

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **29 Jan 2026** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Monday, 15 December 2025
Time:	5:45 pm to 7:00 pm (NZDT)
Location:	Staffroom, WGHS
Board Members:	Dagmar Rohrbach, Louise Lane, Sarah Hay, Tracy Drummond, Amanda Nicholls, Nick Webster
Attendees:	Ms. Natalie Matheson, Ben Nettleton
Apologies:	Leonie Groot, Onna Tangifolau

1. Opening Meeting
2. For Decision - items requiring formal board approval

2.1 Hostel Internet and Firewall

Discussed the fact that the hostel's internet will be cut off on 12 March when the final stage of the N4L upgrade of the school happens. We were quoted \$17,169 (early in 2025) to complete the remaining work on the school project. We would need to allow a maximum upgrade of \$30,000 for the hostel (additional costs will be the New Era (IT) work they need to complete, with increased costs to complete this work, separate from the school). The board debated whether the same level of security required by the school was necessary, given that alternatives were available. If we were going to use the N4L, it needed to be approved tonight, as the equipment would not be available in time. The BOT decided earlier this year not to proceed with the hostel until its future direction has been determined.

- N4L would need to come back and requote to get a final figure
- If we progress, funds would have to come out of our reserves
- The top hostel is not being considered in this proposal.
- There will be no connectivity between the school and hostel, so students can't piggyback.
- This is a significant amount of money, and we may need to review quotes from other suppliers.
- The most significant issues are fire and safety issues.
- One deaf student has a bed shaker connected; a workaround will need to be implemented for her.
- We need to consider finding out costs from other providers (One, Spark and Starlink etc).



Hostel N4L - Wifi Upgrade

Look at holding off at this stage.

Send the current network quote to Spark Business, One NZ Business and request counter-quotes that include a comparable option and a 12-month (short-term) option for comparison.

Decision Date:	15 Dec 2025
Mover:	Nick Webster
Seconded:	Amanda Nicholls
Outcome:	Not Approved

2.2 Administration Block

Consultation has taken place between staff.

After the final plans have come back today there is one final discussion needed regarding the Deans area to confirm whether they want one large open work area or separated spaces (sliding doors), and report their preference to the project team.

General comments:

- The meeting room has moved.
- We have one wheelchair-accessible bathroom.
- Look at moving the EOTC to a new location
- Sick bay is looking better
- The cleaners' cupboard has been made bigger
- Reception is looking good
- Look at painting the staff room and laying new carpet throughout the whole building - budget dependent.

The BOT raised questions about the project scope because the second-floor windows appear new in the drawings, and it was unclear whether they were part of the work being completed. Once again, it will come down to the budget. These questions will be relayed to Michael Forgie and will be obvious once the costings are presented.

The BOT asked exactly what funds (Futures Trust, Eunice Brown, Narline Gin, Forest Investment shares) they have access to and asked that the Business Manager clarify this in her next report.



Admin Building

The board approves that Michael Forgie be given the go-ahead to price up the drawn administration-block plans and return detailed costings so the board can decide whether to proceed or scale back.

Decision Date:	15 Dec 2025
Mover:	Amanda Nicholls
Seconded:	Nick Webster
Outcome:	Approved

3. For Discussion - items where board input is sought but no

resolution is required

3.1 Strategic Planning Workshop 2026

Ben Nettleton has approached a facilitator to run a strategic planning workshop. Need to find a location that we can work from.

Dates for consideration:

- 14 February 2026
- 21st February 2026

Ben to follow up with the facilitator (Jane) to see if she can offer an afternoon/evening option, which may work better for board members. Ben will lock a time and date in as soon as possible.

Key strategic issues:

- Hostel
- The discussion is what is the alternative to boarding at Waitaki Girls' High School - how do we provide boarding opportunities for girls here in Oamaru?
- Cultural relationship
- ERO report feedback
- Invite Senior Leadership Team members for the strategic planning session and ensure an operational perspective is available during the workshop.
- SHA to discuss hostel options, next steps and confidentiality considerations during a catch-up with the two other principals of local High Schools and report back to the board
- SHA to invite community members who showed interest in attending a strategic meeting.

4. For Information - updates and reports for board awareness

4.1 10 Year Property Plan (10YPP)

The school has received the initial 10YPP and will hold a follow-up meeting in late January, as several items are not on the list. The report highlighted that the Lichen on the roofs is a significant issue, and follow-up work will be needed to see what is not working with our current practice.

The question was raised as to whether this can be split into a year-by-year plan. The BOT needs more details on how Property 5YPP and 10YPP, and maintenance works, apply in a school setting. SHA will provide this at another BOT meeting.

5. Administration

5.1 Confirm Minutes

Board of Trustees Meeting 17 Nov 2025, the minutes were confirmed as presented.

5.2 Principal's Report

Report taken as read.

SHA highlighted that in Term 4 we continued to have challenging behaviour displayed by a small group of Year 9 and 10 students. We have tried many interventions and will be working with whānau before the start of the school to support students in 2026.

Pleased that we are fully staffed at this point.

5.3 Health & Safety Report

The Term 4 meeting was held with no matters to be brought to the BOT's attention.

(Note our final evacuation was a Tsunami on Monday 1 December - this went smoothly without incident).

5.4 Inwards & Ourwards Correspondence

Staff Leave:

- Staff member requests leave: one week (without leave pay) from 29th June to 3rd July 2026. This was approved because SHA explained that cover can be put in place and will have minimal impact on students and their learning.
- SHA highlighted that she is concerned about staff requesting leave during term time and that the BOT needs to be careful when approving leave if it impacts students and other staff.
- LSM is responsible for these matters.

ERO Letter:

- The Term 4 summary letter was received. This aligned with the discussions that ERO, BOT, and SLT had participated in.
- The main issue highlighted was leadership issues, which the BOT was aware of
- A discussion around attendance was held. Unfortunately, no broader context is provided with these figures, which makes us look bad. Most schools have poor attendance, and WGHS is no different to other North Otago schools.

The LSM is to draft a public communications statement confirming the school's commitment to Te Tiriti principles, circulate it for board approval, and then send it to the school community before the end of the year.

6. In Committee

7. Board & Principal Only Time

7.1 recommend inserting a 10 - 15 min slot following In Committee

8. Board Only Time

8.1 Time for governance reflection and internal discussion

9. Close Meeting

9.1 Close the meeting

Next meeting: No date for the next meeting has been set.

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

Nick Webster
10 Feb 2026