

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **13 Mar 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Thursday, 13 February 2025
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	Staffroom, WGHS
Board Members:	Bec O'Sullivan (Chair), Onna Tangifolau, Louise Lane, Nicole Phillips, Sarah Hay, Dagmar Rohrbach, Nick Webster, Sia Nukulasi
Attendees:	Ms. Natalie Matheson
Apologies:	Brendon Perumal

1. Administration

1.1 Confirm Minutes

Hostel Meeting 29 Jan 2025, the minutes were confirmed as presented.

BOT Meeting & Xmas Dinner 9 Dec 2024, the minutes were confirmed as presented.

The last meeting (Hostel) was tough. Let's respect everyone's options; we know they can differ, so its important to be nice to everyone.

1.2 Delegations of Roles

All agree that RO'S will remain as a presiding member until the September elections.

We need to make a plan to create a booklet for incoming members so they are aware of key actions that need to be completed. PA to make a new section within our meeting agenda.

With the resignation of our current member who runs finances, it is suggested we don't allocate a member to this role, and utilise our Business Manager to present finances at our meetings. The board may need to look at remuneration for her time.

Policies - NPH will continue with this role.

Hostel - ROS and NPI will continue on this sub-committee. A handbook is required for this subcommittee role.

Health & Safety - OTA will take this role, which requires a meeting once a term and reporting back to the board once a term.

Property - NWE has been nominated for this position. Every 2nd month, we will have an agenda item to report on the Rec Centre.

Disciplinary meetings - We must get a consistent group of members when a disciplinary meeting is required. There will be a meeting within the next 7 days for an incident today (Thursday 13th Feb). For most disciplinary meetings, we need three board members; on the odd occasion, we will need the entire board. The board secretary will email out to all board members when a meeting is required with a limited time frame for replies, and all emails should be responded to "ALL" within the email chain so everyone is aware of people's availability. The secretary will also text everyone when a meeting email has been sent so you are aware to check emails.

Succession Planning - During each meeting , there will be an agenda item to discuss this, leading up to elections.



Cover Sheet for discipline

NZSTA have a script that can be followed. This will be reviewed and a script will be put together so all members can follow the process.

Due Date: 13 Mar 2025

Owner: Dagmar Rohrbach

1.3 Action List

Due Date	Action Title	Owner(s)
9 Dec 2024	Small amendments to be made Status: Not Started	Sarah Hay
13 Dec 2024	Update Concerns and complaints flowchat Status: Not Started	Ms. Natalie Matheson
13 Feb 2025	Draft Letter Status: Not Started	Sarah Hay

1.4 Inwards & Outwards Correspondence

Resignation from Kim Todd

1.5 Interests Register

2. Management Reports

2.1 Principal's Report

Taken as read

NZQA results average

Level 1 - 15% drop, which was surprising and disappointing with these results. Individual cohorts.

Very exciting were the scholarship results, with 11 scholarships + the five students that received them. We need to celebrate this great achievement. It took a whole village.

One of our ex-students has gained a top scholar in French and an outstanding achievement award and will travel to Wellington later in the year to be recognised at parliament.

Literacy numeracy - we have identified a problem and are looking to implement a new plan, with 2 teachers supporting LSA and LLA. MWI is doing literacy support for 2 terms.

School role has grown, a number have come into Years 12 and 13. We are becoming a school of choice, getting students from Waimate and a good group of Filipinos. If this continues, we may be looking at 460 in years to come. Class sizes have become an issue where we have full classes. We are awaiting till the 1st of March role return to assess the possibly of further teachers.

International numbers are looking flat. We have 3 full-time internationals; hopefully, more to come this year.

Look at the welcome to be used for Pacific students next year.

The tone of the school has been good. Yr 9's are slow at settling in, and choosing a few issues.

School lunches are acceptable, and plenty of snacks and fruit are available. The food is still hot at lunch time, which is excellent.

The three principals from local schools have met regarding the change to Waitaki Sports Week due to certain events that took place last year; this is why we have made amendments to how the sporting activities will run. Large numbers at some events made it an actual health and safety matter. Other schools want students in class, and some schools have cancelled other sporting events. Unfortunately, timing will be an issue for some students who will have to decide what sport they play, due to being played at the same time. Waitaki week will be one to follow.

