

# CONFIRMED MINUTES

## WAITAKI BOYS BOT MEETING

At the Waitaki Boys' BOT Meeting on 17 Oct 2019 these minutes were confirmed with the following changes:

*Change Cleave to visitor, not board member*

**Name:** Waitaki Boys High School  
**Date:** Wednesday, 11 September 2019  
**Time:** 7:00 PM to 11:29 PM  
**Location:** Waitaki Boys High School, Waitaki Ave  
**Board Members:** Andrea Ludemann (Chair), Cornel van Basten, Mat O'Sullivan, Katrina Miller, Darryl Paterson, Greg Wilson, Silou Temoana,  
**Attendees:** Yvonne Boswell, Cleave Hay  
**Guests/Notes:** Erin Matthews, Roger van Booma, Aisea Fifita

### 1. Opening Meeting

#### 1.1 Apologies

Silou (lateness)

#### 1.2 Confirmation of Agenda

Altered as we progress. Will make additions as we go along, moving into committee for HR

#### 1.3 Interests Register

#### 1.4 Karakia

Mat opened the meeting with a Maori Karakia in Te Reo to acknowledge Maori Language week

#### 1.5 Chairs Scan

- Intense few weeks, congratulate Darryl and the Board on professionalism under the circumstances
- Will be asked at the end of the year be asked to give hours - please keep track on excel sheet sent to you
- Professional development with NZSTA
  - Workshop on Leading an effective Board - Information from that evening was normally to elect Chair at first Board meeting post election and then at first Board meeting of calendar year. When we first formed, the Board decided to have an interim Chair as we did not know one another. Now several meetings in is the Board happy to continue as is until 1st meeting of 2020?

- Student rep will be actioned next week (returning officer under bereavement leave)



### **Share template of hours with Board**

share the email from Graham so Board can record hours

**Due Date:** 13 Sep 2019  
**Owner:** Yvonne Boswell



### **Chairperson**

To keep Andrea as Chair until the new calendar year

**Decision Date:** 11 Sep 2019  
**Mover:** Greg Wilson  
**Seconder:** Mat O'Sullivan  
**Outcome:** Approved

Cleaves progress report - basically to table and read through. Will be updated each month.

Checks and balances for us.

Community survey - met with staff on teacher only day, which was very positive.

Consultation with staff didn't really change the questions at all, which tells us that most people want the same thing.

Do we think it is broad enough?

Have formatted the results into an email survey to send out.

Also a thought to hear from parents what the gaps are that they see - What could the school do better to achieve this? or how do you see the school achieving what you need?

Do we need to articulate the questions better?

2 stages of questions - where to focus and suggestions on how to focus in those areas

Numerical system to identify the priority then the question on how. 4 point system so no fence sitters.

Point made there is nothing outside a Euro-centric model. Discussion around this and sense of connection. Needs to be a cultural awareness question.

Andrea will touch base with David Higgins and run questions past him.

Look at having this as an option at Parent teacher interviews for people to fill in. Option to take a laptop for the questionnaire to power-up - not all parents are high school parents, but Silou will reflect on that thought and get back to Andrea.



### **Survey alterations**

Andrea to contact David Higgins (Maori leader) re community survey and cultural additions. Will circulate if there are any. If not then we will get this out ASAP.

**Due Date:** 20 Sep 2019  
**Owner:** Andrea Ludemann

Pasifika scholarships - feedback from Lynn McKinney - will follow up with Pip when she returns from holiday.

Looking at business cards.

Foundation meeting on Monday - was good to connect with those gentlemen. Andrea presented her report to them. Andrea to connect with George Berry from Foundation to understand the trust deed.

Trello (Cleave to speak to) - as a project monitoring tool for the strategic plan.



### Trello

All those who haven't got onto Trello to do that asap

**Due Date:** 20 Sep 2019

**Owner:** Cleave Hay

## 2. Reports

### 2.1 PB4L Presentation (Erin Matthews)

Erin spoke to us on PB4L (Positive Behaviour for Learning) - the Ministry directed programme

PB4L encourages values based learning

Powerpoint that Erin showed will be placed in documents



### PB4L information

Send out the link to the Video that Erin talked about

**Due Date:** 13 Sep 2019

**Owner:** Yvonne Boswell

*Erin left the meeting at 7.40pm*

### 2.2 Teaching & learning (Aisea Fifita)

Aisea spoke to his report.

- Staff the most important tool we have for teaching and learning, then students, then community

Highlight this year

- Level 2 pass rate, ready for work programme is pushing boys to pass Level 2, that may have failed Level 1.

Sometimes is the result of a great year group - but programme set up to get those priority learners through Level 2.

The other challenge is boys relaxing as they know RFW will push them through.

Briefly talked on Spirals of Inquiry with the staff and the Kahui Ako Community of Learning. Uptake for staff about 50:30:20 (positive:average:not engaged)

Major point coming from COL is that our staff can see what other schools are doing, and how they are achieving. Also able to see the boys that are coming from the junior schools - seeing what we can learn from these other schools.

Discussion around teacher engagement.

Not too many teachers attend PD, which they have to do for their re-certification, budget for PD is small.

Questions around PD, and what drives staff to go on PD.

Mentoring programme - not running well, staff that are committed it is going great, others not so committed not going so well.

Questions re pairing the boys with a similar mentor for better outcomes - something that SLT and staff will be looking at the end of the year.

Andrea spoke to being interested in the information from the Year 8 transition boys.

Accelerate programme continuing on with Science and English joining Math. Some targeted boys in Y9 and 10 working with HoDs.

Priority Learners from Y9-13, Y12 funded from Ministry.

Aisea showed us analysis of results.

