

CONFIRMED MINUTES

BOARD MEETING 27 FEBRUARY 2024

At the **Board Meeting 26 March 2024** on **26 Mar 2024** these minutes were **confirmed as presented**.

Name: Waitaki Boys High School
Date: Tuesday, 27 February 2024
Time: 5:30 pm to 9:51 pm (NZDT)
Location: Waitaki Boys High School, Waitaki Ave
Board Members: Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Kirsti Broad, Lachlan Wright, Mrs Maiele Paia
Attendees: Rectors PA Kirsty Sheaf
Apologies: Nicola Neal, Greg Familton

1. Opening Meeting

1.1 Welcome

Board Chair Paul Edmondston welcomed all to the meeting.

1.2 Karakia

Daniel Isbister shared a karakia to the Board.

1.3 Interests Register

Mai Paia Updated the Interests Register. (Information given to Kirsty, Rector's PA. Kirsty entered into Boardpro).

2. SLT Reports

2.1 Teaching and Learning - Aisea

Board Welcomed Aisea.

- Report taken as read.
- Paul: Head of Department (HOD) reports were good last week.
- Paul: Some teachers still a way to go, what is in place to help them? Aisea: HOD in their department are there to support them, not just in an academic way but also with classroom management, communication to parents, students and staff.
- Kirsti: Roll out on the numeracy & Literacy Level 1, didn't do too well last year? Aisea: Not last year, but the year before piloting classes (Ag, Math's, Science), hopefully what they

collected from the last two years make improvements. From a personal experience (maths) piloting is very messy.

- Aisea Discussed the need for teacher's exam digital platform - exam.net (platform for exams) Platform that gives teacher the power and function to create exams. Similar to NCEA exam. \$3K a year with a discount on the first year. Benefits - prepare our students. Board understood the importance, recommended Aisea to have a chat with the Business Manager to see if it can fit in the budget / see what revenues are in the budget. Aisea: will discuss with HOD next week, to use in Term 2, boys ready by Term 3.
- Board thanked Aisea for his time and report.

2.2 Compliance & Student Welfare- Stephen Briscoe

Board welcomed Stephen.

- Report taken as read.
- Daniel: Emergency evacuation was that a drill or an accident? Stephen: Accident in Week 2. Was good way to learn. Caught off guard - updated the procedures and staff have been informed.
- EOTC - KAMAR set up was not completed before the end of 2023. Andy and Stephen need to look at this. Using KAMAR for EOTC forms.
- Board would like Stephen to report at the next meeting KAMAR capabilities.

- Attendance discussed.
 - Kirsti: Good graph for a 'snap shot'
 - 78% chronically absent this year to date. Ministry - not above 80% considered chronic. Few students have not shown up to school this year, early exemption to leave school. Whānau teachers taken an active role at looking at attendance, communicating to parents regarding attendance before it becomes a problem.
 - Working with North Otago Attendance.
 - Still a few teething problems with taking the roll at assembly.
 - 15-19 boys in a Whānau group
- Discussion had on vaping. Kirsti: Dunedin schools having a problem with vaping. Lachlan: From a student's view, don't think it's a huge thing at the moment compared to a year or two ago.

- Good report for first report, Board thanked Stephen for his time.



Kirsty to enter the dates of the Board Meetings to the school Website.

Last Tuesday of every month, except December tbc.

Due Date: 26 Mar 2024
Owner: Rectors PA Kirsty Sheaf

3. Sub Committee and reporting

3.1 RAMs

Discussion on RAM Forms:

- Adventure Race:

- Not all the checklist at the top is ticked off. Is Callum Kingan police vetted? Paul has sent an email to Twyla regarding this RAM.
- Board discussed alcohol, is this in our school policy, that no alcohol consumed by parents / staff on a school trip / responsible for the school students. representing the school. Darryl to check the school policy. Need to add no alcohol to be consumed.
- Board to come back to this RAM once they find out the answer about Callum. Paul to send an email to Board members to ratify.
- South Island Secondary Schools Rowing Champs:
 - Who are the adults going? Have these adults been police vetted.
 - Checklist at the top not ticked off
 - Who are the drivers? Need their license checked.
 - Oamaru Rowing club forms adequate, Cross out their emergency procedure and use ours (WBHS) emergency procedures.
 - Darryl to speak to Twyla Kingan (Sports Coordinator) about the above subjects before Board can approve. Once done Paul will send out an email to Board members.
- Board: Not up to the Board to fill in all the forms. The forms need to be in a better standard before the Board receives them. Should be giving the Board 4 weeks notice before a trip not two weeks / days prior. Messy and needs to be looked at.
- Maadi Cup:
 - Same issues as the South Island Secondary School Rowing Champs form. Needs to be tidied up.
 - Darryl to speak to Twyla Kingan.
- Basketball:
 - Also needs a lot of work.
 - Driver's license checked.
 - police vetted?
 - Cost/accommodation? Budget needs to be redone as dates have changed. trip is now shorter.
 - No student lists.
 - any qualified first aiders?
 - Confirmation on who is going.
- All RAM forms have subject to changes to be made before they can be approved by the Board.
- Board suggested a workshop to do RAM forms for staff.
- Darryl to make a time to catch up with Andy and Stephen next week.
- Paul Edmondston appreciated the Boards time in checking all the RAM forms.

