

CONFIRMED MINUTES

29TH JULY 2025 BOARD MEETING

At the **26 August 2025 Board Meeting** on **26 Aug 2025** these minutes were **confirmed as presented**.

Name: Waitaki Boys High School
Date: Tuesday, 29 July 2025
Time: 5:30 pm to 7:41 pm (NZST)
Location: Waitaki Boys High School, Waitaki Ave
Board Members: Kirsti Broad (Chair), Darryl Paterson, Graham Hay, Greg FAMILTON, Lachlan Wright
Attendees: Linda Crossley
Apologies: Kelli Williams

1. Opening Meeting

1.1 Welcome

The meeting opened at 5:30pm, with Kirsti Broad, Presiding Member welcoming everyone to the meeting.

Stacey Hay was welcomed and introduced, as she was in attendance to observe the School Board meeting in light of upcoming elections

1.2 Karakia

Lachlan Wright, Student Representative presented the Karakia in both Maori and in English. His Karakia centred around people working in togetherness and cohesiveness.

1.3 Apologies

Apologies for this evenings meeting:

- Kelli due to travelling back from Wellington and unable to attend
- Aisea Fifita due to illness

2. SLT Reporting

2.1 Teaching and Learning

Aisea Fifita's report was marked as read. Due to his absence, Darryl Paterson, Rector spoke to Aisea's report.

Results are tracking better than the previous year with the majority of students being ahead of where they were at the same time last year.

Common Assessment activities are currently being focused on.

With thirty-three students not reaching literacy standards, an intervention has been formulated over the next 4-5 weeks to assist those students to reach the literacy standards. These boys are close to the goal, so the school feel confident about the results.

Teaching & Learning is going well, with big decisions to be made around timetable structure for 2026.

An Action Group has been set up to work on timetable and curriculum for 2026.

The big questions are do we go back to previous models, or stick to 5 classes?

The Senior Leadership Team want to give staff clarity by the end of this term.

Parent Teacher interviews were not so well attended last week. A plan is in place to create a second lot of interviews.

The school is keen to target specific students families. They are looking at holding these additional parent teacher interviews in week 5, which still gives 4 weeks before mock exams.

The Kamar comments that have been introduced this year in 2025 are really well received by parents.

Discussion followed with parents on the School Board confirming how great it was to receive these regular updates, to help them to assist their students in areas that needed more attention.

2.2 Compliance and Welfare

Stephen Briscoe's report was marked as read.

Stephen opened with expressing his appreciation to the School Board for the new cameras.

Lachlan Wright was asked what the students thought, with the overwhelming feeling being that students were a little more wary, which Lachlan felt was a good thing.

The images produced by the new camera system are extremely good and clear.

Learning Support are very appreciative of the silent alarm that has been installed for them, providing them with confidence that if there were issues, they would be able to notify the school immediately.

Darryl Paterson confirmed that the Social Centre was due to be live tomorrow.

Stephen shared the improvement in attendance. He noted that this is an area of ongoing challenge.

Discussion followed.

The School Board asked if year 9's struggle with the transition to High School. Stephen explained that there are a few students on attendance plans, to help them make the change.

2.3 SchoolBridge Software Management (EOTC use)

WBHS is transitioning to the SchoolBridge software solution, initially for the ability to move the EOTC documentation online, but with many other functions that can be introduced in due course.

Stephen Briscoe, Deputy Principal presented the SchoolBridge software to the School Board, using the big screen, showing actual forms and workflows through various approvals, explaining in detail how it was working.

He explained that all staff forms are now in SchoolBridge, and he showed the approval process, and explained how it worked.

There are a range of options how SchoolBridge can be set up. Stephen talked through the options.

Discussion followed on whether the Board would decide if they will be happy to step back from EOTC documents as they are now all captured in SchoolBridge.

Discussion followed. Kirsti Broad recommended that the Board Chair receiving the notification of events was really useful, despite not needing to approve anything. She stated that it was really good information for her to receive so that the Presiding Member would be aware of activities going on through the school.

She also stated that she was very happy that risk management was being met through the assurances.

The board were requested to pass a motion to change the Waitaki Boys' "EOTC Event Planning and Approval" policy.

Our current policy states:

Initial approval

Initial proposals are submitted for approval according to the level of risk:

For low-risk events, the organiser seeks approval from the deputy rector.

For medium- to high-risk events, the organiser seeks approval from the deputy rector.

For overnight events, the organiser seeks approval from the deputy rector and board.

For overseas trips, the organiser seeks approval from the board.

If approval is given, detailed planning can begin.