- Challenge of keeping boys at school in Level 3 to pass Level 3. Issue is our stats show low pass rate but not showing the positive outcomes of those boys that have left without passing Level 3.

Department evaluations - how the SLT is going to do department reviews

Parental engagement can be an issue

## 2.3 Compliance, Health and Safety, Student Welfare (Roger VB)

Roger spoke to his report

### Compliance

Not many search and seizures

Few sport injuries

ongoing safety issues

Colin Pine and Roger working on lockdown procedure

There is a CCTV policy.

CCTV - John R and Doug F been very helpful

### Student Welfare

Rock on programme working well. Increasing attendance to some of our priority boys.

Things that are winning in student welfare are linked with connections between student:family:school. We are dealing with off task behaviours resulting because they are not engaged with their pathways.

CoL helps in knowledge of the boys and families coming into Waitaki.

Heather Couper needs to be thanked for her role in running learning support in Shona's absence.

Student well-being assemblies going well, working on visiting speakers, timing is an issue.

### Attendance

Improvement in intermittent attendance.

Let Roger know if the Board wants any specific attendance data

*Roger and Aisea left the meeting at 8.30pm*

## 3. Previous Minutes

### 3.1 Confirm Minutes



#### Minutes from last meeting

Minutes from August confirmed as a true and correct record

Decision Date:	11 Sep 2019
Mover:	Andrea Ludemann
Seconder:	Mat O'Sullivan
Outcome:	Approved

## 4. Management Reports

### 4.1 Rectors Report

Darryl spoke to his report

#### Nag 1

Wont be too many boys doing ARA courses next year as mostly based in Timaru.

Tracking boys academically

Option selections being finalised at the moment

Senior practice exams are in Week 9

#### Nag 2

Staff survey in attachments, will need to have a discussion around this. Reads very negatively. We are evolving the way we use that data.

Departmental reviews will be quite a good lever for accountability in staff. Starting with Music and Agriculture

Kahui Ako - some resistance but real benefits will be going and spending time in other schools. Learning support co-ordinators will be a huge benefit as they will be working with students right through the pathway from kindy to High School.

#### Nag 3

SLT restructure is in play. Job descriptions presented. Awaiting feedback

Roll drop under 400, numbers for next year are looking positive though.

#### Nag 4

Funding for the Hall of Memories to get the roof fixed

Should have new boiler for next year

Graham has passed accounts summary to Board Chair.

#### Nag 7

Looking at setting up marketing for 2020

Projected Boarding roll 2020 similar to this year

Looking at 5 Thai boys in 2020 as a direct result of Darryls Thailand Marketing trip

Discussion around raising the quality of teaching and the consistency of engagement and teaching

Discussion around where the targeted schools are for marketing

Signage in farms on the main roads "Waitaki Boys' Boarding Hostel places available"

Big waiting lists for Dunedin schools - now would be the time to market while boys are being "rejected" from those schools.

Good time to hit Central Otago.

Look at this in a working group. Have a group to support Darryl with ideas.

Vision document - for the Board to absorb and see as a good starting point.

## 4.2 Finance Report

## 5. In Committee

### 5.1 In-Committee

## 6. Policies

### 6.1 Ratify Policies

Changes sport to "sporting experience"

Changes to overseas "To enhance and extend learning experiences both inside and outside curriculum in an overseas setting."



#### Ratify policies

That the Board ratify the overseas trip policies

**Decision Date:** 11 Sep 2019

**Mover:** Cornel van Basten

**Seconder:** Darryl Paterson

**Outcome:** Approved

#### Overseas Procedure

Spelling changes

police vetting - needs to be procedure

Reference Ministry of Education....

Recommend SLT accept this procedure

#### Investigation draft policy

Expand the policy with help from government dept. Cleave to work on

#### Policy Development Draft

match the policy areas with the nags



#### policies

Tidy up policies as requested

**Due Date:** 13 Sep 2019

**Owner:** Yvonne Boswell



#### Policies

Expand on investigations policy, with help from government website

**Due Date:** 20 Sep 2019

**Owner:** Cleave Hay

## 7. Forward meeting schedule and evaluation

### 7.1 Evaluation



#### Rolling Vice

Decision on the rolling Vice Chair for the next month

Greg Wilson

**Decision Date:** 11 Sep 2019

**Mover:** Andrea Ludemann

**Seconder:** Katrina Miller

**Outcome:** Approved

#### WORKING GROUP 19th September

Operational

Marketing Plan

Vision

- Did we add value? - yes some really good reporting, and some more meat
- What worked well in this meeting? - presentations and seeing the passion of the staff presenting. Information gathering is really important and we are doing that. Board now understands schools challenges better.
- Did it achieve expected outcomes? -
- Did we work well as a team? -
- Did everyone participate? - yes, really good questions
- What didn't work well? Time!!
- What can we do to improve our meetings? - When we look to create a reporting structure maybe separate the SLT so they have more time. Give more time to Darryls report as his is the main thing. Ensuring we make changes to the policies via email and just ratify them at meetings

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Waitaki Boys' BOT Meeting - 17 Oct 2019, 6:30 PM

#### New Actions raised in this meeting

Item	Action Title	Owner
1.5	Share template of hours with Board <b>Due Date:</b> 13 Sep 2019	Yvonne Boswell
1.5	Survey alterations <b>Due Date:</b> 20 Sep 2019	Andrea Ludemann
1.5	Trello <b>Due Date:</b> 20 Sep 2019	Cleave Hay
2.1	PB4L information <b>Due Date:</b> 13 Sep 2019	Yvonne Boswell
6.1	policies <b>Due Date:</b> 13 Sep 2019	Yvonne Boswell
6.1	Policies <b>Due Date:</b> 20 Sep 2019	Cleave Hay

Signature: 

Date: 17/10/19