How do we convey the change to Waitaki Sports Week to the students without them feeling like their sport is not important? This is something that has come to the school. This should be a topic in an assembly to express that this hasn't been taken away to punish the girls.

Property

The tree has been removed from the front of the office.

Water tests were done on the windows in the junior block and this has proven that they are not thermally insulated windows, which is disappointing and it is condensation forming on them.

Junior block a mould problem in toilets

Paint issues in the junior block continue. There was discussion of a financial payout and we fix school. This was not accepted.

School uniforms - if changes are to be made regarding how they are worn, our policy states we need student, community and staff consultation to amend. SLT were wanting to make it compulsory to wear:

- Summer uniform for Term 1 and 4
- Winter uniform for Term 2 and 3

* Decided to leave at this stage.

Annual Plan - We have gone to the staff and gathered their feedback. Key matters are going to be attendance and learning.

Share the Board of Trustees work plan with all staff so they are aware of when they are expected to present to the board.

The hostel survey didn't have a high uptake, but what came back was good. Wellbeing conversations need to be kept going with hostel manager and families.

ERO documentation - Our ERO report has no surprises, as we are compliant.

Staffing considerations:

Te Reo's teacher is coming to see SHA tomorrow, Friday, 14.

10 students in Te kura for Te Reo Māori

There is a chance that we will go over our staffing allocation, if we employ a teacher for this role.

Can SHA get approval from the board to appoint a teacher for Yr 10 Te Reo? This may need to be paid for by the board. No answer was given, further discussion to be had.



Annual Plan

All board members agree to remove "Draft" from the Annual Plan and move forward with this.

Decision Date: 13 Feb 2025

Mover: Sarah Hay
Seconder: Nicole Phillips
Outcome: Approved



Delegation of Authority

all agree to how this is.

Decision Date: 13 Feb 2025
Mover: Sarah Hay
Seconder: Louise Lane
Outcome: Approved

2.2 Finance Report

Discussion points from Budget:

JCO - Waitaki Way - not happy with new Yr 9 badges being removed for house badges and prizes for dulcie cards - should we ask the community group if they would like to contribute to these prizes.

The cost of Waitaki Way badges are expensive versus the house badges. The dulcie badges scheme was explained to the board, and due to the lack of funding for these badges, it was decided to go with the house badges for the new incoming students. The focus of the Waitaki way will continue through Dulcie cards, and messaging in the school.

Our library stock of Chromebooks is currently not up to speck for use and has the potential to damage our network; the school needs to replace these.

Do we purchase all at once or move to a leasing option? The school needs to update these items regularly to help with the budget. The BM will further investigate the cost of the leasing option; once she has this information, she will email the board so they can make a decision.

Art press - this is very old and most likely caused an accident.

Clean out:

Having tidied up and updated certain areas, we have some items that we could sell on marketplace. Will the board allow us to sell these items? - all agreed

As per listed in BM report - filing cabinets, kitchen oven etc

Waitaki Boys High School have asked for sand tanks in our pool area across the road; if the board are happy for them to take them, they might let us use their composting pile if when do the trees at Wilson Park? The board all agree to allow WBHS to take tanks.

Wilson Park Trees - One must be removed (cut down), and the others must be trimmed. This could be done with a working bee?

Term deposit - this is due to expiry, the board is happy for BM to roll over investment.

Hostel - Ferdie was looking for an answer as to whether the board would upgrade the fire alarm system within the hostel (\$190,000). Still, we need further information before the board can decide on this matter, as clearly, we have not had enough information provided to us.

Iris Romans Trust - they want us to take over the admission for this trust. If we take this over, there will be a cost to the school and we will need to do the annual returns. This has come about due to limited funds. BM thinks we should wind the trust up, as we do not want to take this on. BM will go back to the lawyers asking for more information. You would need to look at the deed as to who we can administer this, if we do not take it over. Discuss this again at the next meeting.

Prizegiving - Money has been increased in the budget to allow for purchasing gowns and hiring the hoods.



Report back to JCO

Badges are solely a funding issue.

Due Date: 21 Feb 2025
Owner: Bec O'Sullivan



Asset Register

The asset purchase register, this was discussed - No issues with this list.

