

CONFIRMED MINUTES

SCHOOL BOARD MEETING

At the **25 Feb 25 Meeting** on **25 Feb 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 28 January 2025
Time:	5:30 pm to 9:00 pm (NZDT)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Paul Edmondston (Chair), Daniel Isbister, Darryl Paterson, Graham Hay, Greg FAMILTON, Kelli Williams, Kirsti Broad, Lachlan Wright, Maiele Paia
Attendees:	Linda Crossley
Guests/Notes:	Scott Mayhew for Don House

1. Opening Meeting

1.1 Welcome

Paul Edmondston welcomed everyone to the first meeting of 2025.

Apologies were extended from Daniel Isbister, Maiele Paia was absent

1.2 Karakia

Darryl Paterson, Rector provided the karakia.

He read from a book called Belonging, which is exploring the focus on Whakapapa, as the school being all part of a group together, making the members of the group Whakapapa.

Darryl explained to the School Board that he is using this philosophy to encourage and build the school culture, at a staff level, throughout 2025.

1.3 Interests Register

Paul Edmondston has updated his Interests Register

1.4 Don House

Scott Mayhew, Director of Boarding was invited in to the meeting.

Scott opened with updates to 2025, being that the Hostel opens on 29 January with 36 students, including 2 x full year international students, and 1 x term 3 only international boarder.

The 2024 boarders who left are mostly leaving due to going in to full time employment.

With the revised Hostel Budget for 2025 having been adjusted to meet the reduced number of boarders, the School Board had a lot of questions about how some of the proposed changes would work. Scott shared that he had a meeting with Hostel staff and they were all on board & supportive with what changes were necessary.

The weekend meal proposal in the budget was questioned and discussed. Scott and the Hostel sub committee that includes two parents, all felt that offering this opportunity was great in terms of offering education around food and life skills. The hostel staff are on board, and Kerrin from the kitchen has offered to volunteer some time to teach the boarders in the weekends around meal prep and cooking.

The discussion then moved on to the Laundry with it being agreed more information / options are required before the best way forward could be agreed upon.

The Board congratulated School management and Scott for the revised budget proposal.

Conversation moved on to how to market the hostel, and the need for Scott to present his vision for the Hostel going forward, including quotes, and budgets showing options such as the status quo, mid range and full budget.

Discussion followed with marketing needing to show the new vision, to pivot to the new message.

Scott and Darryl discussed how they are focusing on a more personalised approach to reaching out to potential new boarders, by using their contacts and friends of friends to identify potential boarders, to meet with them one on one.

The School Board asked Scott to ensure that he stresses his recommendation as part of his submission at the next meeting.

Scott to come back with his detailed vision and recommendations around the Laundry.

The discussion continued with the inspirational idea of the hostel marketing itself as a Small Giant.

The Board are feeling positive about going forward.

Hostel policy was discussed. Scott has ongoing relationship with the hostel licensing folk.

The board appreciated Scott and thanked him for his time

1.5 Confirm Minutes

26 November 2024 Board Meeting 26 Nov 2024, the minutes were confirmed as presented.



The Board approved the Minutes of the previous meeting

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Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved

1.6 Election of Board Chair and Sub Committee structure



Board Chairperson

Paul Edmondston explained that he was starting a new role, and was a little unsure how that would impact on his available time to continue as Chairman. He expressed that he is happy to continue in an interim role at this stage, but shared that it will need to be reviewed at the 25 Feb 25 meeting.

It was agreed that he would stay on in an interim role at this stage

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Finance Sub Committee Head

Kirsti Broad

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Don House Sub Committee Head

Graham Hay

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Greg Familton
Outcome: Approved



Property Sub Committee Head

Daniel Isbister

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Greg Familton
Outcome: Approved



Policies, Health & Safety Sub Committee Head

Greg Familton

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Lachlan Wright
Outcome: Approved



Cultural Sub Committee Head

Maiele Paia

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Kelli Williams
Outcome: Approved



Disciplinary Sub Committee Head

Kelli Williams

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved

2. Sub Committee and Reporting

2.1 Rectors Report

Darryl Paterson presented his report.

Rectors report format will be updated, and the Annual Report will be prepared in consultation with relevant staff.

The School Board noted that the Rectors Reports did not come through by email, so asked the Rector to talk through them.

Discussion followed around last years exam results, with it being noted that there will be some improvements at the end of February after the recounts.

Darryl overall is happy with results.

Roll is 440-450. Roll growth in 2025 which is positive.

Powhiri on Friday will be in the hall.

Great staffing this year, everyone is very positive.

Darryl is very happy with the new teaching staff in 2025, and thanked the School Board for their support with the Teacher Aides. 4 have been appointed, all outstanding, good Teacher Aides.

Crest Cleaning is noticeably cleaner. Darryl thanked the School Board for approving the contract for 2025. Very happy with that.

