

CONFIRMED MINUTES

APR 2025 BOARD MEETING

At the **27 May 2025 Board Meeting** on **27 May 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 29 April 2025
Time:	5:30 pm to 8:00 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Daniel Isbister, Darryl Paterson, Graham Hay, Greg Familton, Kelli Williams, Kirsti Broad (Chair), Lachlan Wright
Attendees:	Linda Crossley

1. Opening Meeting

1.1 Welcome

The School Board meeting was opened at 5:33pm, with the Presiding Member, Kirsti Broad welcoming everyone to the meeting.

There were no apologies.

1.2 Karakia

Greg Familton presented a beautiful Karakia to open the meeting

2. Marketing Presentation

2.1 Paula Hellyer & Katie Slaughter, Walsh & Beck Creative Agency, Dunedin

Paula Hellyer, Creative Director at Walsh & Beck & Katie Slaughter, Senior Strategist at Walsh & Beck were welcomed to the meeting to present the marketing project to the School Board.

Stage 1 of the Discovery Project had begun just prior to the School Board meeting with all Board members in attendance, along with other members of WBHS staff. This was an informal focus group to gather 'gems' to help them create the framework for the rest of the project.

Paula introduced the project, explaining of the need to fine tune the messaging, to work out what resonates and to fine tune channels for marketing as the project moves forward. The results focus is around attendance and enrolments, as well as an increase in web traffic, general enquiries, increased social media engagement as the measures of success.

Stage 2 of the project is the actual roll out which includes updates to the brand. Paula emphasized that it was about polish, not necessarily change.

Collateral will be updated, marketing campaigns will be devised and focus will also be on Don House and increasing boarding numbers.

Discussion followed around the measurable return on investment, with a regular report to the Board being requested as the project moves forward.

Timelines and perception was discussed, with perception survey's being discounted at this stage due to cost and timeframe required for meaningful results.

Walsh and Beck did remind the Board that it can take a long time to change perception, and that results may come over time.

Their brief is to increase awareness and engagement. Building a funnel.

Discussion around the hostel, alumni, linking young families, 'young' old boys and various marketing channels followed.

The next step, after the full completion of the Stage 1 Discovery Project, is for Walsh & Beck to distill that information, so that they can build a sound strategic plan.

After hearty discussion, Paula and Katie were thanked for their time this evening and for their presentation.

3. Interests Register & Minutes Confirmation

3.1 Confirm Minutes

25 March 2025 Board Meeting 25 Mar 2025, the minutes were confirmed with the following changes:

Chairperson change to Presiding Member

Support form in Section 3.4 changed to Support Plan

3.2 Interests Register

4. SLT Reporting

4.1 Teaching and Learning

Aisea Fafita, Assistant Rector was welcomed to the meeting at 5:50pm, and his report was marked as read.

The period 5 rotation, over Tuesdays and Thursdays was discussed as to its success.

Aisea explained that the students have blocks of 5 subjects, each subject lasting 7 weeks. This period 5 rotation provides 6 hours per week on a specific subject.

ExamNet was discussed. Aisea said that those who had used it liked it, but at this stage the user pick up/interest was only 50/50%

It turned out cheaper to buy as a block for the whole school, rather than just a few. Aisea is happy with it. It is more secure than using Teams, as previously.

Although still in a trial stage, Aisea really likes it and feels positive about it being adopted school wide.

The staff who are using it, are positive about it. With NCEA becoming more and more digital, this is a great tool for better preparation for exams.

Parent interviews were discussed.

Aisea confirmed that we had strong attendance and interest from parents, and that the event worked well.

Over the past 5 years, there had been only one parent/teacher interview opportunity per year, but the school have started having 2 per annum now, one early in the year, and the other later in the year to support exams and to keep all engaged in their students progress.

Discussion followed about interview experiences and the pro's and con's of each.

Wednesday Whanau periods and the Friday Inspire classes were queried, with discussion about how well the timetable was working.

No additional survey has been done this year, and to judge the Inspire periods within a year is probably unfair, as it needs more time.

Discussion followed.

Aisea raised his frustration with the rankings of the WBHS in the published school ranking.

Frustration is around WBHS University Entrance being near the bottom of the rankings, yet our Level 3's are doing well.

Less than 1/3rd of our students go to university, with many students selecting different pathways to university, such as farming or the trades.

