



# CONFIRMED MINUTES

## BOT MEETING

At the **BOT Meeting** on **7 Apr 2025** these minutes were **confirmed with the following changes:**

*Updated policies that were listed in minutes.*

<b>Name:</b>	Waitaki Girls' High School
<b>Date:</b>	Thursday, 13 March 2025
<b>Time:</b>	5:30 pm to 9:30 pm (NZDT)
<b>Location:</b>	Staffroom, WGHS
<b>Board Members:</b>	Bec O'Sullivan (Chair), Nicole Phillips, Dagmar Rohrbach, Brendon Perumal, Nick Webster, Onna Tangifolau, Sarah Hay
<b>Attendees:</b>	Ms. Natalie Matheson
<b>Apologies:</b>	Sia Nukulasi, Louise Lane
<b>Guests/Notes:</b>	HOLA will be in to present a 5 min update

### 1. Administration

#### 1.1 Confirm Minutes

**BOT Meeting 13 Feb 2025**, the minutes were confirmed as presented.

Bec O'Sullivan announced that she is standing down as PM and nominated Nick Webster to be the new PM

Moved: Bec O'Sullivan

Seconded: Nicole Phillips

SHA thanked BOS very much for the time and effort she put into the role since taking up the position.

#### 1.2 HOLA'S to present updates

All HOLA presented their reports

Art & Tech

Anna Farmer - growth within the art department - L19 is a classroom. Class sizes are 20+. The music room needs paint and colour to brighten. Technology AFA is covering this while BGI is away on leave. ECR has a virtual headset, and students will do coding work which will work with the headsets later in the year. We need another digital teacher to get students through classes.

Social Sciences

Science: Refreshing Yr 11 + 12 physics curriculum. There are 2 year 13 biology classes this year.

Pathways: dual pathway and transition. Gateway students get industrial-related credits, Yr 9 become expo, was successful. The transition teacher always changes. There is ongoing training for this teacher. Our students should be getting 15 Credits, which we are not achieving. Ara were disappointing when they didn't take up the offer of room space with us, a lot of time had been spent sorting this out.

Englsh: A big thanks to ASI, Stats from last year were good for last year. Enjoying teaching staff and students. Well-resourced department. Students/staff desire to take up other options, poetry, speeches, etc is great. Year 13 - The Great Gatsby book has been read and enjoyed by students - Gatsby party in period 3 on 25 March. Year 13's are looking at scholarships already, which is great.

Learning Support: Read out a student's writing.

Heads of departments are very passionate, which is great to see, and we need to be proud of this.

Language is now sitting with LAS

DRO and LLA to come in at another time to present.

### 1.3 Action List

### 1.4 Inwards & Outwards Correspondence

NPH has had a couple of emails from Jules at Oamaru Mail regarding recent events at school. NPH replied according.

We need to review our policy within SchoolDocs as to who will reply to media requests if approached. Look at nominating a "Media Person."

At the next meeting, SHA will present how / who deals with commitments if we are approached.

Outwards correspondence:

- A letter was sent out to Ferdi Koen from the Ministry from the property team.
- Reply to Discussions with WBHS Hostel.

### 1.5 Interests Register



#### Note ASL on Interest Register

Add a document for this

**Due Date:** 10 Apr 2025  
**Owner:** Ms. Natalie Matheson

### 1.6 Keys Actions

## 2. Management Reports

### 2.1 Principal's Report

Taken as read

Roll return has been completed - remove students from list for MOE

420 Students presently. Started the year with 436, a number of Year 12's have not returned.

Sharyn Hartland has been appointed as the hostel supervisor.

Incoming Year 9s are taking a bit to settle; vaping, piercing ears, and social media have been keeping staff busy with discipline matters.

Today's events, we are helping the family of a student who has made a poor choice to post on social media, mental health help and police involvement.

Going to approach the staff to wear bright red vests to be seen within the school.

Student leaders have had a great start to the year; the 1-day leadership course in Dunedin was thought provoking.

The BOT needs to be aware of a change from the MOE regarding the BOT's ability to close the school. The board can close the school for 4 half-days for curriculum related purposes, days do not need to be made up.

ERO meetings continue. SLT is working on a survey to go out to the community regarding Attendance.

Māori Education: \$5,000.00 Regional Response Fund to be used for a Noho Marae and Kapa Haka tutor. We will also bring in mentoring of our Māori students. We have a new parent willing to help as Kapa Haka tutor. Draft MES was circulated. Feed back from the BOT that specific māori achieve data to be included.

The year 12's are approved to go to Dunedin for University visits.

Gifted & Talented portifilo - CNE has picked this up.



#### Travel to Dunedin Year 12

The board agreed to pay for buses for the students to go to Dunedin in May and have the opportunity to visit the university. Look at applying for a grant. Will need to look at this for future proofing.