Request the Board amend to the following:

Initial approval

Initial proposals are submitted for approval according to the level of risk:

For low-risk events, the organiser seeks approval from the **EOTC coordinator**.

For medium- to high-risk events, the organiser seeks approval from the deputy rector.

For overnight events, the organiser seeks approval from **the deputy rector or the deputy rector and the board**.

For overseas trips, the organiser seeks approval from the board.

If approval is given, detailed planning can begin.

Staff Leave forms were discussed, with a couple of policies to check.

It was confirmed that any leave of more than 5 days, has to go to the Board.

Darryl Paterson recommended that this is moved, due to feedback from other schools who manage leave internally without the Board.



Amend EOTC Event Plan and Approval Policy in SchoolDocs

Approved as per details in the notes above

Decision Date:	29 Jul 2025
Mover:	Kirsti Broad
Seconder:	Lachlan Wright
Outcome:	Approved



Low Risk Events

A motion was moved for the organiser of an event to seek approval from the EOTC Coordinator as an updated process in SchoolBridge

Decision Date: 29 Jul 2025
Mover: Greg Farnilton
Seconder: Graham Hay
Outcome: Approved

3. Interests Register & Minutes Confirmation

3.1 Confirm Minutes

24 June 2025 Board Meeting 24 Jun 2025, the minutes were confirmed with the following changes:

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

5.2 Darryls surname

Updates to June meeting minutes:

- 5.2 Darryl Paterson's surname needs to be corrected
- Andy Lanes sabbatical dates are to be corrected

3.2 Interests Register

4. BOT Administration

4.1 Approval Cyclical Maintenance



Cyclical Maintenance Approved by the Board

Linda Crossley presented the updated cyclical maintenance work to be carried out in 2025.

The School Board approved the work to go ahead.

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

5. Sub Committee and reporting

5.1 Rectors Report

Darryl Paterson's report was marked as read.

Darryl explained that the report that he has submitted to the School Board is a cumulative report, adding on to the report prepared in Term 1.

The yellow highlights marked on his report are the additions.

Darryl noted that he had covered off the majority of the items in his report when reporting through Aisea's section previously in this meeting.

Discussion followed.

The marketing & branding recommended by Walsh & Beck, will be presented when Paula Hellyer, Walsh & Beck recovers from a current illness. The meeting scheduled for Monday of this week, was postponed until she recovers.

Greg shared with the School Board that the Kapa Haka boys went to Dunedin, where a panel from NZQA assessed them. This was the first year that WBHS had attended.

Each of the student participants received a large number of credits (110 each) from the NZQA panel, which was a totally unexpected windfall for the students, who had worked extremely hard on their Kapa Haka.

They received so many credits as the work that they did covered a lot of different standards, and they received an excellence in a lot of them.

They still need numeracy and literacy to pass NCEA, but with these unexpected credits being given to the participants, this will help them significantly to achieve their NCEA, with some intensive work to be done on their numeracy and literacy.

Fraser Farm was discussed as one of the School Board questioned a potential collaboration with WGHS. Darryl assured the School Board that they would welcome a collaboration with the girls school, but no one had reached out to them to move it forward.

Darryl shared with the School Board some written commentary from a Trainee Teacher and the Teacher Aide who worked here during the year. They had been reached out to as Darryl was preparing to meet with newly trained Teachers in Dunedin. The feedback from both the Trainee Teacher and the Teacher Aide were exceptional and really great to read. This feedback has also been shared with all staff.

New staff have started this term, which is great, and will ease the strain on relief.

The disruptive students within WBHS seems to have greatly reduced, which is heartwarming to see that measures targeting behaviour is bearing fruit.

All who are late to school, or who are not wearing the uniform correctly really stand out now, as there are so few.

Discussion followed around a recent assembly where some students were presenting their talents to the school - in the nature of a talent quest show. This went down really well with all students supporting those who were brave enough to showcase their talents. Darryl remarked how just a few years ago it would have been impossible to hold such an event due to past behaviour issues, showing how far the school had improved.

5.2 Finance

The Finance Reports were marked as read.

Kirsti Broad presented the school & hostel finances, and was overall happy with the reports and where both entities are at financially.

Discussion followed.

Questions were asked around the fire alarm remediation that was currently with MOE for approval. It was confirmed that this had been approved in theory, submitted to MOE and that we are waiting on MOE's formal approval.

There had been some confusion around the Laundry hours. Linda was able to clarify that the laundry hours had been reduced to 14 hours per week, 4 days per week. With the 5th day (a Tuesday) being used for billable laundry, such as sports teams and school laundry - thereby offsetting the additional 3 hours per week.

5.3 Don House

Graham Hay's report was marked as read.

