

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **12 Jun 2025** these minutes were **confirmed with the following changes**:

Note: Bec O'Sullivan was on leave of absence for this meeting.

Name:	Waitaki Girls' High School
Date:	Thursday, 22 May 2025
Time:	5:30 pm to 7:30 pm (NZST)
Location:	Staffroom, WGHS
Board Members:	Brendon Perumal, Dagmar Rohrbach, Louise Lane, Nicole Phillips, Sarah Hay, Sia Nukulasi, Nick Webster, Nick Webster (Chair)
Apologies:	Bec O'Sullivan, Ms. Natalie Matheson, Onna Tangifolau

1. Administration

1.1 Confirm Minutes

BOT Meeting 7 Apr 2025, the minutes were confirmed as presented.

1.2 Interests Register

1.3 Action List

1.4 Inwards & Outwards Correspondence

A letter of resignation from SPI, effective 19th June, was received. Dagmar noted that the resignation had been communicated to SPI students prior to the Board being formally notified. Going forward, it was agreed that the Board should be informed of any staff resignations in the first instance via email.

The resignation was formally accepted by Brendon on behalf of the Board.

A written response from the Board will be drafted and sent to SPI by SHA.



Acknowledgement

A written response from the Board will be drafted and sent to SPI by SHA.

Due Date: 10 Jun 2025

Owner: Sarah Hay

1.5 Keys Actions

1.6 Presentations: Ferdi Koen - Ministry

Guest: Ferdie Koen – Ministry of Education Property Advisor

1. Welcome and Introduction

The committee welcomed Ferdie from the Ministry of Education Property Team.

2. Overview of Funding Process

Ferdie provided an overview of the property funding process. Funding is allocated on a five-year cycle across five designated areas. Plans are developed by consultants and cover both short-term (Years 1–5) and long-term (Years 6–10) property goals. The five priority areas are:

- **Priority 1:** Protection of existing assets
- **Priority 2:** Upgrades to teaching and learning spaces
- **Priority 3:** Staffing facilities and playgrounds
- **Priority 4:** administration blocks are the last priority

3. Importance of Maintenance

Ferdie emphasised the significance of regular maintenance and the proactive role of the school caretaker in identifying and reporting issues. The caretaker was recommended to attend property meetings to provide direct input on maintenance needs. Timely and routine maintenance can significantly reduce the risk of costly repairs over time.

4. Administration Building Upgrade – Planning Discussion

Ferdie encouraged the committee to obtain an A3 copy of the current administration building footprint and begin designing a "dream" layout for an upgraded space. This conceptual design can then be taken to the architect for further development. He also suggested researching examples of successful administration block upgrades at other schools for inspiration and benchmarking. (Note this design process was to get the new roof line sorted).

5. Future Use of X Block

The Ministry is considering repurposing the X block building. It was noted that no plumbing will be required for this intended use.

6. Conclusion

Nick extended his thanks to Ferdie for his presentation and contribution. Ferdie departed the meeting.

1.7 Presentations: Lauren Hueppauff - Sports Director

1. Report from Lauren H

Lauren H presented her report and elaborated on several key points. *(Report attached)*

2. Teacher-in-Charge (TIC) Burnout

It was noted that TICs are experiencing burnout due to the significant amount of their personal time required to manage sporting responsibilities.

3. Challenges with KAMAR

The current use of KAMAR for sports management was discussed. The platform is proving to be difficult to navigate and highly time-consuming, particularly as team compositions frequently change. This results in considerable additional communication with EOTC Coordinator Rebecca Heffernan.

Sarah provided clarification around the KAMAR processes currently in place.

A suggestion was raised that teachers should consider emailing RHE instead of visiting her office in person. Additionally, it was proposed that granting higher user permissions within KAMAR to key staff may streamline the process.

LLA also outlined her experience entering her football team information into KAMAR.

4. Financial Barriers to Participation

LHU raised concerns about the financial barriers faced by some families, noting that while the

school requires the names of students in need in order to apply for funding, families are often hesitant to self-identify due to embarrassment.

It was agreed that communication regarding payment plans must be made clearer so that TICs are fully informed and able to support families appropriately.

5. Proposal for Annual Fundraising

LHU proposed an annual fundraising initiative to establish a dedicated sports fund, which could be accessed by any student requiring financial support. The committee responded positively to this idea.