3.2 H&S

Greg Familton apologies.

- Report taken as read.
- Discussion had on Contractors signing in and sighting our Health & Safety/WBHS sighted their Health & Safety. Currently Contactors sign in at Neil's workshop.
 - NZSTA reminded us we have an obligation to do this. Including our Hire facilities.

- o Greg to find out from NZSTA / Ministry what is required by the school for any group/contractors that use or are on our premises regarding Health & Safety.



What's required by the school for any group/contractors that use or are on our premises re: H&S

- Greg to find out from NZSTA / Ministry what is required by the school for any group/contractors that use or are on our premises regarding Health & Safety.

Due Date: 26 Mar 2024
Owner: Greg Familton

3.3 Rectors Report

Reports taken as read.

- First time using the NELP for the reports, requirement now by the ministry. Reporting each term against the annual plan. At the end of each term there will be two reports - NELP and annual plan report.
- Student council has not yet started, but hopefully soon, Stephen Briscoe to organise.
- Wanaka Show - Darryl attending. Reminder for Darryl to do the RAM for that trip.
- Period 5 programmes going well. Still a lot of work, does depend on the teachers. Inspire programme going well - there are a few boys not wearing the correct gear or not getting there on time. Silent reading 20 minutes at Whanau time is doing great. Well-being may look at changing the day from a Friday to another day to help with engagement. Overall, certainly a lot of positives. Been great this year with learning & teaching happening in periods 1-4 with no interruptions. 5 subjects are great - more academic focus, however a 6th subject is available for those students wishing to take a 6th subject.
- Positive start to the year.
- Daniel Isbister liked the commentary at the end of the Rectors report.

Board thanked Darryl for his report.

Photography Quote:

- Board loves the idea of having more cameras for photography class, however Kay needs to talk to the Business Manager re: Budget. as don't have any funding streams at present.

3.4 Hostel

Scott Mayhew Present, entered the meeting at 7:14pm

- Taken report as read.
- Orientation programme: Scott would love to add more local speakers i.e. the police, to come speak to the boys.
- Graham: Mention the work Kylie does when groups hire the facilities. Is this recognised? Scott: We just do it, beneficial for the boys.
- Paul asked how Crest is going. Scott: Going to call tomorrow, not too happy, do the job very quickly. Board agreed to get on to them quickly with any concerns or complaints.
- Marketing: Hostel marketing been left behind, priority this year. Maia to get a group together to start the marketing of the hostel. (Maia, Business Manager, Darryl, Kirsti). International & Domestic marketing.
 - o Events: Kylie & Scott - all the information is ready and all in place before they go away overseas.
 - o ESOL - Mr. Vercoe jumped on board.

- Kirsti: Important to measure our success, important to know what our expectation is, is what we are doing working or isn't it.
- Currently 46 Boarders. (Maybe one to start in Term Two)
- Discussion had on Scott's proposals: Kitchen & Showers.
 - Board does not want to stop anything, but just wants to ensure the process is followed. Board policy - over \$2K to be approved by the Board. Problems can arise when the Board has not been involved in the process.
 - Showers: The Chunuk Bair and Apex bathrooms are in desperate need of an upgrade. In upgrading them we will be able to provide our current boarders with improved bathrooms. Hostel Junior heavy, most of the boys reside in the Apex and Chunuk Bair dorms. Still awaiting quotes from Breen shower.
 - Kitchen Renovation: Rationale behind upgrading the kitchen: Opportunity for the hostel to move forward. Parents to see the kitchen, first point to see. An area for the boys to learn new life skills.
 - Board discussed quotes.
 - Fraser Farm minuted to put up a maximum \$10k to go towards kitchen.
 - Paul: if you had to choose one which one would it be? Scott: the showers.
 - Expectations to start the kitchen in the April school holidays. If want done by April, then Board needs to see all quotes soon to be able see and approve as the next Board meeting is at the end of March. Darryl to send Michael Forgie an email re: quotes.
- Graham: Now you are Head of PE, how are you finding that? Scott: Learning so much, eye opener but feels great. Have had to let go of a few personal commitments to be able to focus on this role. Graham: Anything we can do to support please let us know. Scott: Pretty good at the moment, thank you.
- Board thanked Scott, appreciates his time coming to the meeting.

