

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **1 Sept 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Thursday, 24 July 2025
Time:	5:30 pm to 8:00 pm (NZST)
Location:	Staffroom, WGHS
Board Members:	Louise Lane, Nicole Phillips, Onna Tangifolau, Sarah Hay, Sia Nukulasi, Nick Webster
Attendees:	Ms. Natalie Matheson
Apologies:	Brendon Perumal, Dagmar Rohrbach, Bec O'Sullivan

1. Administration

1.1 Confirm Minutes

BOT Meeting 12 Jun 2025, the minutes were confirmed as presented.

1.2 Lynda Araya Scott - Literacy Report

Lynda's Report

- Focus on improving literacy outcomes for our students remains a priority.
- The Learning Support Coordinator attended a conference during the holidays and was able to purchase a selection of new books at an excellent price.
- Year 10 students recently completed assessments and performed well overall, with all achieving their credits. Attendance for this cohort was high, which is encouraging.
- However, Pacific students recorded a notably low pass rate, highlighting the need for additional targeted support. This trend is in contrast to the national picture, where results are improving.
- Reading results showed a drop compared to previous years, while writing and reading pass rates for Year 11 students remain reasonable.
- Upcoming staffing changes are expected to provide greater support for students, particularly in key target areas. If students are not achieving success in the Common Assessment, it is unlikely they will pass overall, reinforcing the importance of early intervention.

1.3 Louise Lane - Numeracy report

Louise's Report

- Current trends in student outcomes are still not meeting expectations. While the intent and planning behind programmes are strong, the impact is not fully translating to student engagement and achievement.
- Mrs Aker continues to demonstrate exceptional dedication to supporting students.
- Pacific/Migrant students are facing particular challenges, with language and cultural differences contributing to lower achievement. Additional targeted strategies are required to address these barriers.
- A comprehensive review and overhaul of the junior curriculum is recommended to better meet the needs of all learners.
- Paper-based resources remain effective for many students and should continue to be utilised where they support improved learning outcomes.
- Overall progress is steady, but there is significant potential to improve results through curriculum refinement and targeted support initiatives.

1.4 Mid-year Academic Report

Principal's Report

Introduction of Mid-Year Achievement Report

This year, we have introduced the *Mid-Year Achievement Report* as a new initiative to track and showcase student progress throughout the year. The report includes data on Year 9 students, comparing performance across subjects, identifying both extension and underperforming students, and highlighting trends.

Tracking student progress, particularly for junior students, remains challenging. However, the inclusion of baseline data - comparing performance nationally - provides valuable insights for our annual reporting.

Key Findings – Junior Students

- The average base level for our students is 89%, slightly below the national average.
- A small number of students are working below their required level; it will be important to monitor these closely to assess any changes by year-end.
- Māori and Pacific students are, on average, performing slightly below other cohorts.
- Current data indicate that our Year 9 cohort, based on present trends, is unlikely to achieve scholarships in their senior years without targeted intervention.
- Some Year 10 students are currently performing below Level 4, when the expected standard is Level 5.
- Alternative Education programmes are being introduced to re-engage and support students who are at risk of disengagement.

Numeracy and Literacy

- Results from the Common Assessments in Numeracy and Literacy are positive, indicating that current interventions are having a measurable impact.
- Overall, students are on track in these areas at this stage of the year.

Senior Student Performance and Interventions

- Year 11 performance remains difficult to gauge accurately at this stage.
- Year 12 students are tracking well, and Year 13 students are performing strongly.

- Teacher Aide support and Alternative Education options remain essential for students with behavioural challenges or specific learning needs.

Summary

This mid-year data gives us a clear picture of where students are currently positioned in relation to curriculum expectations. While the majority are on track, targeted intervention will be required for underperforming cohorts, particularly within junior levels and among Māori and Pacific learners. Continued monitoring and support will be essential to ensure progress is evident by the end of the year.

Year 11 performance is proving difficult to gauge at this stage due to new NCEA assessment. Year 12 students are tracking well, and Year 13 students are performing strongly.

Moved: NPH

Seconded: OTA

1.5 Action List

Due Date	Action Title	Owner(s)
10 Jun 2025	Acknowledgement Status: Completed on 12 Jun 2025	Sarah Hay
12 Jun 2025	Process for fundraising Status: Completed on 12 Jun 2025	Angela Slemint
17 Jul 2025	Concurrence payment for SHA Status: Not Started	Ms. Natalie Matheson
24 Jul 2025	Vehicles for school / Hostel Status: Not Started	Sarah Hay
16 Oct 2025	Teacher Aides Status: Not Started	Sarah Hay



North Otago Motors Report

Write up a brief on the conversation re hiring.

