

CONFIRMED MINUTES

24 JUNE 2025 BOARD MEETING

At the **29th July 2025 Board Meeting** on **29 Jul 2025** these minutes were **confirmed with the following changes:**

Andy Lanes Sabbatical was for 4th term 2026, not 2025.

5.2 Darryls surname

Name: Waitaki Boys High School
Date: Tuesday, 24 June 2025
Time: 5:45 pm to 8:13 pm (NZST)
Location: Waitaki Boys High School, Waitaki Ave
Board Members: Kirsti Broad (Chair), Graham Hay, Greg Familton, Kelli Williams
Attendees: Rectors PA Kirsty Sheaf, Stephen Briscoe
Apologies: Darryl Paterson, Lachlan Wright

1. Opening Meeting

1.1 Welcome

The Presiding Member, Kirsti Broad, welcomed everyone to the School Board meeting at 5:49pm and thanked everyone for being here.

1.2 Karakia

No Karakia at tonight's School Board meeting, Lachlan Wright an apology.

1.3 Apologies

Lachlan Wright apologies for tonight's meeting.

Graham Hay noted apologies for Scott Mayhew, who was going to give an oral Don House report tonight.

2. Interests Register & Minutes Confirmation

2.1 Confirm Minutes

27 May 2025 Board Meeting 27 May 2025, the minutes were confirmed as presented.



The last School Board Minutes were confirmed as presented, approved.

The last School Board Minutes were confirmed as presented. Kirsti Broad moved motion, Kelli Williams Seconded, All in favour - Approved.

Decision Date: 24 Jun 2025

Mover: Kirsti Broad
Seconder: Kelli Williams
Outcome: Approved

2.2 Interests Register

No updates to Interests Register required.

3. BOT Administration

3.1 Board Member resignation

Discussion had around the Boards casual vacancy from Daniel Isbister resignation, which was discussed at the last Board meeting.

Board had 8 weeks to decide how to fill a casual vacancy. Elections are held in September, originally in March but changed due Covid, however the legislation is still in March and Daniel resigned after March so legally the Board needs to fill the casual vacancy. Kirsti Broad has spoken to NZSTA.

Board was in agreement that with being 11 weeks out from the triennial Elections in September, decided Unanimously not to fill the casual vacancy. Not practical to do so.



Board agreed not to fill casual vacancy.

Board agreed not to fill casual vacancy. Kirsti Broad Moved motion, Kelli Williams Seconder, All in favour - Approved.

Decision Date: 24 Jun 2025
Mover: Kirsti Broad
Seconder: Kelli Williams
Outcome: Approved

3.2 Triennial Elections 2025 School Board

Kirsti Broad noted at the last Board meeting (27th May) the Board appointed Kirsty Sheaf as returning officer for 10 September 2025 elections, resolution was required to appoint the Returning Officer - Eric Yu, Schooled Limited, 89 Nazareth Avenue, Middleton, Christchurch 8024. This is due to the school approving and going ahead to use digital elections through Schooled.nz.



Moved motion to amend the Returning Officer for the upcoming September Triennial Elections.

Kirsti Broad Moved motion for resolution of the Returning Officer for the upcoming September Triennial Elections from Kirsty Sheaf to Eric Yu (Schooled Limited). Graham Hay seconder, All in favour - Approved.

Decision Date: 24 Jun 2025
Mover: Kirsti Broad
Seconder: Graham Hay
Outcome: Approved

3.3 Staff Sabbatical

Board discussed both Shona Campbell-Savage sabbatical application for a term in 2026 and Andy Lane's sabbatical application for Term 4, 2025.

It was mentioned that Andy Lane is in charge of the Year 10 Camp, that happens at the end of the year, Term 4. It was noted that Darryl did not have a problem with Andy Lane taking his sabbatical in Term 4.



Board approved sabbatical applications, subject to questioning Andy Lane / Year 10 Camp.

Board approved the two sabbatical applications - subject to questioning Andy Lane regarding planning of the Year 10 Camp. Kirsti Broad moved motion, Graham Hay Seconded, All in Favour - Approved.

Decision Date: 24 Jun 2025
Mover: Kirsti Broad
Seconded: Graham Hay
Outcome: Approved

4. Sub Committee and reporting

4.1 Rectors Report

Stephen Briscoe, Acting Rector, presented report. Rectors Report taken as read.

It was noted that the Board appreciated Darryl highlighting areas in his report where he has added in from his previous reports, easier for the Board to read and understand.

Stephen opened it up for questions. No questions from the Board.

Stephen - On a personal note, Darryl is very pleased regarding the staff appointments starting next term.

Greg mentioned to the Board that Matariki went well this year. Our Kapa Haka group performed amazing at the recent competition, video played to the whole school at assembly to watch. Board acknowledged Kapa Haka group doing well, competing for their first time.

Board thanked Stephen.

4.2 Finance

The Presiding Member and sub-finance committee member, Kirsti Broad, presented the Finance reports.

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

School Finance discussed first.

Discussion had around Learning Resources, outcome - over budget because done after the school budget was done, Teacher's Aide hadn't been budgeted yet. Discussion had over Grants, issued raised of not enough explanation in the finance report, outcome Kirsti to go back to the Business Manager, Linda Crossley. Kirsti Broad raised that it would be ideal to have a Year-to-Date Budget column, to know where the school is sitting, currently can't tell if over/under budget, relying on the commentary. Noted Linda Crossley does well with the commentary. Kirsti will bring this up at their next finance meeting.

Hostel Finance:

Discussion had on outstanding accounts, was raised that they need to be actively chased, need intervention. Terms & Conditions need to be clear. Kirsti noted will talk to Linda at their next meeting.

