

CONFIRMED MINUTES

27 MAY 2025 BOARD MEETING

At the **24 June 2025 Board Meeting** on **24 Jun 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Boys High School
Date:	Tuesday, 27 May 2025
Time:	5:30 pm to 8:12 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Kirsti Broad (Chair), Darryl Paterson, Graham Hay, Greg Familton, Kelli Williams, Lachlan Wright
Attendees:	Linda Crossley, Stephen Briscoe

1. Opening Meeting

1.1 Welcome

The Presiding Member, Kirsti Broad, welcomed everyone to the May 2025 School Board meeting at 5:30pm

1.2 Karakia

Kelli presented the lovely welcoming Karakia to open the meeting.

1.3 Apologies

There were no apologies

2. HOD Reporting

2.1 Shona Campbell-Savage, Learning Support

Shona Campbell-Savage, Head of Learning Support and SENCo, was welcomed by the School Board at 5:43pm. She was thanked for her report that was marked as read.

Shona started by expressing appreciation for the Learning Centre support with the additional staff employed over 2025. She shared that the extra Teacher Aide staff is making a positive difference to their department, as well as to the school in general.

The current supported students at WBHS are circa 30 to 40 students. They have 2 full time non verbal students, and have a revolving door with 8 or 9 students at a time in the Learning Centre as some are only at school for a short period in the day, along with other students who may come for one or two periods during the day.

Funding was discussed, and the shortfall of funding overall for supported students. Shona is looking at doing an additional ORRS application for a particular student who needs full time support, but does not currently receive any funding. Full funding basically covers half a week. The recent 2025 budget has indicated more funding available for this area, but it is too early to know exactly what form or actual funding this will provide.

Learning Support have eleven Teacher Aides employed. The focus is on Year 9's but there are still a number of Year 10's and a year 11 who need ongoing support.

In addition to the funded Learning Support, we also have students who meet the criteria as requiring Special Assessment Conditions - known as SAC. SAC is for NCEA Levels 1, 2 & 3, and is an NZQA requirement - and is unfunded. Shona shared that there are 39 students who meet the criteria. Conditions could be requiring a reader, a writer, rest breaks or something along those lines during assessment times. These assessments occur every 5 or 6 weeks, putting the Learning Centre under pressure and short staffed at those times while they support the SAC students. For exams the school have some volunteers, who are very valuable, but it is complicated to have them available at the right times as these are voluntary positions provided by well meaning folk in the community.

NZQA continue to move towards more digital exams. Shona mentioned that if students were able to touch type, it would be very useful for the students at the school, as well as setting them up for their future beyond school. There are a number of students in Year 9 who are unable to write.

Shona is very pleased with the calibre of the 5 new Teacher Aides employed in 2025, who are a great group of people who bring refreshing energy to the Learning Centre. A lot of activities are being enjoyed this year. The students really enjoy the Special Olympics and being part of local clubs, which are helping for them for when they leave school as they can continue with these activities. Attending the community groups are fabulous for building relationships within the community, and the local community have been very welcoming to our students. The building of these community relationships has taken a few years to get to the position where we are at now, and having the additional staff ensures that WBHS is able to deliver these opportunities to the students.

Shona shared a recent meeting with a non verbal ORRs student, his family and various stakeholders in his care. After their concerns regarding the move from the Intermediate to WBHS as the first big major change for him, all parties are really happy to see this student flourishing at WBHS.

In terms of marketing our Learning Centre, there is a Facebook page, and every opportunity is taken to market what we are offering.

Discussion followed.

Shona was thanked for her time, and left the room at 6:06pm

3. Interests Register & Minutes Confirmation

3.1 Confirm Minutes

Apr 2025 Board Meeting 29 Apr 2025, the minutes were confirmed as presented.

The last School Board Minutes were confirmed and approved

3.2 Interests Register

4. BOT Administration

4.1 Board Member resignation

Prior to Shona's presentation regarding the Learning Centre, the School Board moved down the Agenda Items resulting in some items being out of sequence.

The Presiding Member, Kirsti Broad, discussed former School Board members, Daniel Isbister and his resignation that was presented after the last Board Meeting.

The regulations and process for School Boards were discussed, including the changes from the March to September date changes.

The result of research is that the School Board are required to replace Daniel as a parent elect prior to September.

Options were discussed in detail, along with legislative requirements, process and options.

It was decided that the decision was postponed until the next School Board meeting in June 2025, based on the fact that the School Board have 8 weeks to decide how to fill a casual vacancy.

