

CONFIRMED MINUTES

26 SEPTEMBER 2023 BOARD MEETING

At the **25th October 2023 Board Meeting** on **25 Oct 2023** these minutes were **confirmed with the following changes:**

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

Name:	Waitaki Boys High School
Date:	Tuesday, 26 September 2023
Time:	5:30 pm to 9:04 pm (NZDT)
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, Mrs Maiele Paia, Lachlan Wright
Attendees:	Rectors PA Kirsty Sheaf
Apologies:	Nicola Neal

1. Major Decisions and Discussions

1.1 Welcome

Paul welcomed the Board to the meeting.

Paul welcomed / Congratulated Lachlan to the Board.

1.2 Karakia

Maiele Paia absent.

2. Opening Meeting

2.1 Confirm Minutes

29 August 23 Board Meeting 29 Aug 2023, the minutes were confirmed with the following changes:

Removal of Danger Zone & Budget Blowout in Finance & Marketing Section.

Last Board minutes confirmed at tonight's meeting with changes to the Finance & Marketing.



Confirmed Last Board Minutes

Confirmed Last Board Minutes

Decision Date: 26 Sept 2023

Mover: Paul Edmondston

Seconded: Daniel Isbister
Outcome: Approved

2.2 Interests Register

No changes to the Interests Register.

Paul asked Board Permission to go out of order - Granted.

3. HOD/TIC reporting

3.1 HOD Science

Science Report taken as read.

- Darryl discussed the report with Board and opened it up for any questions.
- Overview - Redevelopment of junior units Year 10, new standards Year 11.
- Science will maintain the focus on the writing and numeracy skills that are required for students to succeed.
- Tutorials - Senior, difficult getting engagement. Kirsten asked for a student perspective to get students involved in tutorials. Lachlan: Tutorials offered afterschool and at lunchtime. Students not as engaged for the 'mock' exams. This will be an option in period 5 next year. Greg Familton: Art - a lot of boys passed due to tutorials from Ms. Strathern you can give the 1 on 1 attention, some boys will show up some won't. Bus boys and sports find after school tutorials difficult.
- Increase in endorsements this year.
- STEM Club hasn't gone off the ground due to disruptions earlier in the year.

3.2 HOD PE

PE & Health report taken as read.

- Darryl discussed the report with Board and opened it up for any questions.
- Offsite trip in Term 2, planning on more for Term 4.
- All staff have PENZ registration / all are engaged with PENZ.
- All PE classes going well. Level 3 - Sports studies are not so great, not our most engaged students.
- Paul: Local curriculum - what do they concentrate on? Darryl: Analyse Sports - on a regular basis, biomechanics.

3.3 HOD Technology

John Robinson entered the meeting at 5:49pm.

Board thanks John for coming in.

Report taken as read.

- Discussion had on the Extraction Fan.
- If using machine, then the correct extractor is attached, can move around.
- Discussion had on the pipes. Water got inside blocked it all up, managing at the moment, but this needs to be updated next year.
- Printed and laminated safety posters for each machine completed.

- Staffing - Discussion had over technology staffing. Need more qualified teachers / specialized teachers for Technology. Working currently but cannot continue. Shortage of Specialized Technology teachers throughout NZ. Currently have job advertised for Technology Teacher, will see what come from that. Ian Cope - potentially do the Teach First like Misha.

Board thanks John for his time.

John Leave meeting at 6pm.

3.4 HOD Music

Music Report taken as read.

- Darryl discussed the report with Board and opened it up for any questions.
- Mr. Hinds, thrilled about Big Choir this year, much bigger than last year with about 80 went on tour. Visited OIS, Te Pakihi o Maru, Fenwick and Observatory Village.
- 2 - 3 boys external endorsements.
- Good Year 10 class
- External exams - Engaging students to do the externals.

3.5 HOD English

English Report taken as read.

- Darryl discussed the report with Board and opened it up for any questions.
- Matt Plunket - Good year in English, acting HoD in that department.
- Changes in staffing - challenging but happy.
- Focus with the changes in level one for next year.
- Boys' didn't do so well in the 'mock' exams across all subjects. Boys very under prepared for their exams.
- Debating going well.
- New staff/job advert - processed currently shortlisting. new teacher to start in Term One.
- Teach First NZ - Misha, Mentoring Programme, mentoring by Matt & Darryl. Good relationship with them.

