

CONFIRMED MINUTES

BOT MEETING

At the **BOT Meeting** on **17 Sept 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Tuesday, 13 August 2024
Time:	5:45 pm to 8:25 pm (NZST)
Location:	Staffroom, WGHS
Board Members:	Bec O'Sullivan (Chair), Brendon Perumal, Dagmar Rohrbach, Louise Lane, Matt Haywood, Nicole Phillips, Ofa Tokai, Onna Tangifolau, Sarah Hay, Tracey Cranston
Attendees:	Ms. Natalie Matheson

1. Administration

1.1 Confirm Minutes

BOT Meeting 2 Jul 2024, the minutes were confirmed as presented.

1.2 Action List

Due Date	Action Title	Owner
13 Aug 2024	Ltr to Rec Centre Status: Completed on 13 Aug 2024	Sarah Hay

1.3 Inwards & Outwards Correspondence

Will talk more in committee re the letters.

Following the resignation of our assistant groundsman, we have employed Sujeewa Pothupitiyage Don for 10 hours per week.

Pam Ambler - request for leave 2025 - 14 July to 4 August – Approved 😊

1.4 Interests Register

2. Strategic Intent

2.1 House Dean Presentation - Dean Rabbitt

Dean presented his house report.

3. Management Reports

3.1 Principal's Report

There are 3 RAMS to approve, and Badminton is outstanding. This will be circulated later in the week, if not next week.

BoT has checked the BAS for submission to ERO. There was a conversation regarding questions 18 and 19. The board have accepted the BAS as approved. ERO visit will be at the start of term 4.

The Health Survey has been presented to the board for approval. The BoT is happy to remove "Draft" from the statement of delivery for health education. An overview of health programmes delivered at WGHS will be included. Questions will be sent to whanau and students. SHA will provide findings at the next board meeting.

Deputy Principal appointment committee will be:

SHA, CNE, ROS, NPH, DR.

DP position, we may have to spend money on flights to bring applicants down.

History applicants are looking very positive.

The Open Night was very positive.



Appropriate documents signed

Please check that co-opted or renewal appointed staff have signed appropriate paper work.

Review Interest sheet

Due Date: 10 Sept 2024

Owner: Sarah Hay



Health Survey

Health Survey has to go out - remove "Draft" of statement of delivery health education

Overview of health progames to be sent out to the 2 groups. Head of PE to do this. SHA will provide findings at next board meeting.

Due Date: 10 Sept 2024

Owner: Sarah Hay

3.2 Hostel Report

Awaiting to hear back from the business who are interested in renting the hostel. ROS has been trying to get hold of them - 3 messages have been left.

ROS will send a follow-up letter from the board to KP. We can use the findings to help with the hostel vision meeting on September 9th.

Waiting for further details to be released from the government regarding lunches in the school programme.



Hostel Report

A Full report to be made by ASE to cover off all aspects of the hostel .
to be made available 14 days prior to next meeting. Will have a board only meeting for the hostel on 9 September at 5.45 pm.

Due Date: 9 Sept 2024

Owner: Sarah Hay



Hostel Kitchen Purchase - Bain Marie

The hostel requires a new heated bain-marie.
This is approved by the board to go ahead and purchase.

Decision Date: 13 Aug 2024

Mover: Bec O'Sullivan

Seconded: Louise Lane

Outcome: Approved



Reply to Kate Procter.

Reply to Kate regarding hostel report that she provided for us, thanking her for your time and effort and request an invoice.

Due Date: 17 Sept 2024

Owner: Bec O'Sullivan

3.3 Finance Report

Locked in term deposit

Wiring - in the Art block, new wiring needs to be updated in this room



Art Room upgrade of wiring

As discussed, the computer wiring must be updated as informed by New Era.
Cost being \$9,987.00 this can be managed from our current budget.

Decision Date: 13 Aug 2024

Mover: Tracey Cranston

Seconded: Matt Haywood

Outcome: Approved

3.4 Property Report

Report taken as read.

Maintenance list is getting worked through.

Roof of L block is scheduled to be repaired.

J Block - new windows are leaking, Breen's have been in to check, potentially windows will need to be removed and fixed. This will cost the company. Consent wasn't needed to change these windows.

3.5 Staff Report

Taken as read.

Great report. Thanks for mentioning the camp mums who keep everything ticking over.

Our student A Hayes had a great experience on her biology trip abroad, with her group gaining a bronze medal.

Pleasing Chamber Music results.



Staff Report - reply to a teacher.

ROS would like boards approval to reply to JHE comments that were made in the staff board report. All in agreement.

Due Date: 17 Sept 2024

Owner: Bec O'Sullivan

3.6 Student Report

Ofa has presented her findings on her survey that she did.

Nice to see that most students are happy with there education.

Next board meeting we will have a new student Board Rep.

4. Health & Safety

4.1 Health and Safety

4.2 EOTC Trip Approvals



Approve EOTC

All 3 School trips have been approved by the Board.

The Badminton RAM is still to come

Decision Date: 13 Aug 2024

Mover: Bec O'Sullivan

Seconder: Nicole Phillips

Outcome: Approved

SchoolBridge launches tomorrow Wednesday 14 August 2024

5. Policy Reviews

5.1 Review of Policies

Concerns and complaints policy to be reviewed:

- Raising concerns - this has been simplified
- Assessing and responding to complaints

SHA has reviewed:

- Media
- Professional Development
- Staff Conduct
- Staff Leave



Concerns and Complaints flow chart

present the original flow chart that we were using back to the board - to approve to use.

Due Date: 17 Sept 2024
Owner: Sarah Hay



Raising concerns and complaints

Up date raising concerns and complaint policy to add in "Dean, HOL Area, teacher in charge of sport"

Due Date: 17 Sept 2024
Owner: Sarah Hay

6. General Business

6.1 General Business



Succession Planning

Bec will do a list of all board members, as to when they started their positions.

Due Date: 17 Sept 2024
Owner: Bec O'Sullivan

7. Close Meeting

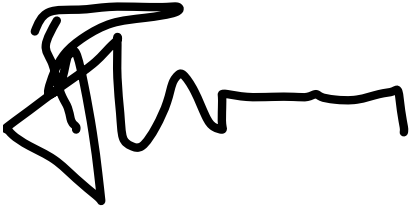
7.1 Close the meeting

Next meeting: BOT Meeting - 17 Sept 2024, 5:45 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.1	Appropriate documents signed Due Date: 10 Sept 2024	Sarah Hay
3.1	Health Survey Due Date: 10 Sept 2024	Sarah Hay
3.2	Hostel Report Due Date: 9 Sept 2024	Sarah Hay
3.2	Reply to Kate Procter. Due Date: 17 Sept 2024	Bec O'Sullivan
3.5	Staff Report - reply to a teacher. Due Date: 17 Sept 2024	Bec O'Sullivan
5.1	Concerns and Complaints flow chart Due Date: 17 Sept 2024	Sarah Hay
5.1	Raising concerns and complaints Due Date: 17 Sept 2024	Sarah Hay

Item	Action Title	Owner
6.1	Succession Planning Due Date: 17 Sept 2024	Bec O'Sullivan



Bec O'Sullivan
27 Sep 2024