It was suggested that funds could be generated through wellbeing-focused events, including the possibility of a 10 km fundraiser or a joint event with Waitaki Boys' High School, such as a combined run-a-thon.

6. School Vans and Transport Costs

The feasibility of acquiring an additional school van was discussed. The cost of hiring external vans is currently prohibitive. It was recommended that, when an external hire van is used, the associated costs should be distributed among all van users during that period, rather than being charged solely to the group using the hire van.

7. Acknowledgement

NWE expressed thanks to LHU for her contributions. She departed the meeting at this point.

2. Management Reports

2.1 Principal's Report

Principal's Report

SHA presented highlights from the Principal's Report.

- **Health and Safety:**

It was noted that the date for the upcoming Health and Safety meeting has been changed to **26th June**.

There was **one reported injury** during a Geography camp.

- **EOTC Trips:**

Recent and upcoming Education Outside the Classroom (EOTC) trips include **Netball** and **Badminton**.

Nicole requested that accommodation arrangements for the Netball trip be reviewed to ensure students have appropriate **overnight supervision**. She also recommended that a plan be established for the use of a **private vehicle as an emergency vehicle**, or an alternative arrangement be put in place.

Both Netball and Badminton Trips were approved.

- **Hostel and International Fees:**

SHA proposed increasing the **hostel fee to \$15,000** for 2026 to reflect rising operational costs.

- **Motion:** SHA
- **Seconded:** DRO
- **Motion carried**

- **Hostel Staffing:**

Tina requested additional staffing support in the hostel between **3:00 - 4:00 pm**, a time when the cook is often the only adult present. Refer to the Hostel Report for further details.

- **Staffing Updates:**

- The school is in the process of appointing a **full-time Music teacher**, who will also be able to teach in other subject areas.

- No **domestic applications** have been received for the current **English teaching vacancy**.
- **Year 10 Camp (1–5 December):**

As a **curriculum-based camp**, families can only be asked for a **voluntary donation**. SHA reiterated her position from last year that an **alternative to Hanmer** is needed. The Hanmer camp is cost-prohibitive, time-intensive, and typically only attracts around **30% student attendance**.
The Board supports the cancellation of the Hanmer camp in favour of an accessible and inclusive alternative, ensuring all students have the opportunity to participate.

 - **All approved.**
- **Proposed Student Exchange – Toyo High School (Tokyo):**

A student exchange proposal has been received from **Toyo High School** in Tokyo. The Board supports **further investigation** into the opportunity.
- **2027 Coalition of Girls’ Schools Course:**

SHA proposed that the head students for 2026 attend the International Girls' School Leadership Course in Sydney at the end of January 2026. SHA proposed a cost-neutral approach to the school, eg applying for **Rotary funding** for course costs, with the remainder to be covered through fundraising by the students. A discussion was held regarding the timeline for this. It was suggested that the board is happy for the school to support, but it will need to be organised by the parents if they wish their child to attend. SHA suggested allowing families to use the **school name to apply for additional funding** support. The Board supported this as a private trip rather than an **EOTC event**.
- **Cross Country:**

SHA noted that 3/4 of the school took the incorrect route during the Cross Country. Upon reflection, it was agreed that **clearer course marking and improved instructions** are needed for future events. No harm came to any student, students commented that they enjoyed the adventure of the situation.
- **Annual Plan:**

Work on the Annual Plan will continue. We are making good progress.
- **Report Acceptance:**
 - **Moved:** BPE
 - **Seconded:** NPH
 - **Motion carried.**

2.2 Finance Report

The report was taken as read.

Moved: LLA

Seconded: BPE

2.3 Hostel Report

The Hostel Report was tabled and read.

- There has been a **notable increase in enrolment enquiries** for the upcoming year.
- The current **Hostel budget was prepared based on 15 students**; however, the roll has now increased to **20 students**. As a result, the existing budget is insufficient to meet expenses. A **revised budget** is required to account for the higher student numbers and the associated **additional staffing hours**.
- The Board discussed the **need for a separate Hostel bank account** to improve financial transparency and management.

