

# CONFIRMED MINUTES

## BOT MEETING



At the **BOT Meeting** on **16 Oct 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Girls' High School
<b>Date:</b>	Thursday, 18 September 2025
<b>Time:</b>	5:45 pm to 8:30 pm (NZST)
<b>Location:</b>	Staffroom, WGHS
<b>Board Members:</b>	Dagmar Rohrbach, Louise Lane, Onna Tangifolau, Sarah Hay, Tracy Drummond, Amanda Nicholls, Nick Webster, Leonie Groot
<b>Attendees:</b>	Ms. Natalie Matheson, Ben Nettleton

### 1. Administration

#### 1.1 Confirm Minutes

**BOT Meeting 1 Sept 2025**, the minutes were confirmed as presented.

#### 1.2 Head of Houses - Dean Rabbitt

Dean discussed the progress and future plans for inter-house competitions.

Participation in swimming increased by 10%, while athletics decreased by 5%.

The introduction of junior house captains and independent events, such as scavenger hunts and quizzes, boosted involvement. The house with the most bonus points, Wilson, currently leads.

Next year, respect, responsibility, and resilience will be emphasised through term-based activities. The academic cup was revised to include internal assessments. The yearbook will feature house pages with results, aiming to enhance competition. Junior house captains are selected through a voting process.

#### 1.3 Head of Performing Arts - Sherilyn Hellier

Taken as read

A point taken out of the report is that the sound system has obvious issues that need to be looked at - it's not functioning correctly and is causing significant disruptions during hall activities.

Its a shame our students talent isn't always heard when doing performances.

Choirs can no longer be held at the Rec Centre due to fire safety rules, they are only allow to hold 500 people, so all of our school plus parents would push that limit.

## 1.4 Head of Pasifika - Susana Kavatoe

Taken as Read.

Susana, the new Pacifica Dean, focused on improving student attendance and strengthening relationships with Pacific students and their families. She acknowledged the significant contributions of Mentor Mele Hu'akau , who supports students with career pathways and scholarships.

Susana has developed a new subject-specific studies curriculum that engaged both Pacific and non-Pacific students.

Susana has organised events to involve Pacific parents and gather feedback, with a positive turnout. Language Weeks celebrated cultural diversity, and Polyfest fundraising supported school expenses.

While attendance remained a challenge, strategies such as parent meetings showed encouraging improvement.

Originally developed on the fly, the role has now become integral to the school's strategic plans.

## 1.5 Action List

Due Date	Action Title	Owner(s)
17 Jul 2025	Concurrence payment for SHA <b>Status:</b> Completed on 10 Oct 2025	Ms. Natalie Matheson
24 Jul 2025	Vehicles for school / Hostel <b>Status:</b> Completed on 10 Oct 2025	Sarah Hay
31 Aug 2025	North Otago Motors Report <b>Status:</b> Completed on 18 Sept 2025	Sarah Hay
16 Oct 2025	Teacher Aides <b>Status:</b> Not Started	Sarah Hay

## 1.6 Inwards & Outwards Correspondence

Resignation letter from Jill Hinds

Moved: Dagmar Rohrbach

Seconded: Amanda Nicholls

The board gives permission to the board secretary to open any incoming mail that may be received in the office pigeonhole for the BOT.

Letter is to be done to all retiring Board members.

## 1.7 Keys Actions

## 2. Management Reports

### 2.1 Principal's Report

Staffing matters:

Our itinerant music teacher is not going to roll over her contract at the end of the year, she wishes not to return.

Two new English teachers have been appointed:

- Paegan Dalziel
- Grace Michelle

Sandy Woock who has resigned has indicated that she would be happy to return and do 2 periods a day, possibly.

Transition position is being looked at, some of the admin work may come in the admin, due to the time allocated to this position, a little limiting.

We have staff away looking at an Alternative Education program, which we may be able to put in place next year. This may be put in the learning center (a safe space). A one on one situation would benefit students.

Pam Amber's gateway coordinator hours are a little niggly due to the number of hours, so we're just working on looking at whether we're going to cover this internally within the admin department.

An end of year morning tea has been booked in with Riverstone for staff. Normally the board pay \$20 towards the end of year event. The principal is thinking in terms of the amount of upset staff, morale etc with what has taken place the last few months whether the board would be open to the idea of extending that budget to something like \$50 per head for a lunch? 'll come back with a budget. But if the board is open to that, that would be great. That would be very well received by the staff. Please see decision below.

ERO are coming in the first week of Term 4 - Dick may want to meet with the Board (8 and 9 October) they will be here. Sarah has had several meetings with Dick and provided him with a substantial amount of paperwork.

Timetable and staffing for 2026, this has been started to be worked on by Sarah and Jess.

Principal together with the DP have started to look at the timetable, and starting for 2026, so just in terms of the board, you needed to make sure that the board are aware that for the last two years, we've managed to keep staffing at zero so the board haven't paid for any teachers. SHA is squeezing everything to get out zero staffing since we've got Alt Ed coming in.

We may need to look at more teacher-only days for the 2026 / 2027 school calendar.

School is starting all on the same day in 2026, if we do a staggered started, that means we need to do more days at the other end.