**Decision Date:** 13 Mar 2025  
**Mover:** Bec O'Sullivan  
**Seconder:** Nicole Phillips  
**Outcome:** Approved

### 2.2 Finance Report

BOT agree to re fix term deposit



#### Term deposit

The board agrees for this to be rolled over again.

**Decision Date:** 13 Mar 2025  
**Mover:** Bec O'Sullivan  
**Seconder:** Nicole Phillips  
**Outcome:** Approved



## Security camera

A price for a new security camera was requested, this is \$1845 + GST \$2,122.15 installed.

Camera will go on the corner of the food tech room, overseeing the footpath area looking towards J Block.

Are we able to check with Aotea Security if they can install on a day that they have staff traveling to Oamaru for another job, as board are questioning cost of travel.

**Decision Date:** 13 Mar 2025  
**Mover:** Bec O'Sullivan  
**Seconder:** Nick Webster  
**Outcome:** Approved



## Iris Romans

Following up on the Iris Romans Scholarship we have had a reply from Public Trust.

If the board agrees to wind up the trust, and deregister the trust from the Charities Service register, funds will be paid to the school less fees.

You can invest and us accordingly.

Board agree for BM to move forward to close.

**Decision Date:** 13 Mar 2025  
**Mover:** Bec O'Sullivan  
**Seconder:** Nicole Phillips  
**Outcome:** Approved

People owing for sport fees:

The school will send another financial letter to parents of the school community regarding the payment of sports fees again, copy to staff also. Payment for sports subs are to be paid before sports season starts, this needs to be put out in letter form.

Grant applications are made for families, and families generally give no note of thanks for helping, it takes up a lot of time to chase for money. TIC + sport Co-ordinator needs to take responsibility for chasing fees for sports.

Please add a note to the school bridge forms that if fees are not paid - the student is taken off the sport.

The sports coordinator may need to be the person who phones people to say they cannot go on trips due to non-payment.

Financial report taken as read.

## 2.3 Hostel Report

Hostel report taken as read.

Positive month

The hostel budget needs to be reviewed to get an updated financial position - looking at breaking even.

5 - 6 students in each year level - looking good for this year.

Wanaka's show is upbeat, with maybe two uptakes for the hostel.

## 2.4 Property Report

NWE hasn't heard back re numbers from the Rec Centre for fire purposes.

Move the copper sign "M K Dunning Hall" that is outside above the foyer entrance (road side). Needs to be moved to an area that is within viewing sight of the public, maybe to the side of the hall. We need to quote a removal job and reinstate. SHA will present options to the BOT at the next meeting.

If it is too costly - leave it as is.



### Lunch Area

Tender that was submitted for area has been approved.

**Decision Date:** 13 Mar 2025

**Outcome:** Approved



### N4L

Installation for Wi Fi access

The hostel part is on hold.

School is approved

**Decision Date:** 13 Mar 2025

**Mover:** Bec O'Sullivan

**Seconded:** Nick Webster

**Outcome:** Approved

## 2.5 Staff Report

Taken as read

## 2.6 Student Rep Report

Taken as read

## 3. Health & Safety

### 3.1 Health and Safety

H & S meeting next week for staff, will go through any incidents. We have asked the MOE for support and have requested the Trauma response team to come into the school to chat with staff members. We are waiting for the Ministry to confirm.

EAP - the school pays for counselling for staff members - 3 x free sessions.

To relieve pressure from the Guidance Counsellor, we have requested help from Elizabeth Love. We are waiting on MOE funding.

### 3.2 EOTC Trip Approvals

## 4. Policy Reviews

### 4.1 Review of Policies

Policies are approved.

- Safety Management System
- Risk Management

Check within policies it says PA to run a Hazard registrar - amend to reflect who actually does this.

Dagmar has handed out her Board Portfolios / - Managing Student Behaviour / Disciplinary process for everyone to read and will address at the next meeting.



#### Policies Reviewed

Reivewed and  
and all associated links

**Decision Date:** 13 Mar 2025  
**Mover:** Nicole Phillips  
**Seconded:** Bec O'Sullivan  
**Outcome:** Approved

## 5. General Business

### 5.1 General

Questions were raised over the canteen offering food/meals when we are part of lunches in schools. We are responding to student voice. We have adjusted lunch numbers to minimise waste.

- Who runs the canteen?
- Is it strange that we have school lunches and run a canteen?
- Can we downscale our lunch numbers?



#### Concurrence payment for SHA

Look at redoing this memo

**Due Date:** 17 Jul 2025  
**Owner:** Ms. Natalie Matheson

## 6. In Committee

### 6.1 Concerns and Complaints Register

Into committee

### 6.2 Hostel updates

In committee

### **6.3 EOTC processes**

In committee

## **7. Close Meeting**

### **7.1 Close the meeting**

**Next meeting:** BOT Meeting - 7 Apr 2025, 5:30 pm

**Signed:**  \_\_\_\_\_

**Dated:** 9 April 2025