It was noted that very few WBHS students leave with no career or ability to continue studies or to get a job.

Discussion followed. WBHS are doing so well in many ways, but a lot of our students are on different pathways to traditional tertiary studies..

More boys are tending to stay thru level 2 and 3 now, than in previous years.

These results have proved motivational for the school leaders.

Some discussion continued. Aisea was thanked for his report and his time presenting to the Board.

4.2 Student Welfare

Stephen Briscoe, Deputy Principal was welcomed at 6:15pm.

His report was marked as read.

Stephen discussed a situation that was frustrating for him, a lack of support for particular students who really needed additional outside support.

Discussion followed. The school are working hard with resources available and doing an outstanding job in terms of pastoral care for students.

The police not taking potentially issues seriously when they are involved, is particularly frustrating.

Discussion followed.

Stephen is somewhat pleased with the attendance as we are at 79%, but we are working towards higher attendance.

An email is now sent home each week to parents with attendance records for the week.

Attendance is submitted to MOE on a daily basis, and there are some admin errors that are showing up on our results.

These things are being worked on improving.

Stephen was thanked for his report and his time presenting to the Board.

5. Sub Committee and reporting

5.1 Rectors Report

Darryl Paterson, Rector presented his report, which was marked as read at 6:33pm

Darryl started the discussion telling the School Board that the Wellbeing Survey was quite confronting for him when he returned to the school after his sabbatical in 2024.

Discussion followed about a quick Wellbeing Survey being actioned yearly, with a larger, more in depth survey occurring every two years.

The feedback from the boys is extremely valuable to the school.

Darryl mentioned that previous speakers this evening had covered topics that Darryl had included in his report.

Whanau Groups were discussed. Lachlan Wright, Student Representative/Head Boy discussed his experience with the Whanau Group.

He felt that it was a good opportunity to build and maintain relationships with the younger students.

Peer support is important and it will be included during the year end survey.

Darryl shared with the School Board that the engagement and employment of a Te Reo teacher is an ongoing issue.

The upstairs of the Social Centre is an informal Pacifica space due to Uatesoni Filikitonga using the space as his classroom.

Darryl is currently writing the Annual Report and will present it at the next meeting.

All in all, he feels that it has been a good start to the term.

Darryl thanked Kelli for speaking with the boys at the ANZAC event.

He shared that the current SLT Team are very positive and they had an informal meeting on Sunday that went very well.

Greg's support to the SLT and his management of pastoral care is second to none.

Darryl said he was very happy with our Admin team at the school

Kirsti Broad noted that Darryl's effort is largely responsible for the improved level of SLT's and the school in general.

Great student leaders were also mentioned as contributing to the positive vibe of WBHS.

5.2 Finance

Kirsti Broad presented the Financial Reports at 6:51pm, which were marked as read.

The financial reports are reading positively, and Kirsti appreciated the commentary that were submitted with the financial reports.

With no questions from the School Board, they moved on to discuss Don House

5.3 Don House

Graham Hay, Hostel Sub Committee introduced the Hostel Report at 6:52pm, which was marked as read.

No Hostel Sub Committee meeting was held during April due to the holiday period.

Graham discussed process around quotes and general property issues, questioning the processes in place.

Darryl confirmed that our new Property Manager was to be used for all property issues so that after receiving the vision from Scott, once approved to move forward on a project, the property department could then manage the process from that point forwards.

From the Boards perspective, the showers are all approved to move forward, and are scheduled to be repaired during the July school holidays.

Any work on the proposed kitchen needs board approval. Quotes are being prepared.

The School Board requested a report on how Orah was working, to be submitted at the end of this term.



Don House Orah Software Report

The School Board have requested a report to be submitted by the Director of Boarding around how the Orah software was working.

Due Date: 24 Jun 2025

Owner: Graham Hay

5.4 Property

As Daniel Isbister was not in attendance at the last Property Meeting, due to being out of town, Darryl Paterson presented the Property Report at 7:04pm, which was marked as read.

The next 5YA plan is due in 2026.

The Hall of Memories work is progressing quickly. The stained glass windows are in the process of removal and cleaning/restoration.

The slate tiles are coming off, with questions around the Hall of Memories Trust being keen to retain salvageable old slate tiles to turn in to coasters for fundraising, etc.

