

CONFIRMED MINUTES

APRIL BOARD MEETING

At the **School Board May 2026 Meeting** on **26 May 2026** these minutes were **confirmed as presented**.

Name:	Waitaki Boys' High School
Date:	Tuesday, 28 April 2026
Time:	5:30 pm to 7:30 pm (NZST)
Location:	Waitaki Boys High School, Waitaki Ave
Board Members:	Stacey Hayes (Chair), Darryl Paterson, Erik van der Spek, Greg Familton, Heather Martyn, Quinn Neal
Attendees:	Linda Crossley, Stephen Briscoe
Apologies:	Akuhata Pirere, Megan Innes
Guests/Notes:	Jordan Horrell

1. Opening Meeting

1.1 Welcome

Stacey Hayes, Presiding Member welcomed everyone at 5:30pm and opened the meeting

Apologies were received from Akuhata Pirere and Megan Innes

1.2 Karakia

Heather Martyn presented the Karakia at this evenings School Board meeting:

E te hui

Wháia te mátauranga kia márama

Kia whai take ngá mahi katoa

Tú maia, tú kaha

Aroha atu, aroha mai

Tátou I a tátou katoa

For this gathering

Seek knowledge for understanding

Have purpose in all that you do

Stand tall, be strong

Let us show respect

For each other

2. Interests Register & Minutes Confirmation

2.1 Confirm Minutes

March Board Meeting 31 Mar 2026, the minutes were confirmed as presented.



March 2026 School Board Meeting Minutes were approved

The March 2026 School Board meeting minutes were approved

Decision Date:	28 Apr 2026
Mover:	Erik van der Spek
Seconder:	Quinn Neal
Outcome:	Approved

2.2 Interests Register

3. SLT Reporting

3.1 Teaching and Learning

Jordan Horrell was welcomed to the meeting, and his Teaching & Learning Term 1 2026 Report was marked as read.

Jordan presented his report on screen, firstly talking through the academic snapshot for all students, and where they are at in terms of their NCEA.

Literacy and numeracy was discussed at length, and Jordan explained that with our assessment results tending to come through in Term 2 & 3, he expects the numbers to increase over that period.

He then moved on to present his findings in Strategic Goal 1 which shows what is working well and what still needs work regarding student engagement. Jordan explained that the school were continuing with the normal process of collecting student voice on how teaching is going. The SLT team were working towards all staff acting on feedback as soon as they receive it.

Consistency in the implementation of behaviour management systems was discussed. SLT are closely aligned in terms of working together. Upskilling staff is a focus, and Jordan shared that the recent Teacher Only Day that focussed on trauma was very useful.

Discussion followed around the parent teacher interview process. Generally the feedback was positive, with parents and staff having positive feedback about having the interviews all held in the same building, and having it over 2 days rather than on one very long day. Other positives that came out of the interview process were discussed. Schoolbridge is working well.

190 students attended the interviews, so just under half of the total students. Most staff agreed that those students and parents who would have benefited the most were not there, so there remains work to do to get that engagement.

Shifting teacher mindsets around managing student behaviour was discussed in more depth. Different strategies were talked through

Other general news is that the Google classroom seems to be working well, with less gripes from students and quicker engagement in the technology.

Literacy and numeracy coordinators have been engaged, which is also a great positive.

3.2 Student Welfare

Stephen Briscoe was welcomed and his Compliance and Welfare Term 1 2026 was marked as read.

With the report uploaded on the big screen, Stephen talked through his compliance report, discussing the various successful outcomes, and what didn't go as well.

Stephen highlighted that including cameras at the school was really successful, but noted that there were still a few dead areas, with the most important area to focus on additional cameras are an area behind the fives courts.

Stephen then introduced his Welfare points. He talked around trauma, and the restorative process documentation, with a big focus being on the restorative conversation with the student, teacher and dean. The rejuvenation of the yellow and red card system has been reintroduced. If students are attending under 80% of the time, and if they get 2 referrals to their dean, they get a yellow card. This allows them 2 weeks to improve, or they are unable to represent the school in teams.

There were a number of standdowns, and the Senior Leadership Team were very appreciative to the Board for their support.

Stephen highlighted that attendance is constantly improving. Focus this year is on communication with whanau and parents. Automatic emails go out to parents when they reach certain thresholds of absence, and this seems to be working well. There is a marked improvement from this time last year. Over the past 2 years there has been a decrease in absences, but it is a slow process. Parent engagement is key.

Results from the Ministry of Social Development report was really interesting. We have another report regarding PB4L (Positive Behaviour for Learning) which is very positive.

Discussion followed.

4. Sub Committee and reporting

4.1 Rectors Report

Darryl Paterson, Rector presented his report and it was marked as read.

The Annual Report has been completed today, and Darryl talked through the report including the data that he had.