4.2 Triennial Elections 2025 School Board

The September Triennial Elections were discussed at 6:08pm

The School Board have approved the use of digital elections through schooled.nz and the Board passed a resolution appointing Kirsty Sheaf, Rectors PA to the position of Returning Officer for 2025 Triennial Elections



Resolution for the Appointment of a Returning Officer

Kristy Sheaf, Rectors PA was elected as the Returning Officer for the 2025 Triennial Elections

Decision Date: 27 May 2025
Mover: Kirsti Broad
Seconder: Kelli Williams
Outcome: Approved

4.3 EOTC Board Approval



Junior Basketball Team EOTC

Approved

Decision Date: 27 May 2025
Mover: Kirsti Broad
Seconder: Greg Familton
Outcome: Approved

5. Sub Committee and reporting

5.1 Rectors Report

Darryl Paterson, Rector, presented his report at 6:13pm.

Darryl presented his Annual Report and opened up the floor to the School Board for comment and/or questions.

Some of the questions that were asked, were around the teaching parts of his report, particularly around how culture is included in lessons.

Darryl explained that Maori and Pacific outcomes are being focussed on. This is something that all of the teaching staff were aware of and could take many forms, such as including maori and pacifica in to language and lessons, ensuring accurate pronunciations when using these languages, building and teaching lessons relevant to maori and pacific peoples. Teaching staff are required to highlight in their lesson reports on how they incorporated this in to each lesson.

Darryl commented that writing this annual report is really useful as it gives his the opportunity to reflect and it highlights were the school need to focus. He proceeded to discuss in what areas he is focusing on in the school. Discussion followed.

Darryl stated that the Level 2 pass rate was disappointing, and that vocational pathways are essential for some students. More boys are staying at school now than there were in the past. Our attendance rate has increased improved by 3%, with level 2 & 3 improving massively. Year 9's seems to be struggling the most, due in a large part to various anxieties. The school were finding ways and methods of supporting these students. Greg Familton added that Covid had normalised absences, and some parents tended to enable absences that were in the past not acceptable absences.

Discussion followed.

Exam results were discussed, and it was explained that results are based on how many students actually sit exams, rather than how many in the class pass.

Kahui Ako changes were discussed at length. Darryl is happy to share that the current government is listening to teacher feedback and acting on it.

Darryl then moved on to discuss his monthly board report.

WBHS is well ahead in terms of student credits than where the school was this time last year. This has been a highlight.

The recent Open Day had 90 students attending. Darryl is hoping for 100 Year 9 enrolments in 2026, and explained that as long as the school reach 90 Year 9 enrolments in 2026, the school will keep 5 classes for those students.

Darryl is thrilled that the new security cameras are to be installed in the Term 2 holiday period.

The new Nathan Smith Performance Centre was opened yesterday.

Fob locks are being introduced in the school, starting with the toilet blocks, the performance centre and the gym.

Suspensions are significantly reduced from this time last year.

Weekly effort and attendance is being reported home on a weekly basis.

The School Board thanked Darryl.

5.2 Finance

The Presiding Member, and Sub Finance Committee member, Kirsti Broad, presented the Finance Reports at 6:45pm.

The financial reports for both the school and the hostel were marked as read, and were opened to the School Board for discussion.

It was noted that both the school and the hostel are tracking well to date this year, with Kirsti noting that the commentary provided with the financial reports was very clear and easy to follow.

Kirsti raised the issue of the School Board needing to address the repayment schedule from the hostel to the school. Discussion followed, with the decision being made to make the initial repayment in 2025, and to form an intention going forward.



Hostel Repayment Schedule

It is the intention of the School Board to have these funds repaid over a ten year period, subject to review of the previous years financial reports each year.

Decision Date: 27 May 2025
Mover: Kelli Williams
Seconder: Graham Hay
Outcome: Approved



Hostel 2025 Repayment Approved

The School Board agreed to make a repayment in the current 2025 financial year from the Hostel to the School based on the previous years financial reports with this years repayment being \$28,884.66

Decision Date: 27 May 2025
Mover: Kirsti Broad
Seconder: Greg Familton
Outcome: Approved

5.3 Don House

Graham Hay presented the Don House report, which was marked as read.

The development of the kitchen area in the Hostel and it being managed by the Property Department is positive.

There is one new boarder who started this week, with another two boarders coming in the next few weeks. There are another two who are looking positive for 2026.

We have 6 Year 9's confirmed for 2026, which is a great start.

Linda had received an MP4 from Scott showing how the Orah software works. Linda will circulate.

The School Board are looking forward to having Scott at the next School Board meeting.

Graham shared how nice it was to see the Don House values being included in the Boarders Report.

General discussion followed, with the overall feeling being that everything was positive at the Hostel.

5.4 Property

Darryl Paterson, Rector, presented the property report.

Our new Property Manager, Doug Frogley is a very positive and proactive new member of the WBHS team.

The hostel kitchen quotes are with Doug, who is working through both currently.

The farm have indicated that they will put 15k in to the hostel kitchen works.