Graham is to advise the Hall of Memories Trust where those old tiles are so that they can rescue what is left.

Darryl confirmed that the new security camera quote will be presented to the school at a meeting in two weeks time.

The boiler has had some issues, but is operational from today.

The Deans Suite has been upgraded with new chairs, desks, small meeting tables and chairs for visitors - as well as new custom fitted blinds replacing the old curtains in the room.

Funds have been allocated to the hostel roofing plan over the next few years, being circa 150k per roof.

Doug Frogley, Property Manager started work on 14th.

Darryl was thanked for his report.



Contractor Sign In Report

A report is requested by the School Board on the Contractor Sign in Process and procedures

Due Date: 27 May 2025

Owner: Linda Crossley

5.5 Policy & H&S

Greg FAMILTON, Principals Nominee presented his report at 7:14pm which was marked as read.

Greg is waiting on Glenda to return to work to confirm if all of the Restraint Training has now been completed.

There are some new policies need to be looked reviewed.

Greg was thanked for his report.

5.6 RAMs

Andy Lane was to present his report on the new SchoolBridge software, but it has been decided to wait until it is fully operational closer to the end of term.

Go Live date is Term 3

Kirsti Broad raised a suggestion that low level RAMS are managed by school management and signed off by the Rector; with only high risk activities going to the School Board. The school would need to decide what is high risk or not.



EOTC Geography Level 2 Mt Cook Trip in May 2025

This RAMS form and trip was approved

Decision Date: 29 Apr 2025
Mover: Kirsti Broad
Seconder: Graham Hay
Outcome: Approved



EOTC Lake Middleton & North Temple Basin Trip

The RAMS form and trip to Lake Middleton and North Temple Basin were approved

Decision Date: 29 Apr 2025
Mover: Kirsti Broad
Seconder: Graham Hay
Outcome: Approved

6. General Business

6.1 Muddy Creek water flow update

At 7:20pm Kirsti Broad explained that she had received a phone call around the Otago Regional Council's decision to get the water flowing through Muddy Creek as per the original water flow.

Darryl Paterson would need to sign an affidavit for the ORC, which Darryl expressed his confirmation that he would sign such a document.

It is understood that on receipt of the affidavit, ORC will file, and then enforce the remedy.

Kirsti will request further information on what the process is going forward, and will report back.



Muddy Creek Process Going Forward - update to be circulated

An update on the process going forward regarding the Otago District Council's plan for the water flow in Muddy Creek to be circulated

Due Date: 27 May 2025
Owner: Kirsti Broad

6.2 School hire policy

The School Hire policy was discussed as needing to be reviewed and updated, as WBHS have a lot of 3rd parties who use our facilities, and rent them.

A lot of groups have been using facilities without paying a koha and the Board was asked to discuss and advise what they are happy with in terms of proceeding.

Discussion followed

The outcome of the conversation was:

- Anyone on our school grounds, we need to know
- Signage is required on the sports fields on Waitaki Avenue



Signage on Sports Fields Waitaki Avenue

Signage is to be erected on both sports fields on Waitaki Avenue

Due Date: 26 May 2025

Owner: Darryl Paterson

6.3 Chair scan

Alarm issue re the Rectory.

Believes fault is found.

Student Rep etc

Rectors PA

Transfer of knowledge re the Board is important.

Discussion followed.

Shoulder tapping was discussed.

Van for Doug was discussed.

8k for golf club van available now.

WOF failed existing.

Action: agreed up to 8k, subject to appro, KB moved, GH 2nd, approved

7. Correspondence

7.1 Inward and outward

There was no correspondence during the month, due to the holiday period

8. Action List

8.1 Action List

9. Forward meeting schedule

9.1 Meeting Evaluation

Daniel Isbister evaluated that the meeting was pleasingly shorter than previous meetings

10. Close Meeting

10.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner(s)
5.3	Don House Orah Software Report Due Date: 24 Jun 2025	Graham Hay
5.4	Contractor Sign In Report Due Date: 27 May 2025	Linda Crossley
6.1	Muddy Creek Process Going Forward - update to be circulated Due Date: 27 May 2025	Kirsti Broad
6.2	Signage on Sports Fields Waitaki Avenue Due Date: 26 May 2025	Darryl Paterson

Signature: 

Date: 27/05/2025