A lot of the discussions that the SLT talked through is included in the Annual Report. It was surprising how basic a lot of boys writing is, being below NZC Level 2, which is primary school level. Strategies have been developed to assist those who need it. Darryl discussed various anomalies in the official reporting as our learning support students are being included, who should not be included. Asked if there was any way to correct this, Darryl explained that once students are at the school for 70 days, they cannot be excluded from the data of that year, so the data does not get updated until the following year.

Our pass rates are 90%, 1 or 2 boys leave school with nothing to go to and no plans, but the majority move through to university or tertiary, or have other work to go to. Our Maori data is concerning and there are a number of strategies in place to improve this.

In the Kamar attendance data, year 10's, were 73.3% in the previous year and are now up to 78%. If you include the justified absences then it is up to the 80%. Unfortunately Year 10 do trend towards lower attendance, but the new NCEA should improve this. If one boy is a truant from a group of 100, then it is 1%.

Darryl shared that he felt the school roll will stabilize at around 440 for the next few years.

Wellbeing data has seen an improvement, and there are less boys being bullied than previous years which is positive. Only 5% of boys are saying that they don't have friendships in the school, which is also an improvement.

Discussion followed. Writing, and the reasons for why boys pass through the school system with such poor skills were discussed in more depth.

The PB4L evaluation result is great. There are some areas for improvement but we have good results and good positive feedback. The recommendations in the report are accepted as we are doing what they recommend.

The Annual Plan is in a position to be ratified now. It will be sent to the Ministry tomorrow. There were a couple of specific strategies that have been added. We have so far received 3 written responses from the community. Teacher and student satisfaction and well-being will be sought in Term 3 when we conduct the Welbeing@School Survey. Darryl is happy to follow up with the written responses.

The Progress Report for Term 1 was presented.



Ratify Annual Plan for 2026

Approved

Decision Date: 28 Apr 2026

Mover: Stacey Hayes

Second: Heather Martyn

Outcome: Approved

4.2 Finance

Heather Martyn presented the financial reports for both the school and the hostel, and they were marked as read.

First the hostel reports were presented and discussed, followed by the school reports. Both entities are within budget.

Despite being within budget, cashflow remains tight and a discussion document was presented around allowing a school term deposit to mature and be deposited in to the schools Call Account, as a buffer, with the unused balance being reinvested later in the year. These particular funds were invested in to a Term Deposit in 2024 by the current business manager, for the purposes of school operational needs. After discussion, the Board voted and agreed to this.

In addition, there is a Solutions and Services Board resolution to have ratified. This was presented and approved by the School Board



Term Deposit Maturity

Appro

Decision Date: 28 Apr 2026

Mover: Heather Martyn

Second: Greg Famliton

Outcome: Approved



Board Approval of 2026 Budgets

Solutions and Services have prepared 2026 budgeted statement of financial position & statement of cashflows extracted from the Board prepared 2026 operating & capital budgets, and provided all 2026 budget documents required for approval.

These reports have been prepared prior to the 2025 audit finalisation. Where any audit adjustments arise for the 2025, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (ie retained earnings).

On this basis the Board approves 2026 budget statements, subject to any opening balance changes to the statement of financial position and cash flow amounts, necessitated by 2025 audited adjustments.

Decision Date: 28 Apr 2026
Mover: Stacey Hayes
Seconded: Heather Martyn
Outcome: Approved

4.3 Don House

Darryl Paterson, Rector stepped in to discuss Don House.

With no Don House Hostel meeting this month, there was discussion about whether the School Board wanted someone to stand in for them in these meetings? Those who regularly attend are the hostel student representative, the Rector, a parent representative and the Director of Boarding. Darryl mentioned that the hostel meetings are mostly around management.

Darryl shared with the School Board that a meeting was held with Hostel staff during the holidays.. The Don House sub committee had agreed this was the right way forward. The discussion with staff centered around changes to their tenancy agreements, and the introduction of physical payments for their hours worked and physical payments by them for the rent. The issue of electricity meters being introduced in due course to the hostel properties was also discussed with staff as once the meters were fully operational, it was the expectation that the tenants would start to pay for their own power consumption. The staff have until 12 May to provide feedback, with some feedback coming during the actual meeting. Discussion followed.

The Waitaki Girls' discussion followed as Darryl wanted to revisit the idea of WGHS hostel students boarding at WBHS.

Financially it would be a game changer, we have got a dormitory that could be sectioned off. Ryan was positive. There has to be some caveats re funding to refurbish the dorms. Discussion followed. WGHS have requested that our board listen to their thoughts and it gets looked at closely. It was decided by the School Board to invite WGHS to the next board meeting to discuss with them directly.



Invite Waitaki Girls' High School to discuss potential boarding at WBHS

The WGHS to be invited to present ideas around WBHS providing boarding facilities to their boarding students

Due Date: 26 May 2026
Owner: Stacey Hayes

4.4 Property

Erik van der Spek presented the property report and it was marked as read.