3.6 Rectors Report

Reports taken as read.

- Website - re-designing the website, this is work in progress, will begin next term.
- Polyfest - Boys were amazing, couple of positive email feedbacks - great ambassadors.
- Congratulated Ben O'Sullivan on the success and his hard work for Running 72, hopefully will now be an annual event.
- 5-day timetable being finalised.
 - Well-being programme Roger and Janice to travel to St Peter as they have a great well-being programme there.
 - Boys to run more of the assemblies next year. Hoursegroups - More teachers, contact time, 1 hour - more pastoral care / attendance care.
 - The 'inspire' programme x2 periods. Need to ensure student engagement right from the beginning.

- Curriculum learning Period 1-4 (no interruptions).
- Staff perspective: Greg - Staff just would like to know more on what it is going to look like, ideas at the moment.
- Wait for the boys to select before we know what it will look like.
- For those 'at risk' students, then it is beneficial.
- Student perspective: at the start concerns but now 'warming up' to it.
- No senior study classes, huge bonus.
- Have started the Year 8 interviews for next Year, Year 9s, very excited.
- Student numbers sitting around 371, 395 start of the year. 20 Year 11 have left, little disconcerting. Turn 16 - disengaged with educations. Reasons - Workforce, ARA, Jobs, overseas. Nationwide trend.
- Year 9 for next year - 75 at the moment, target 95. Would be great to see the year roll at 400.
- Discussion had over Darryls Annual Leave. Darry would still like to be involved in the appointing staff while away.



Move motion to approve Darryl's Annual Leave.

Motion approved - Darryl's Annual Leave.

Decision Date: 26 Sept 2023
Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved

3.7 Policy

Kirsten Dixon presented the Policy Report

The reports were marked as read.

Kirsten / Policy Committee has been working on updating school policy documents, being the Financial Planning / Asset Protection / Protected Disclosures.

1. Protection of Disclosures.
 - Lose the one we have and adopt the Ministry.
 - Board recognize the policy is in place
 - Darryl happy with the wording.
 - Putting the Ministry of Education to fit around our policy wording.
2. Financial Planning Policy
 - Discussion had re: amount to enter into the policy / budgets.
 - Discussion had over to join lines, remove first line.
3. Asset Protection
 - NZSTA template - updated accordingly.
 - Guardians of the School Assets.
 - Discussion had over wording / amount.
 - Will pause on this policy at the moment, Darry to speak to Linda. Will bring this policy back next Board meeting after Darryl has spoken to Linda.



Protection of Disclosures & Financial Planning be adopted after tonight's discussed changes.

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Decision Date: 26 Sept 2023
Mover: Kirsten Dixon
Seconder: Daniel Isbister
Outcome: Approved

- Discussion had over School Docs - 1800 other schools use it. "Robust & thorough".
 - Policies online
 - Cost associated.
 - Collaborative approach.
 - All hyperlinks are there.
 - They have a good reputation.
 - Different approach, not printable.
 - Policy reviews - automated to bring up to the Board to change, they take any feedback & revised.



Look at Setting up an appointment with the Policy Committee / School Docs Rep. Kirsten to organize.

To have a look at Setting up an appointment with the Policy Committee / School Docs Rep. Kirsten to organize.

Due Date: 25 Oct 2023
Owner: Kirsten Dixon

- Discussion had over Staggered Parent Elections / Midterm elections 2025.
 - 5 parents Triannual (2x 18 months, 3x 3 years)
 - Any parent elect can resign at any time.
 - NZSTA don't recommend staggered.
 - Can co-opt a new person on
- Board in agreement to defer to make that decision tonight.



Discussion to have with current co-opt Board members, understand their terms. Re-look in March 2024.

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Due Date: 27 Feb 2024
Owner: Paul Edmondston

Paul - Permission to go out of order - Board Agreed.

3.8 Don House Report

Scott Mayhew enters meeting at 7:46pm

Board thanks Scott for coming in and for his report.

Report taken as read.

- Discussion had on Gym at Hostel. H&S - needs supervision / inductions etc. Gym at Social Centre is still on hold so will depend on if that gets approved.

