

# CONFIRMED MINUTES

## 30 SEPTEMBER 2025 BOARD MEETING

At the **30 October 2025 Board Meeting** on **30 Oct 2025** these minutes were **confirmed as presented**.

|                       |  |
|-----------------------|--|
| <b>Name:</b>          | Waitaki Boys High School   |
| <b>Date:</b>          | Tuesday, 30 September 2025   |
| <b>Time:</b>          | 5:30 pm to 7:30 pm (NZDT)  |
| <b>Location:</b>      | Waitaki Boys High School, Waitaki Ave  |
| <b>Board Members:</b> | Kirsti Broad (Chair), Darryl Paterson, Greg FAMILTON, Stacey Hayes, Erik van der Spek, Heather Martyn, Megan Innes, Akuhata Pirere, Quinn Neal |
| <b>Attendees:</b>     | Linda Crossley   |

### 1. Opening Meeting

#### 1.1 Welcome

Darryl Paterson, WBHS Rector welcomed the new School Board and opened the meeting with a fitting whakatauki:

*Me waiho taku ra e topa ana, nau te ata o te ra hou*

*Let mine be the setting sun, yours in the dawning of a new day*

A motion was moved that Kirsti Broad, outgoing Presiding Member and Lachlan Wright, outgoing Student Representative would have speaking rights at this first meeting of the new School Board, to support and assist the new members.

Darryl invited all attendees (in person and by zoom) to introduce themselves, which was done.



#### **Speaking rights Kirsti Broad, outgoing Presiding Member and Lachlan Wright, outgoing Student Rep**

A motion was passed to give speaking rights to the outgoing Presiding Member and to the outgoing Student Representative at this meeting in a supportive and guiding role

|                       |                 |
|-----------------------|-----------------|
| <b>Decision Date:</b> | 30 Sept 2025    |
| <b>Mover:</b>         | Greg FAMILTON   |
| <b>Seconder:</b>      | Darryl Paterson |
| <b>Outcome:</b>       | Approved        |

#### 1.2 Karakia

Greg FAMILTON, Staff Representative read the Karakia:

*Kia hora te marino, kia whakapapa pounamu te moana hei huarahi ma tatou i te rangi nei  
Aroha atu, aroha mai, tatou i a tatou katoa*

*May peace be widespread, may the sea be like greenstone a pathway for us all this day  
Give love, receive love, let us show respect for each other*

### 1.3 Apologies

Erik van der Spek attended the School Board meeting by Zoom.

There were no apologies.

## 2. Presiding Member Appointment

### 2.1 Elect a new Presiding Member

Darryl Paterson advised the new School Board that their first task was to appoint the Presiding Member.

He then handed over to Kirsti Broad, outgoing Presiding Member who opened up to the room seeking nominations from the new School Board Members for the role of Presiding Member.

It was explained that the person in this role chairs all meetings, meets with the Rector on a regular basis, gains an ongoing school overview, is the spokesperson for the School Board. A job description has been circulated.

After discussion around the table, Stacey Hayes put her hand up for the role of Presiding Member of the WBHS School Board.



#### **New Presiding Member Elected: Stacey Hayes**

Stacey Hayes was voted in to the role of WBHS Presiding Member

**Decision Date:** 30 Sept 2025  
**Mover:** Heather Martyn  
**Seconder:** Megan Innes  
**Outcome:** Approved

## 3. Interests Register & Minutes Confirmation

### 3.1 Confirm Minutes

**26 August 2025 Board Meeting 26 Aug 2025**, the minutes were confirmed as presented.



#### **Minutes approved**

Approv  
**Decision Date:** 30 Sept 2025  
**Mover:** Greg Familton  
**Seconder:** Darryl Paterson  
**Outcome:** Approved

### 3.2 Interests Register

Kirsti Broad explained the Interests Register and the importance of keeping the register up to date at all times.

Kirsti Invited the School Board members to email the Business Manager with any information to be recorded on the Interests Register

Erik van der Spek requested that his role at Waitaki District Council was recorded in the Interests Register.

The register will be updated as soon as authorities in BoardPro are updated.

## 4. BOT Administration

### 4.1 Request for Staff Leave



#### Uatesoni Filikitonga, Lynn Bond, Sanju Jangra Leave Requests

All approved

**Decision Date:** 30 Sept 2025

**Mover:** Stacey Hayes

**Seconded:** Heather Martyn

**Outcome:** Approved

The School Board asked for more information regarding their need to approve staff leave, and questioned it being a management issue rather than a Board issue. The Rector explained that any leave over 5 days long, or outside of the regular leave requests, as per the MOE directive and the Collective Agreements, must have School Board approval.

It was explained to the School Board that WBHS use SchoolBridge to manage all leave requests.

## 5. SLT Reporting

### 5.1 Teaching and Learning

Darryl Paterson presented the Teaching and Learning Reports.

Aisea's report was marked as read.

It was explained that this report is a cumulative document, that reflects on previous periods with new information added through the year.

Darryl discussed the Benchmark exams. Attendance was positive and the school was pleased to use the social centre as it now had wifi and using up to 80 devices at the same time did not prove problematic.