Due Date: 31 Aug 2025

Owner: Sarah Hay

1.6 Inwards & Outwards Correspondence

Board Decisions and Actions

1. PAM – Resignation

- The Board accepted PAM's resignation.
- *Action:* Principal to respond formally.

2. JCO – Sabbatical

- The Board approved JCO's application for sabbatical leave.
- *Action:* Principal to respond formally with support letter from the BOT

3. VLI – Position Extension

- The Board agreed to extend VLI's current 0.6 FTE position for one year, with a review to be conducted next year.
- *Action:* Letter to be drafted; with SHA to discuss her duty allocation.

4. Confidential Items

- Pages 38–39: Redact names.

5. Property Sale Inquiry

- Duncan Cotterill Lawyers contacted the school to inquire about how the property was acquired and the rationale for selling.
- Issues have been raised regarding Section 28; SHA recommends its removal but will check with Lawyer.
- *Action:* SHA to follow up with the lawyer.

Moved: Nicole

Seconded: Onna

1.7 Interests Register

1.8 Keys Actions

2. Management Reports

2.1 Principal's Report

Principal's Report

Emergency Drills

- An emergency fire drill was conducted, followed shortly by a real evacuation. Both provided valuable practice and highlighted our preparedness. These were discussed at the Health and Safety Meeting.

Staffing

- Mr Reyes has commenced his role in Music and is settling in well.
- Ms Sharyn Hartland, a new Teacher Aide funded by the Board, has been appointed and is already working with students.

N4L Internet Upgrade

- The Network for Learning upgrade is scheduled for 4–6 August. This will result in temporary technology disruptions, requiring classes to use pen-and-paper resources during this period.
- An additional cost of \$4,600 will be required to complete the gym upgrade, in addition to the previously presented costs. This increase was due to the omission of the Hostel and this area hadn't been considered.

Strategic Planning

- Community voice will be gathered via surveys, using the same questions as last year, tailored separately for students, staff, and the wider community.
- The next Board meeting in August will be a strategic meeting only.
- An appreciative inquiry will be conducted with staff, and their voice will be collected.
- A Pacifica Hui is scheduled for 12 August; a Māori Hui was held earlier in the year.

Attendance

- Student attendance remains a work in progress, with continued monitoring and support required.

Property and Grounds

- Ongoing pigeon issues require a pest control contractor; Principal to follow up.

- Lunch area refurbishment is now complete and has been well-received.
- Admin Building: The Board is to determine the scope of the refurbishment project: whether to repair the roof only or proceed with a full building refurbishment. Clarification is needed regarding available funds and existing allocations (e.g., admin block). Further discussion is required.
- Kahui Ako is concluding; further information is being gathered before letters are issued to involved staff.

Uniform Review

- Current uniform costs are high. Consider options to reduce costs, such as removing pockets and tartan from short-sleeve shirts. This was approved by the Board. *Motion required.*
- The current blazer supplier is ceasing production; NZ Uniform can supply replacements. The Board agreed to go with NZ Uniforms. *Motion required.*
- NZ Uniforms has put forward a new contract for five years, and the school will receive a percentage of sales. They have also an online shop that can support our onsite uniform shop run by Kaye Taylor. There are also options to help with payment plans for families. *Motion required.*
- Discussion regarding our sports and casual apparel contract, which is held by Kukri Clothing and is set to expire at the end of this year. NZ Uniform has presented options with improved fit and quality. A discussion was held on whether we could source these items locally. *Motion required.*

Donation Scheme

- The school currently receives approximately \$150 per enrolled student under the donation scheme, which significantly contributes to school funds. Recommended continuation of this scheme. *Motion required.*

Student Behaviour

- Several stand-downs have occurred this term due to behavioural issues.

Moved: NPH

Seconded: LLA



Donation Scheme

The board agrees to continue to "Opt-in" to the School Donation Scheme for the coming years. This will be reviewed annually in June.

Decision Date: 24 Jul 2025
Mover: Nicole Phillips
Seconder: Nick Webster
Outcome: Approved



School Uniform

The Board has agreed that:

- That students may wear any plain black shorts or black leggings for PE. There is no requirement to buy these items through the school uniform shop.
- To change the school shirts. NZ Uniform has introduced new white shirts (Brunt Clarch) for both winter and summer, offering an improved fit and higher quality. The new shirts do not have pockets or tartan on the short-sleeved design.

