

**BOARD OF TRUSTEES MEETING  
WAITAKI BOY'S HIGH SCHOOL  
Tuesday 2<sup>nd</sup> July 7.00pm in the boardroom**

**Present:**

Andrea Ludemann (Chair), Silou Temoana, Cornel van Basten, Cleave Hay, Greg Wilson, Darryl Paterson, Yvonne Boswell (minutes), Katrina Miller

**Apologies:**

Mat O'Sullivan

**Confirmation of Agenda**

Adding in Health and Safety to the agenda.

**Speaking rights for Cleave Hay**

Motion that we grant Cleave has speaking rights for the remainder of his tenure with WBHS Board  
Andrea / Katrina Carried

**Declarations of Interest**

Andrea currently sits on Otago Conservation Board and as he school is a concessioner through Middleton lodge, is flagging this with both OCB and BOT.

**Karakia**

Andrea read "I keep six wise serving men" by Rudyard Kipling – a poem about governance

**Round the table introductions:**

Each Board member gave a brief introduction of themselves, their family and skill set.

**Governance overview**

**Structure – delegations**

Cleave gave a brief rundown on Governance and management, talked about primary objective of a board, and the Board / Principal relationship. Basic structure of the Board, voting and how it works. Equality of Board members.

Cleave also briefly covered delegations - delegating some of its work to different committees or portfolios, e.g. finance committee to report back to the Board.

*(7.45pm, Roger van Booma and Aisea Fifita entered meeting)*

Brief discussion on delegations and committees and making sure everyone has a grasp on all areas of the Board to start with

**Board Culture**

- *Channels*

Reinforce that the Board is one voice and not multiple. There is one channel out as the Board is one.

- *Media*

Tending to thrive on negativity – if you have the media approach you, Andrea to act as spokesperson for the Board. Governance topic – Andrea, Management topic – Darryl.

- *Confidentiality*

Board meetings are a public meeting – only trustees have speaking rights. Minutes will be out within 4 days of the meeting to the Board (via Chair) and then made public. Trust around the table. Ability to exclude public – using correct motion to have in-committee minutes – then total confidentiality.

### **Confirmation of minutes of Governance meeting 18 June 2019:**

Minutes taken as read and true and correct record

Andrea / Cornel Carried

### **Reports**

- **Charter**

Darryl briefly compared the charter document that he inherited in 2017 to what he currently is producing in 2019. Briefly talked about how the Senior Leadership Team has worked and constructed the four strategic goals and the current Charter document, Analysis of Variance document and looking forward to the Boards role in development of the strategic plan and vision of the school.

Brief discussion around the Strategic plan and reporting

- **Student achievement**

Aisea gave a brief report on teaching and learning

- daily basics on what is happening for students, learning objectives, feedback, assessments, moderation, student voice, reporting. Brief questioning on checks and balances on teaching and learning (Appraisal system and accountability)
- Progress – live reporting, interviews, kamar results
- Appraisal – accountability, brief discussion on the lack of strength in our appraisal system, work in progress.
- Looking to renew junior curriculum over the next 2 years
- 2020 – looking at new format for departmental evaluation

- **Wellbeing**

Roger gave a brief report on student welfare, student support, relevancy and engagement. Roger commented on his report being a snapshot on how he sees the welfare of the boys and the important points surrounding this

- Rock on – attendance: at risk students, kamar data and graphs
- Learning support funding and usage. Using the funding smartly, to cover as much assistance as possible. Recognising boys that are doing amazing things at school, that may not be NCEA.
- He Timatanga Hou – the challenge of some of these young men

Brief discussion on engagement and relationship with attendance. Large number of boys that have had some type of intervention and how to engage them and get them attending.

- **Current Reporting**

Darryl provided a Rectors report to read through. Based on NAGs. Brief explanation on reports that have been previously presented under the commissioner. Brief discussion about how the board want the presentation of reports structured going forward.

Darryl would like to highlight the urgent restructure of the Senior Management Team with the resignation of Deputy Rector.

*Andrea requests that Darryl acknowledge to the staff formally from the Board that they appreciate the goodwill of the staff involved in assisting fill the gaps.*

- **Finance**

Darryl presented the finance report prepared by Graham Mills (EO). Brief discussion on units, MMA's to inform the board.

Darryl gave an overview of the finance report with 2 main points

- School is operating in a cash neutral budget
- Hostel is operating in a deficit (due to numbers in the hostel)

Restructure of hostel is also something the new board needs to look at – Graham already working with Ministry and BDO around issues relating to this, but will have to be a priority.

## **Health and Safety**

2 notifiable incidences (Roger verbally reported)

To be made a future permanent Agenda item

## **General**

Brief discussion on what the Board needs to focus on

- SLT structure
- Policies and Procedures
- Hostel
- Code of Conduct for BOT
- Property

Discussion on meetings going forward – thoughts on a monthly formal meeting with reports and every other fortnight a working group looking at structures and other organisation of Board and focus points.

Andrea has written a statement for Sports Advisory Council dinner on behalf of the Board.

Brief discussion around BOT webpage on the school site which Andrea will flesh out

Board papers – 5 days before the meeting. Emailed papers.

Discussion around SLT reporting – Board happy for Roger and Aisea to personally speak to their reports.

Aisea asked what is the process of the Senior Leadership Team restructure is. Cleave answered this on behalf of the Board.


### Action Points

Who	What
Cleave	get proforma for declaration of interest from NZSTA
Cleave	write a list of governance topics to cover in his governance slots
Andrea	Set up Doodle Poll for a meeting schedule
Andrea	Create a plan of how we might attack focus points
Andrea	Get logins etc from NZSTA for Board
Andrea	Newsletter re: first Board meeting
Cleave	To check the rights of having a student vote for Board rep at this point of the year. Liaise with Roger.

**Next Meeting date:** To be confirmed via Doodle Poll

Working group meeting: 5.30pm Monday 15<sup>th</sup> July

**Meeting closed: 10.00pm**

  
8/8/19