Erik explained the process with the 10YPP and some adjustments that have been made. The gym floor repairs are to be moved to capital works, and the cost will be offset against the existing capital works carpeting budget.

Detail of both the Capital Works and the Cyclical Maintenance were presented by Erik to the School Board. It is noted that funding for the Capital Works will be provided by MOE in July 2026, with the cyclical maintenance updates to be managed through the Operational Grant. With the cyclical maintenance requirements as per the updates being rather substantial, meeting these obligations will take some careful and prudent financial management.

All 10YPP reports were presented to the School Board to ratify, which they did.



10 Year Property Plan Approved

The School Board moved to approve the 10 Year Property Plan as presented.

Decision Date: 28 Apr 2026
Mover: Erik van der Spek
Seconded: Stacey Hayes
Outcome: Approved

4.5 Policy & H&S

Greg Familton presented the April Health and Safety report.

There were no new incidents.

Greg directed the School Board to review the swimming pool and EOTC policies that need updating this month in his report.

The staff needing restraint training has been completed with all staff now up to date.

4.6 Cultural

Quinn Neal presented the Cultural section of the meeting.

Having some difficulty getting key people to commit to a date to get together, Quinn had no current updates.

Matariki was discussed, with recommendations for Damien McNamara to be involved in some way. Damien had recently presented a star gazing session to the visiting Thai students. His presentation was well received and appreciated. At the last minute they saw a Chinese rocket pass through the sky, approximately 10 minutes after it had been launched in China!

5. General Business

5.1 ERO

Darryl Paterson, Rector talked through the ERO meeting that he had with Dick Edmundson.

ERO will be at the school in early June, 2026. There will be teaching observations, followed by a compliance session compliance. The School Board assurance statement needs to be with ERO by the 20th of May.

The self audit is a bit more succinct than the link that was sent through to them. Darryl recommends sitting down for half a day with SLT to go through requirements. Discussion followed.

Tuesday 5:30pm, 12 May 2026 was decided at the School Boards date to meet



ERO Planning with Board

5:30pm

Due Date: 12 May 2026
Owners: Akuhata Pirere, Darryl Paterson, Erik van der Spek, Greg Familton, Heather Martyn, Megan Innes, Stacey Hayes



School Board Assurance Statement to be submitted to ERO

The School Board's Assurance Statement needs to be submitted to ERO by 20 May 2026

Due Date: 20 May 2026
Owner: Stacey Hayes

5.2 PEB

6. Correspondence

6.1 Inward and outward

Official Information Act request was discussed, with Stacey Hayes, Presiding Member presenting her letter of response



Official Information Act Correspondence

The correspondence prepared by the Presiding Member was approved

Decision Date: 28 Apr 2026
Mover: Erik van der Spek
Seconded: Quinn Neal
Outcome: Approved

7. Action List

7.1 Action List

Due Date	Action Title	Owner(s)
26 May 2025	Signage on Sports Fields Waitaki Avenue Status: In Progress	Erik van der Spek
24 Jun 2025	Rectors Residence Status: In Progress	Darryl Paterson
31 Mar 2026	Risk Management Status: In Progress	Erik van der Spek
2 Apr 2026	School Board providing Morning Tea Shout for staff on last day of term, 2 Apr 2026 Status: Completed on 20 Apr 2026	Erik van der Spek, Greg Familton, Heather Martyn, Quinn Neal, Stacey Hayes
24 Apr 2026	Cut off date for Mid Term Elections for School Board Status: In Progress	Stacey Hayes
20 Oct 2026	2026 Strategic Plan Feedback Status: Completed on 28 Apr 2026	Darryl Paterson

8. Forward meeting schedule

8.1 Next Meeting

8.2 Meeting Evaluation

Darryl Paterson evaluated the meeting.

He shared that he appreciated that the meetings have been punctual and efficient.

Darryl talked to the current Board doing a great job of staying on the governance side and not jumping in to management. He felt that everyone having their own opinions was appreciated, and it was a good democratic process at the School Board meetings. He gave some examples of this, and rounded off his evaluation by expressing his appreciation to the Board members.

9. Close Meeting

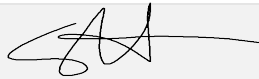
9.1 Close the meeting

Next meeting: School Board May 2026 Meeting - 26 May 2026, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.3	Invite Waitaki Girls' High School to discuss potential boarding at WBHS Due Date: 26 May 2026	Stacey Hayes
5.1	ERO Planning with Board Due Date: 12 May 2026	Akuhata Pirere, Darryl Paterson, Erik van der Spek, Greg Familton, Heather Martyn, Megan Innes, Stacey Hayes
5.1	School Board Assurance Statement to be submitted to ERO Due Date: 20 May 2026	Stacey Hayes

Signature: _____



Date: _____

26/5/2026