Graham explained that there was no actual Hostel meeting held in July due to various obligations of the sub-committee.

He confirmed that progress of the shower remedial work being in its last phases of repair, with them due to be finished by the end of week 3. This is an unfortunate slight delay as it had been hoped they would have been completed during the recent school holidays.

There are currently 2 x year 12 hostel students going through to Year 13, but it is too early to pin down actual numbers for 2026.

There has been an increase in international student interest with circa 7 potentials, with 4 of those having verbally confirmed.

Despite a few behavioural niggles at the Hostel, all was generally ticking along well.

Scott had forwarded his Rosters to the School Board to view, and there was some discussion around that.

With one less staff member after Josh Ratcliff's departure from WBHS, the hostel was managing with the existing staff.

5.4 Property

Darryl Paterson presented the property report, which was marked as read.

Main points of his report are that the security cameras are really fantastic, with New Era looking at additional cameras for the Hostel tomorrow morning.

B Block roof repair funding has been granted by MOE.

The plumbing and drainage plan is being drawn up by Barry Gibb who has extensive knowledge of the existing pipes and drains. He has requested a printed map to enable him to provide the actual updated plan.

Rectory improvement requirements were discussed.

It was confirmed that the Board had approved 10k for the Hostel Kitchen renovation in the 2025 Budget, and Fraser Farm had committed a further 15k towards the project.

The Hall of Memories project is well underway, with the roof being half complete. Matching slate tiles had been sourced, and Michael Forgie had confirmed that the Hall will be ready for the Senior Prizegiving in late October, although probably without the organ fully installed, and possibly with some external scaffolding still in place.

5.5 Policy & H&S

Greg Familton's Policy & Health and Safety report was marked as read.

Discussion followed.

The School Board enquired whether the Learning Centre is included in incident reports. Greg confirmed that they are included.

6. General Business

6.1 PEB (Public Excluded Business)



Move in to Committee

Move to committee

Due Date: 29 Jul 2025

Owner: Kirsti Broad

Stacey Hay was requested to exit the meeting room while the School Board was 'in committee'.

She was invited back in to the meeting room once the School Board was 'out of committee'

6.2 BOT residential houses

Linda Crossley, Business Manager presented a report and recommendations for the Repairs & Maintenance to the School Board.

The recommendations approved were:

- Swamp House - heat pump installation
- Scotts House - bathroom repair
- Milner House - vanity replacement
- Flagpole base - replacement
- Rectory - Exterior fire escape replacement
- Hostel kitchen - structural wall installation
- Hostel kitchen - flooring



School Board approved Maintenance & Repairs 2025

Approved the following to be actioned in 2025:

- Swamp House - heat pump installation
- Scotts House - bathroom repair
- Milner House - vanity replacement
- Flagpole base - replacement
- Rectory - Exterior fire escape replacement
- Hostel kitchen - structural wall installation
- Hostel kitchen - flooring

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6.3 Chair scan

Status of the marketing was questioned, to which Darryl responded that he can give more detail at the next School Board meeting after Walsh & Beck present their findings and recommendations.

Darryl's international student recruitment trip was discussed, with some fine tuning on actual dates to be decided, depending on responses from contacts in respective countries.

The potential international students for 2026 were discussed, as per the comments in the Don House Hostel section of this meeting.

A correction to the shareholding by the school of shares in the Lower Waitaki Irrigation Co Limited has been actioned. It was previously listed as being held under Fraser Farms, but has now been corrected to be shown under the School Board, Waitaki Boys' High School ownership. This will be reflected in next months financial reports.

The upcoming School Board Elections were discussed.

7. Correspondence

7.1 Inward and outward

Stephen Hinds resignation at the end of 2025 was accepted, and the School Board had written to Stephen to accept his resignation

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
24 Jun 2025	Rectors Residence Status: In Progress	Darryl Paterson
29 Jul 2025	Graham Hay to discuss Laundry at the next Hostel Meeting. Communicate back to the Board. Status: Completed on 24 Aug 2025	Graham Hay
29 Jul 2025	Kirsti Broad to contact Doug re: guidelines on drainage plan Status: Completed on 15 Aug 2025	Kirsti Broad

9. Forward meeting schedule

9.1 Meeting Evaluation

Greg Familton provided the meeting evaluation as Kelli Williams was not in attendance.

He noted that the changes to EOTC are great, with SchoolBridge paying dividends

Greg was pleased that the School Board meetings run so much smoother and faster, closing at a much more family friendly time than meetings had in the past.

Stacey was thanked for attending, with the other attendees inviting her to reach out to them with any questions she may have.

10. Close Meeting

10.1 Close the meeting

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

Signature: 

Date: 26/08/2025