WBHS are keen to use a different model for painting and building, as a great team has developed. Regular process of 2-3 quotes per significant job will continue, but for smaller patch ups and general tidy ups, this team is particular good.

The school will explore engaging painters on a contract basis when the 5YA rolls over in 2026.

The Hall of Memories work is progressing well with no delays or issues. Michael Forgie is now managing the organ repair person.

The work required on the Rectors residence was discussed, as the Healthy Homes inspection has raised a number of issues.

It was noted that Michael Forgie is exploring exactly what work MOE will cover in next years 5YA, and the School Board discussed exactly what remedial work they would be prepared to contribute to. It was noted that no significant work had been done on the property in the past 10 years, and that Darryl and Nicki are currently living in a substandard residence, which was not acceptable.

Discussion followed with an Action Item outcome.

Darryl was thanked for his report



Rectors Residence

Various research is urgently required.

1. Report from Michael Forgie re MOE and what they will fund in terms of the Rectors Residence (an MOE building).
2. Doug Frogley is to report on costs and a plan from the Healthy Homes report work highlighted
3. Darryl & Nicki to prepare a list of what they would want prioritised, as current tenants of the dwelling

Due Date: 24 Jun 2025

Owner: Darryl Paterson

5.5 Policy & H&S

Greg Familton presented his report.

Three people are still outstanding for the Restraint Training. Two of those are relievers, and MOE are happy for them to sign something to confirm that they will not use restraint.

The other outstanding one is a teacher, who will organise the Training.

Greg then moved on to the school Policies, those that relate to Stephen Briscoes responsibility.

It was agreed that Greg and Stephen can review those policies, with the Presiding Member checking them on completion.

Discussion followed, and it was agreed that using SchoolDocs has proved really valuable to the school.

6. General Business

6.1 Student Behaviour. PEB (Public Excluded Business)

A PEB discussion followed

6.2 Proposed South Island Rugby Competition

Darryl Paterson discussed proposed a South Island Rugby Competition.

The South Island boys schools are looking to collaborate to have their own competition

There are 13 boys schools in the south island.

Darryl has heard their proposal and has had various discussions.

Darryl's recommendation is that WBHS don't want to be involved, due to being this being a rugby centric proposal, being driven by a rugby competition rather than by learnings and training.

WBHS would potentially not be able to resource their involvement, boys who were part of this would only be able to play the one sport, more time out of class would be required, the time and cost of moving teams around the south island would be hefty, and it puts rugby on a pedestal.

Our options can stay open to join at a later date, but Darryl is not keen to be part of it.

Darryl put it to the Board to discuss.

Discussion followed.

The School Board agreed with Darryl

6.3 Chair scan

There was a discussion regarding the status of the marketing plan.

Linda updated that we were waiting on a survey to be completed, Darryl was to follow up and hurry up the parents to complete the survey.

Once the parent survey has been submitted, it will be 4 weeks before the action marketing plan is presented.

Lachlan shared how much he enjoyed attending the Boys School conference with Darryl in Auckland.

There were great networking opportunities, there was team building exercises, values as young men were discussed, even fun was had with a mud run!

There were some great key note speakers, with Lachlan still digesting and reviewing all that he learnt and heard.

Lachlan felt that he got a lot out of it

7. Correspondence

7.1 Inward and outward

Josh Ratcliff, Agriculture TIC's resignation was received.

The School Board expressed what a great asset Josh had been during his time at WBHS, and the School Board letter of acceptance to Josh had been sent.

8. Action List

8.1 Action List

Due Date	Action Title	Owner(s)
26 May 2025	Signage on Sports Fields Waitaki Avenue Status: On Hold	Darryl Paterson
27 May 2025	Contractor Sign In Report Status: Completed on 27 May 2025	Linda Crossley
27 May 2025	Muddy Creek Process Going Forward - update to be circulated Status: Completed on 30 May 2025	Kirsti Broad
24 Jun 2025	Don House Orah Software Report Status: Completed on 21 Jun 2025	Graham Hay

9. Forward meeting schedule

9.1 Meeting Evaluation

Graham Hay presented the meeting evaluation.

He appreciated hearing about potential new School Board members during discussions, and had enjoyed the orderliness of tonight's meeting.

Graham commended Kirsti on doing a great job as Presiding Member, and reiterated that he and the rest of the School Board were available to assist Kirsti if needed

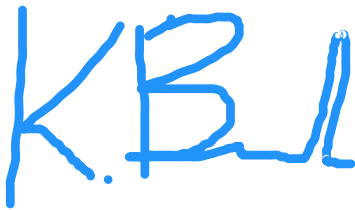
10. Close Meeting

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)
5.4	Rectors Residence Due Date: 24 Jun 2025	Darryl Paterson



Kirsti Broad
26 Jun 2025