Kirsti questioned about Laundry, outside of budget. Board noted that reducing hours was previously discussed but it never happened. Discussion followed with an Action Item outcome.

Board agreed need clarity - communication from Board to Hostel.

Board thanked Kirsti.



Graham Hay to discuss Laundry at the next Hostel Meeting. Communicate back to the Board.

Graham Hay to discuss laundry budget at the next Hostel Meeting.
Communicate back to the Board at the next Board meeting.

Due Date: 29 Jul 2025

Owner: Graham Hay

4.3 Don House

Graham Hay presented the Don House report, taken as read.

Board noted that before tonight's meeting they went over to the hostel to look at the improvements recently done at the dorm. Board agreed a lot more inviting, creating a positive environment for the boys.

Graham mentioned Scrano was a good night, Hostel hosted a meal before the performance, in his opinion was great to do that have the connection with other boarder families.

Work to be completed on showers these school holidays, great to see that progress happening.

Discussion had on the layout of the Hostel Report. With the outcome being a template being looked into to help with continuity between reports. Graham and Kirsti to communicate between each other to work on the template. Possibly contact NZBSA.

Board thanked Graham.

4.4 Property

Report taken as read. Stephen Briscoe, Acting Rector, happy to present report, and answer any questions or find out the information needed.

Stephen - camera system and lock system are already making a difference. Auditorium, highly used, more secure. Stephen raised that a panic button/silent alarm needs to be looked into for the Learning Support Centre - they need support, Teacher Aides isolated over there. Having a button they can push to alert the school office for assistance/help if required over at the Learning Support Centre. Stephen currently investigating. Mentioned about the lock system with toilets, can set up and set times when boys can go to the toilet. Greg did note that teachers can override the lock system if a boy needs to go to the bathroom urgently.

The plumbing and drainage plans in the report was raised and discussed with the outcome of an Action Plan. Board was in agreement that it is important to get this done.



Kirsti Broad to contact Doug re: guidelines on drainage plan

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Due Date: 29 Jul 2025

Owner: Kirsti Broad



Kirsti moved motion to approve the purchase of quad bike from Colin Clyne Motorcycles LTD

Kirsti moved motion to approve the purchase of quad bike from Colin Clyne Motorcycles LTD. Greg Famlton Secnder. All in favour - Approved.

Decision Date: 24 Jun 2025
Mover: Kirsti Broad
Seconder: Greg Famliton
Outcome: Approved

Discussion had on the current Hostel Van. Board agreed the current van does not look great, representing Waitaki Boys', if the van is to be used, needs to be fixed and cleaned up. Outcome of the discussion Graham will start the conversation at the next hostel meeting.

Healthy Homes, there are a few things in the school housing that do not meet the current Healthy Homes standard. Board agreed that there should be a separate item/section in the property report to discuss School Housing so work that needs to be done/taken care of does not get overlooked/missed, so it can be at the forefront.

4.5 Policy & H&S

Greg Famliton presented his report. Report taken as read.

Staff Restraint training - 5 out of the 6 staff have completed their training.

Kirsti asked if the Health & Safety included the Hostel. Greg confirmed that it did.

Kirsti raised the incident about the boy falling of the bridge, and if the bridge is safe. Greg confirmed that the property manager Doug Frogley inspected the bridge after the incident and confirmed the bridge to be safe.

Board thanked Greg for his report.

5. General Business

5.1 PEB (Public Excluded Business)

The Presiding Member, Kirsti Broad, moved motion for the School Board to go into Committee at 7:02pm.

A PEB discussion followed.

The Presiding Member, Kirsti Broad, moved motion for the School Board to go out of Committee at 7:42pm.

5.2 Hall of Memories Funding

Discussion had on the request from the Hall of Memories (HOM) Trust to the Hall of Memories 100 Committee re: any fundraising done now until the centennial, HOM trust are considered for where the profits go to, as reserves are getting low. Board agreed it is up to the HOM 100 committee to decide where the money goes. Outcome of discussion, Kirsti Broad to go back to Darryl Peterson (Rector).

5.3 Chair scan

Marketing - Business Manager, Linda Crossley, to report back to the School Board at the next meeting.

Kirsti Broad discussed conversation with George Berry (Foundation Trustee), re: Board fund a scholarship, and the Foundation will also fund one of equal value. Board was with agreement that the School Board and any funds should go towards the betterment of all present students at the school.

Muddy Creek, Fraser Farm LWIC Shares / Affidavit was discussed. Kirsti has been in contact with Aqus, currently 8 shares under the name Fraser Farm. Continue to keep updating details.

6. Correspondence

6.1 Inward and outward

No inwards or outward correspondence.

7. Action List

7.1 Action List

Due Date	Action Title	Owner(s)
26 May 2025	Signage on Sports Fields Waitaki Avenue Status: On Hold	Darryl Paterson
24 Jun 2025	Rectors Residence Status: In Progress	Darryl Paterson

8. Forward meeting schedule

8.1 Meeting Evaluation

Greg FAMILTON presented the meeting evaluation.

There were a few tricky conversations tonight, Board discussed them well and the meeting went well tonight. Thank you.

9. Close Meeting

9.1 Close the meeting

Next meeting: 29th July 2025 Board Meeting - 29 Jul 2025, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.2	Graham Hay to discuss Laundry at the next Hostel Meeting. Communicate Graham Hay back to the Board. Due Date: 29 Jul 2025	Graham Hay
4.4	Kirsti Broad to contact Doug re: guidelines on drainage plan Due Date: 29 Jul 2025	Kirsti Broad

Signature: 

Date: 29/07/2025