Unfortunately the SENCo was on leave at this time, that unfortunately caused some communication breakdowns, so need to work through that.

Careers day was a successful day. The school had been trying to have a Careers Day for the past 3 years, and finally in 2025 it came together. It proved to be a fantastic day that aligned with course selections for students. Guidance was provided, there were Guest Speakers and the Heads of Department and Teachers in Charge were able to provide additional support at the end of the day to students. Course selections officially close at the end of week 1 in Term 4.

The Annual Plan was discussed. The next strategic plan will be for the Board to put together at the end of 2025 as the current plan is coming to an end as it was for the period 2023-2025.

The goals therein are around Students being fully engaged in their own learning, in the sense of belonging and in the provision of a safe and supportive environment, along with partnerships within the community.

When working on the next Annual Plan, consultation with all stakeholders is important, being teachers, students and the community. In previous periods, a draft was put together and then circulated for feedback.

Greg Familton was invited to comment, and he shared how successful the social centre had proven to be for exams. Behaviour of students was great and the literary and numeracy exams gave students something to focus on. This is a vitally important foundation for students as without them they cannot obtain NCEA.

## 5.2 Student Welfare

Next Stephen Briscoe's report was marked as read.

Stephen's report focused on the success of the new security cameras, with significant results in the reduction of vandalism. Previously the toilet blocks were a target for vandalism, but in T3 there were no issues at all in the bathrooms. Jordan Horrell and Stephen Briscoe both attended some good Professional Development that they have been able to share. The focus is on building consistency with the teaching staff. Attendance has been a challenge, including the presentation of actual attendance that is recorded by MOE. Discussion followed.

Darryl Paterson is focussing on constant improvements. The benchmark is very high for schools, and the Rector would like to reach 80% of 80% attendance.

Unfortunately being in an isolated small town, attendance for sports events usually takes some travel resulting in students showing as absent. This is a constant issue for the school.

The recent Wellbeing Survey was discussed, with the outcome being that boys want to feel safe. The investment in to the new cameras came out of that.

Discussion followed.

## 6. Sub Committee and reporting

### 6.1 Rectors Report

Darryl Paterson's report was marked as read.

Darryl shared that his report, like Aisea's report, is a reflective report, looking back on Term 3. The yellow highlights are the new additional comments to his report.

A basic uniform review by student council was performed, and they did get some informal feedback. Basically the boys are happy with their uniforms, although it was commented that the uniforms could be worn a little better, and perhaps a polo shirt option could be introduced for the Year 9's & 10's.

As already discussed, the wifi is working in the Social Centre and Careers Day was a big success.

Pacifica and Maori language weeks were a great success, with WBHS attending Polyfest in week 8.

Transition for next year started, which includes interviews with year 8's. We are looking at circa 100 Yr 9's 2026.

Walsh and Beck marketing was discussed. Darryl presented images of the new branding, and there will be a photographer at the school on Tuesday 7 October. The branding will provide much needed consistency in marketing material and for the school as a whole.

Along with the marketing refresh, the digital billboard is being organised. It is an exciting development for the school, where we are in a fairly unique situation regarding the great history of the school, protecting that, but also moving forward as a modern learning environment. It is great to have professionals involved.

The Open Night had 25 to 30 families in attendance, and seemed to go well.

Darryl is looking forward to attending an Old Boys meeting in Nelson, and another in Auckland later in the term. He is keen to spread the word about the Hall of Memories upgrade and the and the upcoming Centenary in 2027. A committee has been set up to drive that. Discussion followed

around how good it would be to present to the students when they leave school, to capture them as Official Old Boys.

Darryl also submitted a summary report for the Board. He shared that he was pleased to appoint hard materials specialist from Canada for 2026, and had also received resignations from Aisea Fifita and Uatesoni Filikitonga. Paddy Ou also resigned.

Interviews are underway for the Teacher In Charge of Music.

Projected pass rates are looking good for this year. The school is moving to Google as our platform from 2026. Discussion followed that and it was explained that all schools are using Google, so our Year 9's arrive familiar with it. In addition there are great tools within Google that Teachers are very enthusiastic about.

The school is looking at Physical Education running for the full year in 2026, and introducing Te Reo for all Yr 9 boys.

WBHS have achieved great sporting success.

The scaffolding is coming down on the Hall of Memories.

The school roll for Year 9's has been pretty consistent for the past 3 years, and we fully expect 95-100 each year, including in 2026. Discussion followed.

Year 13's are looking good for 2026 with only 6 boys dropping in the Year 13 cohort, and only 4 in Year 12. We will have 90-95 boys in Year 12 in 2026, and that will mean bigger classes for that group in 2026.

## **6.2 Finance**

Kirsti Broad presented the financial reports, and asked the School Board if they had any questions.

General discussion followed, with Linda Crossley explaining the Operational Grant and the financial reporting requirements.

In the School reports, the Learning Resources operating expense has increased above budget due to the additional Relief Teachers required during 2025

The question was asked where the line item for Insurance was in the Monty report. The Monty report groups various expenses and income together, as per the Kiwipark model as per MOE's financial reporting requirements.