IT Development meeting went well, we have had good upgrades of computers etc, this year. N4L update went well. We're experiencing issues with out-of-date Chromebooks, but we should have them sorted by the end of the year.

Hostel - need to think about the hostel wifi - this will need to be thought about in the very near future as a much needed update will be required, at a cost!

10YPP - this is underway, heating is getting looked at next week. - Drones will be flown over next week also to access buildings etc. Chris will over see this.

Start of year 2026:

Strategic plan - SHA presented changes. SHA received correspondence from MOE that this has been postponed until 2027, an email come through this afternoon

Moved: Tracy Drummond

Seconded: Amanda Nicholls



## End of year Lunch

The principal is asking the board for a \$50 limit per person for a lunch at Riverstone - the staff have had a hard year and it would be nice to show appreciation for their work and commitment to our students and to school. The board fully agree.

**Decision Date:** 18 Sept 2025  
**Mover:** Dagmar Rohrbach  
**Seconder:** Nick Webster  
**Outcome:** Approved

## 2.2 Finance Report

Take the report as read.

We have money in the bank.

We need to look at the Hostel and admin upgrade.

We need to do a letter to Springhill Forest Investment regarding the removal of previous board members and adding current members:

Please see the motion below.



## Tree Removal

The board agrees to the removal of the trees in Wilson Park, taking into account that it is an \$8,500 expenditure outside of the budget.

Nick said that he would speak to Grant Purvis to see if he can do this for less; otherwise, go ahead with the above option.

**Decision Date:** 18 Sept 2025  
**Mover:** Amanda Nicholls  
**Seconder:** Nick Webster  
**Outcome:** Approved



## Springhill Forest Investment

Write to Spring Hill Forest

Requesting removal of previous board members and supplying Spring Hill with new current members with :

The board agree to request the removal of:

- Emma Lee Middlemass
- Jacqueline Faye Grant
- Lyndon Paul McLay
- MacKenzie Rae Skene
- Sandra Anne Tonkin
- Sandra Louise Ballantyne
- Tracy Christine Walker

Adding new members:

- Nicholas John Webster
- Dagmar Hildegard Rohrbach

- Tracy Drummond
- Amanda Nicholls
- Onna Telesia Tangifolau
- Sarah Jane Hay

**Decision Date:** 18 Sept 2025  
**Mover:** Amanda Nicholls  
**Seconded:** Dagmar Rohrbach

## 2.3 Hostel Report

Taken as read.

Moved: Amanda Nicholls

Seconded: Tracy Drummond

## 2.4 Property Report

Taken as read

Surface mould testing has been completed due to a staff member's illness.

The contractor is coming to test for internal building mould. This may lead to a closure of the office; we will need to wait for the full results.

The ministry has approved funding for the repair of the roofing and spouting, totalling \$265,000, to remenuate the building. You have one year to spend, which takes it to August next year. If we replace like for like, this might give us five years, versus doing the whole building at one time.

The board wants a 2nd scoping for plan options and costs. Request that Michael come to the next board meeting to provide further explanation of ideas.

Moved: Amanda Nicholls

Seconded: Tracy Drummond



### Admin upgrade

The board agree to investigate plans for refurbishing the admin building

**Decision Date:** 18 Sept 2025  
**Mover:** Amanda Nicholls  
**Seconded:** Dagmar Rohrbach  
**Outcome:** Approved



### MF to attend next board meeting

Invite Michael to the next board meeting

**Due Date:** 24 Oct 2025  
**Owner:** Sarah Hay

## 2.5 Staff Report

Taken as read

Moved: Amanda Nicholls

Seconded: Tracy Drummond

## **2.6 Student Rep Report**

Taken as read.

Plait project on the 3rd September - raised \$5,500, which was great!

Polyfest on the 4th - very proud of the students that took part in that.

Run project was fun and some students took part.

Moved: Nick Webster

Seconded: Amanda Nicholls

## **3. Health & Safety**

### **3.1 Health and Safety**

### **3.2 EOTC**

## **4. Policy Reviews**

### **4.1 Review of Policies**

## **5. General Business**

### **5.1 General**

Teacher Aide - This needs to be looked at. It would be great to have a teacher aide in each Year 9 classroom. However, in 2026, our Year 9 cohort is expected to have fewer behavioural issues. The board will look at funding teacher aides next year, and SHA will present at the next meeting.

Ben Nettleton has joined the meeting 7 pm

It was just an introduction to all members.

Ben thanked everyone for welcoming him into the school. It has been great to get a better picture of the environment at WGHs. He hopes that we do not see too much of him. He would like to make a plan. He has another week of scoping to do before he goes back to the ministry with what he has identified.

He has identified some key changes that he would like to recommend.

Tracy feels that the new incoming board members have been kept out of the loop. Ben is happy to have a one-on-one discussion with Tracy to bring her up to speed.

### **5.2 Admin Block**

6. In Committee

**6.1 Concerns and Complaints Register**

**6.2 Hostel updates**

7. Close Meeting

**7.1 Close the meeting**

**Next meeting:** BOT Meeting - 16 Oct 2025, 5:45 pm

**Signature:**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

**Date:** 11 Nov 2025