

# CONFIRMED MINUTES

## BOARD MEETING 6

At the **Board Meeting 7** on **28 Jun 2022** these minutes were **confirmed with the following changes:**

*2.3 - 8th bullet - remove struggling to remove the 'r' in spot.*

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Waitaki Boys High School  |
| <b>Date:</b>          | Tuesday, 31 May 2022  |
| <b>Time:</b>          | 6:35 pm to 9:50 pm  |
| <b>Location:</b>      | Waitaki Boys High School, Waitaki Ave   |
| <b>Board Members:</b> | Andrea Ludemann (Chair), Cornel van Basten, Darryl Paterson, Ethan Reille, Greg Wilson, Katrina Miller, Mat O'Sullivan, Silou Temoana |
| <b>Attendees:</b>     | Business Manager Angela Slemint, Kara Cox   |

### 1. Opening Meeting

#### 1.1 Welcome

- Apologies - Cornel Van Basten, Katrina Miller and Ethan Reille.
- The Board Chair welcomed all to the meeting.
- Special welcome to Shane Carter, Paul Edmondson, Graham Hay, Daniel Isbister, Kirsty Broad

#### 1.2 Karakia

- Greg Wilson shared a karakia from a 1976 Waitakian.
- Agenda to be taken out of order as per Board approval.
- Ian Cathcart entered the meeting at 6.40pm

#### 1.3 Interests Register

### 2. Sub Committee and reporting

#### 2.1 Sports Survey

- Andrea welcomed Ian to the meeting and thanked him for his time putting together his report..
- Ian spoke to the survey and how it came about and why he wanted to carry it out.
- Ian noted that communication was a big point that was raised weather it was around funding/finance or why we are losing boys to other sports or stopping altogether.
- Want to keep sport sustainable for the boys and the school.

- Ian spoke about the sports contract he would like to introduce - WIP.
- Resources and equipment - we need to work to have these available - Mel has options for funding - TIC's need to utilize.
- Ian noted that ESports is a growing sport and we have a team of boys very interested in it at school.
- Currently low on TIC's for sports - around 8 core staff members that help with sport - need more on board to cover all sports. Could potentially look at parent committees for sports.
- Question raised around parent / student feedback and students leaving sports - discussion had around this.
- Discussion around percentage of Junior school participating in sports. Ian's goal is to get student sport participation up to around 70%.
- Ian noted that if we want some growth around this sector we may need to look at more resources - HOD Sport currently has 2 hours per week time allocation and Sports Coordinator is 20 hours per week but both generally put in more time than that.
- Discussion had around funding avenues available to be utilized.
- Discussion had around WBHS Sports Team Expectations and Contract document.

Andrea thanked Ian for his time and reporting at the meeting.

- Ian exited the meeting at 7.06pm

## 2.2 SLT

- Apologies from Aisea Fifita for being unable to attend the meeting.
- Board discussed Aisea's report.
- Staff fatigue seems to be a common theme.
- Question asked as to how we upped the engagement for Parent Teacher interviews - Aisea out alot of work into this - early communication.
- Mat raised a question around capability of computers for external exams - Aisea advised they are not quite up to scratch. Need to get this sorted prior to exams.

## 2.3 SLT

Roger van Booma entered the meeting at 6.48pm.

- Roger gave a verbal report with hard copies to follow.
- Roger and Neil have been working hard on compliance - Covid / Fire safety.
- CO2 meters have been installed around the school.
- Mold upstairs in hall has been sprayed.
- School emergency response procedures is up to date.
- Avoca House plan updated as evacuation information was out of date.
- Vetting update underway. Parents / helpers away on a trip / driving a van must be police vetted before away.
- Struggling to fill the last H & S officer sport - currently have 4 but need 5. Currently compliant with 4 but if the role grows we will need 5.
- No major H & S incidents to report - have had a few injuries lately but mainly sport related.
- Roger spoke to the data he is preparing for his report utilizing Kamar.
- Struggling at the moment with duty - not enough staff to cover areas.

- Big challenge at the moment - student behavior and attendance are quite unrelated at our school. Currently there is no truancy service available in Oamaru.
- We need to potentially look at learning needs of our students who are flagged as we are more focused on behavior.
- Survey ready to go - once data is collected, Roger suggested we get parents to look over and tell us what they think needs addressing.
- Andrea asked Roger what needs to be done - Roger noted that we should revisit the strategic plan and our curriculum plan - we need a more student centered approach.
- Board to start to prepare now for this section of the strategic plan.

Andrea thanked Roger for his time and for his reporting.

Roger exited the meeting at 7.40pm

## 2.4 Rector

- Rectors report taken as read.
- Still meeting with the HOD's - they are aware we are looking at what their threats could be to their departments.
- Focusing this year on the at risk senior students - great to see the departments are working with these boys.
- Healthy Lunches - can share a report from Compass re nutritional value etc. All in all going well.
- Parent Teacher Interviews - fantastic to see the number of parents attending.
- Robert Sullivan will be replaced by Genieve Eirson in a long term reliever role for the rest of the year. Robert has agreed to continue to take the Te Reo classes here at school.
- Elizabeth Prentice has announced her retirement effective end of the year.
- Role remains similar to last report.
- Staffing usage - down a bit this year - this offsets the fact we were up a bit last year.
- Complaints overview - 6 complaints have been made. Mainly based around relationships and communication among staff.
- Social Media post re bullying at Waitaki Boys - advice was to stay out of social media and to communicate with your own community, advice also sought from legal services. 25 emails received after community communication - 22 positive and 3 voiced concerns - have emailed the 3 back and meet with two of them.
- Asked a question at assembly 'have you been bullied at Waitaki Boys' - 272 total - 58 Yes had been bullied and names of bullies shared were mostly known.
- Board Communication to the community - messaging around a safe environment. Andrea shared what she has put together so far.
- Great rural schools visit.
- Boys are getting ready for Scrano, winter sports well underway.
- Discussion around progress report against the Strategic Plan. Well being framework making good headway thanks to Janice. Feeling we have lost our engagement with the Moeraki Marae - we have not done anything down their this year.
- Network Waitkai funding approved for the digger for the creek - weir, intake off race and hopefully around the pond - \$3000
- Mat raised a question around the 6 day timetable - Darryl advised that majority of feedback form staff has been negative.