School lunches will be interesting this year and may take some patience while we work around the revised school lunch plans as per the changes

Reduction in class numbers for Year 9's this year, which is a great improvement.

Banking staffing is positive.

2.2 Cultural

Nothing to report on Cultural due to the school holidays

2.3 Finance

Kirsti Broad presented the financials, and expressed her happiness with the reports.

Kirsti wanted to pass on her appreciation to the Administration team for getting fully on top of debts, with us starting the new year for the Hostel with no debt owing.

The School Budget is being worked on and is currently on schedule for presentation at the February meeting

2.4 Property

Darryl presented the property meeting.

Coming to end of Year 5YA projects.

Great to have it finishing. New toilet blocks ready for start of year, new canopy is installed.

Now just the Hall is the focus.

With Daniel being an apology for this months meeting, the property report was not presented.

Darryl shared the completion of a significant number of building repairs, maintenance and upgrades with the School Board

2.5 Policy & H&S

Greg Familton presented the Policy, Health & Safety update.

The Finance Policy in SchoolDocs was due for review and update in Term 4, which was actioned

The decision was made to have Restraint Training/Certification included under Policy, Health and Safety going forward

Restraint certificates to be included in Health and Safety

2.6 Marketing

Refer to Don House minutes

2.7 Chair Scan



Prefects Camp RAM

Approved

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Gillette Cricket RAMS

Subject to sorting out adult accommodation

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Graham Hay
Outcome: Approved



Challenge Wanaka RAMS

Approved, subject to updated WOF

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Mover: Paul Edmondston
Seconder: Kelli Williams
Outcome: Approved

Kings Inter-School RAMS to be presented at next meeting.

Year 9 & 10 Camp RAMS to be forwarded asap for School Board approval



Approved Motion

Approval by the School Board that the Rector, Darryl Paterson, has the delegated authority to sign off on the Deloitte engagement and proposal for the years 2024 to 2026 on behalf of the School Board.

Decision Date: 28 Jan 2025
Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved



Solutions and Services Board Minute regarding 2024 Accounts

Now that the 2023 audit has been finalised, Solutions & Services have provided a full budgeted statement of financial position and statement of cash flows

extracted from the Board approved operating and capital budgets for use in the 2024 annual accounts.

The School Board acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis, the School Board approves the use of these documents in the 2024 annual reports.

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Mover: Paul Edmondston
Seconder: Kirsti Broad
Outcome: Approved

2.8 Action Item List

Due Date	Action Title	Owner(s)
30 Jan 2024	Restraint Training for Staff Status: On Hold	Darryl Paterson
30 Jun 2024	Darryl to talk to David Higgins - Formal Engagement - Moeraki. Status: Completed on 6 Feb 2025	Darryl Paterson
24 Sept 2024	Proposal and Quote re proposed structural work for the Hostel Status: In Progress	Daniel Isbister
24 Sept 2024	Security Cameras Status: Completed on 6 Feb 2025	Daniel Isbister
24 Sept 2024	Provide update on Hostel policies and procedures at next School B... Status: Completed on 6 Feb 2025	Graham Hay
29 Oct 2024	Confirm that the dust extraction fan is fixed Status: Completed on 6 Feb 2025	Daniel Isbister
29 Oct 2024	Check with Linda about budget for cameras 31/10/2024 - This ties ... Status: In Progress	Darryl Paterson
26 Nov 2024	Daniel to follow up on the dust extractor Status: Completed on 6 Feb 2025	Daniel Isbister
26 Nov 2024	Darryl to ask Ferdi if MOE can cover under H&S (2 Quotes for Camera system) Status: Completed on 6 Feb 2025	Darryl Paterson
26 Nov 2024	Darryl to ask Ferdi if MOE can cover under H&S (2 Quotes for Camera system) Status: Completed on 6 Feb 2025	Darryl Paterson
24 Jun 2025	Reminder: Hall of Memories funding request for insurance, tuning, future maintenance etc Status: On Hold	Paul Edmondston

3. Correspondence

3.1 Inward and outward

Upcoming Rowing RAMs discussed - questions around shared accommodation to be addressed the cost goes up if not sharing a RAM will be coming through. Mardi Cup is a week long event.

A Teacher or Rep is not required - the Oamaru Rowing Club organises everything.

4. Forward meeting schedule

4.1 Forward meeting schedule

Darryl suggested, HOD meeting on 11th, be moved to the 18th and keep the 25th for BOT Meeting

4.2 Meeting Evaluation

Graham, meeting evaluation.

Good meeting, work around for the hostel, great to see positivity on this. Good discussion with a good pathway forward.

The Board agreed.

Good to see team effort

5. Close Meeting

5.1 Close the meeting

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

Signature: _____



Date: _____

26/02/2025