3.5 Finance

- Report taken as read.
- Kirsti caught up with the Business Manager over the phone.
- Discussion had on Compass:
 - Compass Catering: Need to liaison with Compass. Would like a set price from Compass for Breakfast, morning tea, lunch, afternoon tea, dinner. Kirsti: would like to be clearer that what it currently is. Need breakdown on labour. Should be making more money in catering. So if we know what compass is charging us we can make a profit on the groups, as they are our customer. Business Manager to talk to Compass. Kirsti unsettled, not transparent enough. Compass are invoicing after the event (group) has been, if we have the set price we can invoice appropriately, as we are charging before knowing what the cost will be from Compass.
- Discussion had on Hostel Budget:
 - Need to sit down to go over it, very tight budget. May need another day or two to work on it. Discussion around taking marketing down to \$2000, need to confirm catering and hireage.
 - Will ratify by email, sorted by the end of the week.
- School budget end of March.
- Board thanked Kirsti.

3.6 Property

Report taken as read.

- Board received an email from Business Manager re: Cyclical maintenance Plan - Board needs a chance to read before can be minuted. Would like to receive an email from Michael Forgie that it's all "Cosha".
- Discussion had on replacing the fence on Waitaki Avenue:
 - Replace the concrete & chain with wood post & chain.
 - Reasons: Outlook of the school - it is an eyesore.
 - Darcy Christopher funds.
 - Neil Conway to source the materials, need to see quotes. Construction boys to do the posts (Daniel to talk to Nigel Ryburn in charge of construction boys).
 - Are there any services on that side of the Avenue? Daniel to find out.
 - Daniel needs to see a more detail quote before any work can be commenced.
- Graham: Road in front of Hostel only done 2 years ago starting to look terrible. Darryl confirmed was gravel and not tar sealed, Darryl to mention to Michael Forgie at the next Property Meeting.
- Seagulls not too bad, slight increase.
- Board Thanked Daniel for his report.



Daniel Isbister to obtain a more detailed quote for the fencing replacement on Waitaki Avenue.

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Due Date: 26 Mar 2024
Owner: Daniel Isbister

3.7 Cultural Report

Report taken as read. Nicola Neal Apologies / Maia spoke to Board.

- Productive cultural meeting was held.
- Planning around centre and the funding of Kapa Haka. Waitaki Girls High School keen to join with Waitaki Boys' High School Kapa Haka. Whanau consultation last year showed important need for access to kapa haka.
- Pasifika Group going really well - Mr. Uatesoni Filikitonga.
- Greg Familton to follow up on funding for Pou carving project.

Board Thanked Maia.

3.8 Chair scan

- Discussion had on Aisea Tongan overseas trip.
 - Letter form Ministry stating can use the funding money for the overseas trip to Tonga.
 - Purpose of the trip professional development opportunity for teachers who will have the chance to teach in a Tongan High School alongside Tongan teachers. This will develop our teachers understanding of how Pasifika students learn so that they can

come back with new skills to share with staff about teaching Pasifika boys at WBHS.

- 3 students / 3 teachers
- How will this be perceived in the community? Is it the best use of the money? Is there a possible conflict of interest? Board agreed this is a great opportunity for both teachers and students. They would like reassurance from Aisea, Andy & Laura that they are there for those three boys/ students who are going, as it is a school trip, representing Waitaki Boys' High School. The board sees Merit in the trip. Will require a RAM - stating all activities / itinery.
- Darryl to speak to Aisea, Once Board is satisfied those questions and reassurance is given, approval by email.
- Discussion on Hall of Memories:
 - Organ & drainage, to get numbers to be able to have a "ballpark" figure for the fundraiser, once received present to the Hall of Memories Trust.
 - Graham & Paul to work on this and to have a figure to give the Hall of Memories Trust.



Moved motion to go into committee.

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Decision Date: 27 Feb 2024
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



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Decision Date: 27 Feb 2024
Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved

- Paul to set up a meeting with Doc in next couple of weeks - Middleton Lease.

4. Correspondence

4.1 Inward and outward

5. Forward meeting schedule

5.1 Confirm Minutes

Board Meeting 20th February 2024 20 Feb 2024, the minutes were confirmed as presented.

30 January 2024 Meeting 30 Jan 2024, the minutes were confirmed as presented.



Moved motion to confirm 30th January 2024 Meeting minutes.

Moved motion to confirm 30th January 2024 minutes. Approved.

Decision Date: 27 Feb 2024

Mover: Graham Hay
Seconded: Lachlan Wright
Outcome: Approved



Moved motion to confirm 20th February Meeting Minutes.

Moved motion to confirm 20th February Meeting Minutes. Approved.

Decision Date: 27 Feb 2024
Mover: Kirsti Broad
Seconded: Daniel Isbister
Outcome: Approved

5.2 Forward meeting schedule

5.3 Meeting Evaluation

Greg Familton Apolgies.

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner
2.2	Kirsty to enter the dates of the Board Meetings to the school Website. Due Date: 26 Mar 2024	Rectors PA Kirsty Sheaf
3.2	What's required by the school for any group/contractors that use or are on our premises re: H&S Due Date: 26 Mar 2024	Greg Familton
3.6	Daniel Isbister to obtain a more detailed quote for the fencing replacement on Waitaki Avenue. Due Date: 26 Mar 2024	Daniel Isbister

Parent feedback

Next meeting - Karakia, Evaluation, EOM

Signature: _____

Date: _____

28/2/24