- PE tops will remain part of the uniform to ensure students present a smart and consistent appearance during Physical Education classes.
- To continue with NZ Uniform as the supplier for school uniforms and sign the five-year contract, while exploring the option of using Jack Sutherland for leavers' gear, sports fundraising tops, and similar items.

Decision Date: 24 Jul 2025
Mover: Sarah Hay
Seconder: Nick Webster
Outcome: Approved



Refurbishment

SHA was seeking the Board's support to proceed with the initial stages of either refurbishing the Administration Block or renewing the roof, due to ongoing leaks.

Before a decision can be made, the Board has requested that Michael Forgie provide a clear overview of the process, including:

- A. **Timeline** – indicative timeframes for each stage of the work.
- B. **Cost** – an estimate of costs for both refurbishment and roof renewal.

Once this information is received, the Board can confirm the preferred option and approve the next steps.

Decision Date: 24 Jul 2025
Mover: Sarah Hay
Seconder: Onna Tangifolau
Outcome: Not Approved

2.2 Finance Report

Finance Update

- Nick met with ASL regarding the finance report.
- Discussed funds in the activity accounts (as per the auditor's requirements) and confirmed that funds must be spent or be tagged for a specific purpose, and that funds are not to remain in the activity accounts without reason.
- The PE, Social Science, and Science budgets are currently under pressure due to curriculum-related expenses and overnight camps, which have had a poor response to the voluntary contribution. Departments will need to be mindful of costs for the remainder of the year.
- Office Max has approached the school regarding the purchase of a coffee machine. This option was found to be costly – see motion below for decision.
- The Board does not currently have a Finance Subcommittee. It was agreed that NWE will oversee this role until new members are appointed.

Moved: OTA

Seconded: NPH



Activity Accounts end of year process

It is moved that the activity balance accounts are to be tagged for use for the following year, or funds will be absorbed into school equity.

Decision Date: 24 Jul 2025

Mover: Nick Webster
Seconder: Louise Lane
Outcome: Approved



Coffee Machine

Coffee Machine Proposal

- The Board does not agree to proceed with the purchase of a coffee machine.
- The Board agrees to provide staff with one complimentary hot drink, issued via vouchers through One Smart Coffee. A time limit will be applied to the use of each voucher.

Decision Date: 24 Jul 2025
Mover: Nick Webster
Seconder: Nicole Phillips
Outcome: Not Approved

2.3 Hostel Report

Hostel Report

- Tina's report was taken as read.
- Approval was given to explore the purchase of additional couches for the common room, with the Hostel Manager to investigate options from second-hand shops.
- The hostel house is currently having power meters installed before new tenants can move in.

2.4 Property Report

Property Report

- Taken as read.
- Condensation issues in the Junior Block windows continue. The company inspecting the windows has confirmed it is condensation and not leakage.

Moved: OTA

seconded: NPH

2.5 Staff Report

Taken as read.

2.6 Student Rep Report

Student report taken as read.

Sports day with St Kevin's and Waitaki Boys' High School went well. It was a great effort by all teams, considering the challenging weather conditions.

Moved: SHA

Seconded: OTA

3. Health & Safety

3.1 Health and Safety

Health & Safety Report

- A Health & Safety meeting was held, which included a site walk to identify potential hazards in the L-block area.
- The main issue identified was a raised edge of concrete where a staff member had tripped. A safety barrier has now been installed around the area.

3.2 EOTC Trip Approvals

Netball Tournament in Dunedin

- Check bed arrangements for bed sharing?
- Fundraising for netball has happened with a Quiz night and Putney fundraiser.
- Approval for the Secondary School Netball tournament given.

Hockey Tournament in Nelson

- Approval for the Hockey Tournament was given.



ETOC - sports trips

The board approves both the hockey and Netball trips, to take place in their respective locations.

Decision Date: 24 Jul 2025
Mover: Nicole Phillips
Seconder: Louise Lane
Outcome: Approved

4. Policy Reviews

4.1 Review of Policies

Policy Review

- Taken as read with no changes required.
- No amendments are needed to the Child Protection Policy.
- SHA has reviewed the following policies: Police Vetting, Food & Nutrition, and Missing Student - no changes were necessary.

5. General Business

5.1 General

5.2 Waitaki Ara Kāhui Ako

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 - 1 Sept 2025, 6:15 pm

A handwritten signature in black ink, appearing to read 'Nick Webster', with a stylized, cursive style.

Nick Webster
15 Sep 2025