- Apex / Chunuk Bair painting
- Hostel is a huge asset to the school. Discussion had on property plan. Hostel needs to be presented well. Maintenance is under Property Manager Plan. Scott & Neil catch up daily
- Budget - Business Manager still working on that and next year's hostel fees. Business Manager will have at the start of next term, will bring at the next Board meeting.
 - Going forward should have a 'date' set for when the hostel fees will be released.
- New students - x2 Year 10 boys - from Thailand and Chch, x2 boys from Chatham Island
- Still waiting on quotes for the showers - Need Foundation approval first.
- Health & Safety - Scott has just been given access to Kamar and adds H&S. MR Ireland made whiteboard; Scott has placed up for H&S.
- Discussion had on High-Risk Activity RAM Forms. Identify the high-risk activities.
- Scott had constant catch up with Graham, weekly catch ups with Darryl.
- Students going well.

Board thanks Scott, Leaves meeting at 8:10pm.

3.9 H&S

Report taken as read.

- Greg attended Health & Safety workshop
- Well-being in school - Survey - Action Plan in place - then another survey, ideally do in Term Two, time to do the action plan, time to collect data, following year do an analysis whether the action plan has had an effect - Spoke to Roger.
- Discussion had on Policies -
 - Training the officers we have (x5).
 - Review of the OEC process
 - Induction process
 - NZSTA course - workwise - to train the officers
- Are all incidents being recorded? - 23 incidents recorded only this year. Raise at staff meeting to record incidents. Focus on training staff on what they should be recording.

Board thanks Greg.

3.10 Cultural

Nicola was absent.

Greg discussed Cultural Committee.

Report taken as read.

- Application to Meridian - Heat pumps, application for solar panels.
- Greg has spoken to the council.
- Carpet / furniture look at different funding revenues.

3.11 Property Report

Report taken as read.

- School Turf - first service free. Neil watched bought own sweeper, Neil now to do it himself.

- Only need one quote of over \$50k Ministry Guidelines. Would get more than one quote, Board agrees with Daniel.
- Middleton - Peter has been up there, currently putting quotes together.
- Solar Zero - Put a pin on that - Historic.
- Coastal Erosion Report - Coming / meeting in October.

3.12 Finance and Marketing

Reports taken as read.

- Business Manager happy where the school is currently at.
- Discussion had on Hostel Budget.
- Discussion had on Electricity Email - Need more information. Approach Meridian for a quote. Kirsti did not feel comfortable making a decision without more information.
- Discussion had on Hall of Memories Trust. Graham has spoken to Andrea, still needs to make a time to meet up with her.

3.13 Chair Scan



Move Motion Trapshooting RAMs.

Trapshooting RAM Forms Ratified.

Decision Date: 26 Sept 2023
Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved



Social Centre Meridian Funding application to be Ratified.

Social Centre Meridian Funding application to be Ratified.

Decision Date: 26 Sept 2023
Mover: Paul Edmondston
Seconder: Greg Familton
Outcome: Approved

4. Action List

4.1 Action List

5. Correspondence

5.1 Correspondence

Discussion had over email received. Board came to the agreement to not send a reply.

6. Meeting Evaluation

6.1 Meeting Evaluation

Paul evaluated tonight's meeting:

- Liked having Scott come in tonight to speak to the Board.
- Good to have Lachlan on the Board - Great input tonight.
- Welcomed Lachlan & said bye to Ben, thanked Ben for his time on the Board. Ben thanks the Board - valued the experience.

7. Close Meeting

7.1 Close the meeting set next Meeting Date 24th or 31st

Next meeting: 25th October 2023 Board Meeting - 25 Oct 2023, 5:30 pm

New Actions raised in this meeting

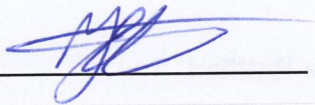
Item	Action Title	Owner
3.7	Look at Setting up an appointment with the Policy Committee / School Docs Rep. Kirsten to organize. Due Date: 25 Oct 2023	Kirsten Dixon
3.7	Discussion to have with current co-opt Board members, understand their terms. Re-look in March 2024. Due Date: 27 Feb 2024	Paul Edmondston

Karakia

Evaluation

EOM

Signature: _____



Date: _____

26 / 10 / 23