showers - Chunuk & Apex dormitories – Board needs Proposal from Hostel**

Additional showers - Chunuk & Apex dormitories – Board needs to see Proposal from Hostel before going any further.

**Due Date:** 29 Feb 2024  
**Owner:** Darryl Paterson

## 2.5 Don House

- Discussion had on Boys grabbing food from kitchen and cooking it themselves - talking about the end of the year / weekends when there are only a couple of boys in hostel.
  - Paul stated that parents are paying full fees, full expectations should be delivered.
  - To check with Linda to clarify if no staff on does this save the school money i.e., is compass labor charged by the hour so if less hours saves the school money or is it covered by a set contract fee if so saves the school nothing.
- Board agreed at the next Board meeting with departments Scott / Hostel to be included.
- Graham discussed as a Hostel Parent - received email re: orientation plan, all expectations of the boys, welcome pack, Fees. Thought it was presented well, informative, communicated well.
- Paul talked about his concerns on only x5 Year 9 boys this year, trend? Darryl replied with couple more Year 9 will join through the year. Darryl stated there is a plan in place to improve numbers.

Board thanked Graham.



**To speak to Linda to clarify - See below notes.**

To check with Linda to clarify if no staff on does this save the school money i.e., is compass labor charged by the hour so if less hours saves the school money or is it covered by a set contract fee if so saves the school nothing.

**Due Date:** 29 Feb 2024  
**Owner:** Darryl Paterson

## 2.6 Chair Scan



**Moved motion to Ratify Prefects Camps**

Moved motion to Ratify Prefects Camps.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Mrs Maiele Paia  
**Outcome:** Approved



**Move motion to ratify Crest Contract**

Move motion to ratify Crest Contract

**Decision Date:** 30 Jan 2024  
**Mover:** Graham Hay  
**Seconder:** Paul Edmondston  
**Outcome:** Approved

- Discussion had on Darryl's Professional Growth Cycle.
- The Board was presented with evidence of the Rector, Darryl Paterson, undertaking Professional Growth Cycle (PGC) for 2023.



**Moved motion that the Board received evidence of the Rector attestation, presented to the Board.**

Moved motion that the Board received evidence of the Rector attestation, presented to the Board.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Nicola Neal  
**Outcome:** Approved

- Discussion on Hall of Memories (HoM) - Paul Edmondston
  - Work likely to take place start of September.
  - 9th February - Michael Forgie, Organ been taken out, restoring it and looking at the drainage.
  - Paul proposed to go back to the Hall of Memories Trust - Any cosmetic work to be up to the Trust.
  - Discussion had on fundraise for the Organ and potentially the drainage (Paul to get updates from Michael Forgie re: drainage)
  - Discussion had on the Centennial celebration:
    - Board agreed go back to the Trust to propose an Event manager for the event, which would be beneficial and to arrange a subcommittee for the event, send expression of interests to the community.
    - Darryl to find out names for event manager from Otago Boys.

- Projects the Board wish to carry out which are drainage and organ.
- Middleton Lodge Discussed
  - Paul received email from Max from DOC, replied to the email but since then has not heard back.
  - Quotes for re-roofing, looking at around \$60k.
  - Discussion had on the reroofing of the lodge; negotiation needed with DOC.
  - Paul to follow up with Max from DOC.
  - Board agreed the Lodge is an important School asset.



#### **Moved motion to go into committee.**

Board moved motion to go into committee.

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Nicola Neal  
**Outcome:** Approved



#### **Board moved motion to go out of committee.**

Board moved motion to go out of committee

**Decision Date:** 30 Jan 2024  
**Mover:** Paul Edmondston  
**Seconder:** Graham Hay  
**Outcome:** Approved

## **2.7 Action Item List**

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
25 Sept 2023	Budget Management Pathway <b>Status:</b> In Progress	Darryl Paterson
25 Oct 2023	Look at Setting up an appointment with the Policy Committee / School Docs Rep. Kirsten to organize. <b>Status:</b> Completed on 2 Feb 2024	Kirsten Dixon
18 Dec 2023	To follow up on Tenders / chase up quotes for additional showers. Chunuk & Apex dormitories. <b>Status:</b> Completed on 2 Feb 2024	Darryl Paterson
31 Dec 2023	Paul to contact the Museum RE: Preservation of the HoM Chattels when work begins. <b>Status:</b> In Progress	Darryl Paterson
30 Jan 2024	Restraint Training for Staff <b>Status:</b> In Progress	Darryl Paterson
30 Jan 2024	Hand Held Lasers for the Seagull issue / Pool <b>Status:</b> Completed on 26 Feb 2024	Darryl Paterson
27 Feb 2024	Mid term elections <b>Status:</b> Completed on 26 Feb 2024	Kirsten Dixon

## **3. Correspondence**

### **3.1 Inward and outward**

Board accepts Bhupendra Singh resignation.

## 4. Forward meeting schedule

### 4.1 Confirm Minutes

Board Meeting 18 Dec 2023, the minutes were confirmed as presented.



**Moved motion - Last Board Minutes approved, subject to correcting Graham's name.**

Moved motion - Last Board Minutes approved, subject to correcting Graham's name.

**Decision Date:** 30 Jan 2024  
**Mover:** Kirsti Broad  
**Seconder:** Paul Edmondston  
**Outcome:** Approved

### 4.2 Forward meeting schedule

### 4.3 Meeting Evaluation

- Graham Hay evaluated tonight's meeting:
  - Great discussions tonight, continuing from last year which is great.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board Meeting 20th February 2024 - 20 Feb 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.4	Darryl to go to the next Fraser Farm meeting to discuss donation, and to report at Board meeting. <b>Due Date:</b> 31 Mar 2024	Darryl Paterson
2.4	Additional showers - Chunuk & Apex dormitories – Board needs Proposal from Hostel <b>Due Date:</b> 29 Feb 2024	Darryl Paterson
2.5	To speak to Linda to clarify - See below notes. <b>Due Date:</b> 29 Feb 2024	Darryl Paterson

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

Date: 31/1/24 \_\_\_\_\_