## 2.5 Ka Hui Ako

- Memorandum of understanding for the Kahui Ako is needing to be signed by the Board. Girls High was looking to leave the Kahui ako but ahs decided to stay. Survey went out to our staff and most feedback was positive to stay within. Darryl advised his opinion was to stay within as the progress tracking from kindergarten through to high school is fantastic.



### Sign MOU for Kahui Ako

Board agreed to sign MOU for the school to stay within the Kahui Ako.

**Decision Date:** 31 May 2022  
**Mover:** Darryl Paterson  
**Seconder:** Silou Temoana  
**Outcome:** Approved

## 2.6 Finance

- Greg spoke to his report.
- Greg noted that this is the first time in 3 years that the financials are looking positive.
- Hostel is currently self funding and not needing to borrow money from the school.
- School is overall in a positive place.
- Activity accounts are all in a positive position.
- Darcey Christopher - Discussion had around wish list items to come from this. Van signage may be able to come out of marketing budget. Greg to check and advise

## 2.7 Property

- Property report taken as read.
- Mobile tennis nets a great idea - funding avenues to be sought.

## 2.8 Don House

- Don House role increased to 51 boys.
- Ryan Westgate has moved into Hostel and taken over from Ian.
- Hostel open day was scheduled for Mothers day and duck shooting - not the best date.
- Gem had a great trip to the Chathams.
- Jane Smith to help with some advertising in Southern Rural Life.
- Sign in sign out software currently really expensive - Scott would like to swap to a cheaper option.
- Some great groups coming in for Hostel hireage.
- Bathrooms - about to receive two quotes - all going well might see some progress.
- Scott finishing off Policy and Procedure for Hostel.

## 2.9 Chair scan

- Foundation AGM - Loan repaid and now we are able to make requests to them. General feeling is there will be alot of funding needed for the Hall.
- ERO zoom - forwarded out slides to Board.

- Canteen - decision made that its not viable to reopen the canteen. Andrea to draft an email.
- Alan Portis - Offered to fund restoration of the forested area - concerns around sustainability and extra workload for the property team. Discussion had around how we could manage the upkeep.
- Red and Black garden almost complete. Comm Assn agreed to fund last of the flaxes.
- Elizabeth Prentice resignation - communication sent back to Elizabeth from Board.
- HOM - Discussion had around the hall and work needing done. One lottery fund we will be eligible for. Still awaiting engineering report. Only awaiting QS report - have talked to Michael Forgie re this. Andrea shared the stained glass window report.
- With Boards permission would like to email Old Boys Assn, Foundation, George Berry and Roydon Summerville outlining the situation as to where the hall is at - Board agreed.
- Support Staff correspondence discussed. Andrea to pen a response.
- NZSTA email
- Sun dial - Sullivan Martin has been in a completed tiling work.



### Secondment to Board

Second Paul Edmondston onto the Board recognizing his financial management skill set

**Decision Date:** 31 May 2022  
**Mover:** Andrea Ludemann  
**Outcome:** Approved

## 2.10 Action Item List

| Due Date    | Action Title   | Owner           |
|-------------|--|-----------------|
| 26 Mar 2021 | Don House Concept plan<br><b>Status:</b> In Progress       | Mat O'Sullivan  |
| 28 Feb 2022 | Middleton Lease<br><b>Status:</b> In Progress              | Darryl Paterson |
| 29 Apr 2022 | Student voice<br><b>Status:</b> Not Started                | Darryl Paterson |
| 23 May 2022 | Privacy Policy and Procedure<br><b>Status:</b> In Progress | Darryl Paterson |

## 3. In-Committee

### 3.1 In-Committee

The Board moved into Committee at 9.28pm

The Board moved out of Committee at 9.43pm

## 4. Correspondence

### 4.1 Inward and outward

## 5. Forward meeting schedule

### 5.1 Confirm Minutes

**Board Meeting 5 12 Apr 2022**, the minutes were confirmed as presented.



#### Confirm April Minutes

Minutes approved as a true and correct record.

**Decision Date:** 31 May 2022  
**Mover:** Mat O'Sullivan  
**Seconder:** Darryl Paterson  
**Outcome:** Approved

### 5.2 Forward meeting schedule

Next Meeting: 28th June

Employees of the Month - Roger van Booma + Nicola Turner.

Karakia: Mat

Evaluation: Silou

### 5.3 Meeting Evaluation

- Great meeting ran well and to time. Tighter and more governance focused. Everyone contributed. We add value with sub committees. Great reporting.

## 6. Close Meeting

### 6.1 Close the meeting

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

Parent feedback

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

Date: \_\_\_\_\_

28/7/2022