Staffing Adjustment:

It was proposed that the **Hostel Supervisor's start time be moved from 4:00 pm to 3:00 pm** to better support students during this key transitional period in the afternoon. The Board agreed to **cover the funding shortfall in the interim.**

- **Motion:** NWE
- **Seconded:** NPH

Report Acceptance:

- **Moved:** DRO
- **Motion carried.**

2.4 Property Report

Nick provided an update on property matters, including a key recommendation from Ferdie (Ministry of Education Property Advisor) that the school take **greater control over ongoing maintenance** to ensure timely and cost-effective management of property assets.

It was noted that the **Recreation Centre requires re-cladding.** A formal letter has been sent to Ferdie regarding the **potential transfer of ownership** of the Recreation Centre to the school in the future. While the **local council is expected to continue funding the facility for the next one to two years**, the longer-term funding and ownership remain uncertain.

- **Moved:** BPE
- **Seconded:** LLA
- **Motion carried.**

2.5 Staff Report

General Business

- It was noted that the recent **Tertiary Day was a success**, with positive feedback received. VHA expressed appreciation for the support and assistance provided by staff.
- Concerns were raised regarding **transport capacity**, with **two school vans proving insufficient** to meet current demand.
- It was observed that **staff morale appears generally positive** at this time.
- **Moved:** BPE
- **Seconded:** NWE

2.6 Student Rep Report

Sia provided an update on recent student discussions regarding alternatives to the current academic badge system. Students have expressed interest in revising the presentation format due to the difficulty in sourcing quality rings to accommodate additional badges.

One suggestion put forward is to use a ribbon onto which level badges can be attached, allowing for ongoing additions. Students are continuing to explore further ideas and options.

Sia was thanked for her input and left the meeting at 6:41 pm.

3. Health & Safety

3.1 Health and Safety

3.2 EOTC Trip Approvals

Trips were approved see Principal's report notes.

4. Policy Reviews

4.1 Review of Policies

- LLA suggested the creation of a **comprehensive staff contact list**, including **emergency contacts**, to be made available for staff.
 - **Action:** SHA to follow up on the development of this document.
- Nicole agreed to complete the **review of current school policies** that were listed in the meeting agenda on behalf of the BOT.

5. General Business

5.1 General

Discussion: LHU Report – Equity of Access to Sport

A discussion was held regarding the report presented by LHU, focusing on the financial barriers to student participation in sport.

SHA noted that some parents are experiencing difficulty in paying sports fees. She has been working with Mele Huakau Finau, who is currently supporting a number of Pacific families. SHA is able to submit funding applications on behalf of these families, but parental consent is required before proceeding.

It was affirmed that students will not be excluded from participating in sport if a payment plan is in place. It is important that staff, particularly Teachers-in-Charge (TICs), are reassured of this.

Concerns were raised by TICs about the expectation that they follow up with students regarding unpaid fees, as this negatively affects their relationships with the students.

The committee agreed that a clear process is needed to ensure all staff are aware when a payment plan has been arranged. SHA will email all TICs to outline this process and provide clarity moving forward.

Open Day

SHA reported that the day was successful, and 140-160 girls and their families attended.

Governance and Operational Matters

- **Returning Officer:**
SHA will check the **election schedule** to confirm key dates and requirements for the upcoming Board elections.
- **Board Communication:**
The Board will prepare a communication introducing **Nick** to the school community (this had already been done in the school newsletter). This will also serve as a prompt to raise awareness about the **upcoming Board elections**.
- **Website Update:**
It was noted that some **links under the “Our School” section** of the website were not functioning correctly. Staffing page had been updated.

- **Teacher Aide Funding:**

SHA has been in contact with Nicky Ryan from the MOE regarding **teacher aide funding**, which is currently delayed. SHA continues to seek confirmed funding sources.

The Board discussed the possibility of **providing interim funding** for teacher aide support in the absence of Ministry funding. The Board is **willing to consider funding the positions for the remainder of the year** if no alternative funding is secured.

- **Action:** SHA to present costs of TA's at the next Board meeting for consideration.

6. In Committee

6.1 Concerns and Complaints Register

6.2 Hostel updates

6.3 Feed back on extended suspension.

7. Close Meeting

7.1 Close the meeting

Next meeting: BOT Meeting - 12 Jun 2025, 5:30 pm

Signed:  _____

Dated: 23 June 2025