All in agreement.

Decision Date: 13 Feb 2025
Mover: Bec O'Sullivan
Seconder: Louise Lane



Approval of Budget for 2025

Various discussion was had, and all agreed to confirm budget and asset purchases as per business manager report.

Decision Date: 13 Feb 2025
Mover: Bec O'Sullivan
Seconder: Onna Tangifolau
Outcome: Approved



Waitaki Way Badges

SHA to update JCO on outcome of badges.

Waitaki Way Yr 9 new student badges will be discontinued, but dulcie bronze, silver and gold award badges will continue.

Due Date: 13 Feb 2025
Owner: Sarah Hay

2.3 Student Transition

JWR report was informative.

2.4 Hostel Report

Taken as read.

The hostel manager has been asked to call parents re waitaki way indications, which will go out tomorrow.

Sarah and Tina have discussed taking students to Wanaka.



Pay for Wanaka Show

The board agrees to pay the cost of the tickets for students from the hostel and the van to take the girls

Decision Date: 13 Feb 2025
Mover: Sarah Hay
Seconder: Nicole Phillips

Outcome: Approved

2.5 Property Report

Taken as read.

NWE and SHA went to the rec centre meeting on Monday.

Rec Centre are working through \$80,000.00 grant for the updating of the cladding and waiting to put in building consent through to council; if they do not get that consent in by the end of the month, the funding from the council will lapse. They are looking for a cleaner - is this something that can be worked in with our school cleaners?



Wislon Park Trees

The board agrees to trim the trees in Wilson Park and the one that is diseased needs to be removed. We need to put this out as a board for a working bee.

Decision Date: 13 Feb 2025
Mover: Nick Webster
Seconder: Nicole Phillips
Outcome: Approved

2.6 Student Rep

Quick update from Sia with the events that have taken place.

Looking forward to the swimming sports tomorrow (Friday 14th)

3. Health & Safety

3.1 Health and Safety

Nothing to report.

3.2 EOTC Trip Approvals

All trips are to be confirmed as approved

List all trips.

- Crab camp 1
- Crab camp 2
- Yr 12 Geo trip
- Yr 12 PE trip
- SISS Rowing
- Volleyball, there was a folder but no actual paperwork attached (I noticed this when I looked through folder on Friday)

Staff feel overwhelmed by the schoolbridge system. They do not realise the time frame required to put through an event. It's not just a 2-minute job, and they need to realise that they need this completed at least one week before the board meeting, not the day of.



EOTC Trips

Approved to go:

- Crab camp 1
- Crab camp 2
- Yr 12 Geo trip
- Yr 12 PE trip
- SISS Rowing

Decision Date: 13 Feb 2025
Mover: Bec O'Sullivan
Seconded: Onna Tangifolau
Outcome: Approved

4. Policy Reviews

4.1 Review of Policies

Hand Out:

Please pay attention to what we need to do to review the schedule.

We only need to do "Board" matters

2025 Board assurances, please bring to each meeting - This document assures the board that the principal are doing these correct.

Term 1 board checklist: At the next meeting, we will just check these off.

But some of these are in general meetings, as listed on schedules. Put into board pro.

Health Safety welfare and all associated linked policies - taken as read and confirmed.



School Docs

Please arrange NWE with access to board pro.

Due Date: 13 Mar 2025
Owner: Bec O'Sullivan

5. General Business

5.1 ERO

5.2 General

Look at co-opting a new person to bring onto the board because there may be a significant exit of current members when elections come around. Look for a person with a good skill set.

We discussed having a Maori representative on our board.



Bring forward any new person to join the board

If anyone knows anyone interested in joining the board, bring their name to the next meeting.

Due Date: 13 Mar 2025
Owner: Bec O'Sullivan



Draft and email to the community

The board will draft a email out to the community re the elections.

Due Date: 13 Mar 2025
Owner: Nicole Phillips

6. In Committee

6.1 Concerns and Complaints Register

These matters are held in committee and noted elsewhere.

6.2 Principals Professional Growth Cycle

6.3 Reply to Ministry of Education

7. Close Meeting

7.1 Close the meeting

Next meeting: BOT Meeting - 13 Mar 2025, 5:30 pm