Insurance is in the line item : 350 Admin General Expenses - which has a number of other general admin expenses grouped together, and is part of an even larger group titled Administration on page 3 of the Monty report.

Other questions were asked around banking staffing, the hostel and investments.

Discussion followed.

## **6.3 Don House**

Darryl Paterson presented the Hostel report, although noted that no actual report had been submitted.

Main points are some light changes to the roster, and one staff member having left during the year who has not been, and will not be replaced.

Marketing endeavours were discussed, with a trip to the West Coast, and possibly the Chatham Islands

Other points of interest are the new kitchen currently being fitted out, various hostel boys outings in T3 to mini golf and 10 pin bowling.

The Hostel currently sit on 32 confirmed boarders for 2026, but there are still a few more weeks to increase those numbers.

## 6.4 Property

Darryl Paterson presented the Property report, and explained who is involved in property.

The Hall of Memories is on target for completion with the official opening due to be in early 2026, but with the Senior Prizegiving in October able to use the Hall for that purpose. Invitations are to be sent out to the PM and other dignitaries for the official opening next year.

The 10yr plan is currently being scoped, and Darryl explained how the MOE property plans work.

Some buildings are owned by MOE, and others by the School.

Talk continued around board owned buildings and the Ministry.

Darryl also raised the desire to repair the bearn on Waitaki Avenue in plenty of time prior to 2027 Centenary Celebration.

## 6.5 Policy & H&S

Greg Familton presented his report.

He explained that all incidents that happen at the school are registered, and that the school follows policy.

WBHS use SchoolDocs for policy that 90% schools in the country use.

Regular reviews are also performed to go over the policies.

## 7. General Business

### 7.1 Board Sub-Committees



#### Student Suspension Sub Committee - Megan Innes

Committee will be made up of all parents on the School Board and Staff Elect.

**Decision Date:** 30 Sept 2025  
**Mover:** Stacey Hayes  
**Seconder:** Greg Familton  
**Outcome:** Approved



#### Sub Committee Decisions

Property - Erik van der Spek

Hostel - Aku Pirere

Finance - Heather Martyn

Cultural - Aku Pirere & Quinn Neal

Student Suspensions - Megan Innes (along with other Board members as available)

Health & Safety/Policies - Greg Familton

**Decision Date:** 30 Sept 2025  
**Mover:** Stacey Hayes  
**Seconder:** Heather Martyn  
**Outcome:** Approved



**First 2 Suspensions - Board Approve previous Board member to attend**

The School Board have voted to have past School Board members to support the initial 2 x suspensions that fall under the new School Board

**Decision Date:** 30 Sept 2025  
**Mover:** Stacey Hayes  
**Seconder:** Akuhata Pirere  
**Outcome:** Approved



**Three People to act on behalf of the Board for the Suspensions**

Decision agreed that 3 Board members from the sub committee to be present on behalf of the board at suspension meetings

**Decision Date:** 30 Sept 2025  
**Mover:** Stacey Hayes  
**Seconder:** Greg Familton  
**Outcome:** Approved

8. Correspondence

8.1 Inward and outward

The resignation letters from Aisea Fifita and from Uatesoni Filikitonga were presented to the School Board.

Paddy Ou's resignation letter was presented to the Board, and will be acknowledged



**Letters of Response from School Board to those Resigning**

Stacey Hayes to prepare letters of response from the School Board to those resigning, being Aisea Fifita, Uatesoni Filikitonga and Paddy Ou

**Due Date:** 10 Oct 2025  
**Owner:** Stacey Hayes

9. Action List

9.1 Action List

| Due Date    | Action Title  | Owner(s)        |
|-------------|---|-----------------|
| 26 May 2025 | Signage on Sports Fields Waitaki Avenue<br><b>Status:</b> On Hold | Darryl Paterson |
| 24 Jun 2025 | Rectors Residence<br><b>Status:</b> In Progress                   | Darryl Paterson |
| 1 Feb 2026  | WDC Submission<br><b>Status:</b> Not Started                      | Darryl Paterson |

## 10. Forward meeting schedule

### 10.1 Meeting Evaluation

Darryl Paterson provided the meeting evaluation for the meeting.

He commented that for a first meeting it was extremely positive, and it was great to see lots of information sharing, and lots of learning.

Darryl encouraged Quinn to speak up, as he is the student representative, and therefore is responsible for the most important voices within the school.

Darryl shared more from a recent article in ODT

Overall, a very positive meeting with some great questions and dialogue.

The final whakatauki from Darryl was shared with the School Board:

*E hara taku toa i te toa takitahi he toa takitini (possible spelling errors, written words hard to decipher accurately)*

*My strength is not as an individual, but as a collective.*

## 11. Close Meeting

### 11.1 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)     |
|------|--|--------------|
| 8.1  | Letters of Response from School Board to those Resigning<br><b>Due Date:</b> 10 Oct 2025 | Stacey Hayes |

Signature: 

Date: 19/11/2025