

CONFIRMED MINUTES

BOT MEETING



At the **Board of Trustees Meeting** on **17 Nov 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Thursday, 16 October 2025
Time:	5:45 pm to 7:45 pm (NZDT)
Location:	Staffroom, WGHS
Board Members:	Dagmar Rohrbach, Louise Lane, Onna Tangifolau, Sarah Hay, Tracy Drummond, Amanda Nicholls, Nick Webster
Attendees:	Ms. Natalie Matheson

1. Administration

1.1 Confirm Minutes

BOT Meeting 18 Sept 2025, the minutes were confirmed as presented.

Welcome to everyone:

Everyone is present, and we welcome Ben Nettleton, our LSM, who is here tonight.

Jessica Wright and Jenny Corlet are also present to present their reports to the board..

Minutes are confirmed.

Moved: Amanda Nicholls

Seconded: Tracy Drummond

1.2 Jess Wright - Attendance presentation

Jeccissa Wright present her Attendance / Wellbeing report to the board

Main points as follows:

- Discusses the importance of understanding the wellbeing of students and the impact of external factors like media on their mental health.
- Spoke about the attendance reports from the Ministry, which provide detailed data but are not specific to similar schools.
- Offered to share the school's plan from the Ministry of Education, highlighting the importance of wellbeing initiatives funded by the NZ Council for Educational Research.
- Notes the positive impact of the school's wellbeing initiatives, particularly for senior students, and the challenges faced by younger students due to external pressures.

- Highlights the rocky transition for Year 9 students and the impact of media on their mental health.
- Mentions the need for a structured peer support program to build community among Year 9 students.
- Discusses the challenges of meeting new government expectations that limit flexibility in the start-of-year program.
- Expresses concern about students who are not exhibiting major behaviour issues but still need support, particularly those who are quiet and may be overlooked.

1.3 Jenny Corlet - PB4L Presentation

Jenny Corlet presented a very informative report

- Talks about introducing the "Pulse" weekly check-in program, where students rate their feelings and share what's on their minds.
- Discusses the potential for a wellbeing time for Year 9 and 10 students, focusing on pro-social teaching and addressing feelings of disconnection.
- Mentions the success of the Pacifica girls in feeling connected and the ongoing work needed for Māori girls.
- Emphasises the importance of addressing the perception of an aggressive school culture among Year 9 students and the need for continued empathy and support.
- Discusses the challenge of parental engagement and the impact of community values on school behaviour.
- Mentions the importance of positive communication and building relationships with students and parents.
- Highlights the need for ongoing efforts to support students who are not major behavior issues but still need help.
- Introduces the Positive Behaviour for Learning (PB4L) framework, which includes tiered interventions for students at different levels of need.
- Explains the restorative practices and the importance of building positive relationships between teachers and students.
- Discusses the need for data collection and evaluation to monitor the effectiveness of interventions.
- Highlights the importance of cultural responsiveness and the role of classroom teachers in supporting students.

1.4 Action List

1.5 Inwards & Outwards Correspondence

1.6 Keys Actions

2. Management Reports

2.1 Principal's Report

No concerns within Health & Safety

The Principal presented the proposed **2026 school calendar** for the Board's approval. The draft calendar outlines a total of **380 school days**, beginning **Thursday, 29 January 2026**, and concluding **Friday, 11 December 2026**.

The proposed term structure is as follows:

- **Term 1:** Begins 29 January – 10 weeks
- **Term 2:** Begins 20 April – 11 weeks
- **Term 3:** Begins 20 July – 10 weeks
- **Term 4:** Begins 12 October – 9 weeks

Teacher-only days and other specific events will be added later, but this calendar provides the overall framework.

The Principal noted a directive from the Director of Education, David Tapp, requiring that the first day of attendance (Day 1) must be the same day for all students to be on site. In previous years, the first day of attendance was counted from the Monday after staff preparation days, but moving forward, attendance will officially begin when all students are present on site — in this case, Thursday, 29 January, is the first day of school.

The school will also coordinate our calendar alignment with Waitaki Boys' High School to ensure consistency in key dates, such as prizegivings and other shared events.

Industrial action in terms of the relief band. Under PPTA, relief members cannot take a class, which makes it very tricky. 23 October, there is a full strike for all PPTA members. The Graduation dinner will continue to go ahead - the staff enjoy taking part in this plus it is outside of work hours. It would be great for the strike to end as it will have an impact on our academic results.

ERO was in last week. Dick Edmonston, our ERO Lead Partner, gave SHA an initial outline as to what they were going to go over, this changed on the Monday morning before their arrival. A full report is expected back from ERO within a couple of weeks.

Staffing provision we have been given up to 434 - our roll is only 410, not sure how we got the high staffing. 1st March roll return will be lower due to this.

Strategic plan:

- Discusses the need for a strategic plan that aligns with the school's goals and the importance of using the current plan as a basis for the annual plan.
- The need to facilitate a session to develop the new strategic plan, focusing on key areas like financial stability, property, and alumni growth
- emphasises the importance of having a clear strategic plan to guide the school's efforts and ensure long-term success.
- Highlights the need for ongoing communication and collaboration with the board to refine and update the strategic plan.
- Move to a new strategic plan, need to have a shift, hoping the board will approve the development strategic plan, working with Ben to develop a new plan for 2027.

The Board is happy on the basis of what we have developed presently with the intention of redoing next year: Approved.

SHA will continue to work on the annual plan

EOTC has no approvals for the BOT, but the Year 10 camp will be presented next month.

Staffing Matters: A new teacher was appointed for our 2026 English position, but unfortunately, they have now resigned. We will need to re-advertise this position. We have interviewed a new teacher who is to cover Term 4 English, starting on Monday, 20 October 2025.

Alternative Education: We are going to release Bridge McKenzie from her role as English teacher to allow her to run this. We are welcoming a couple of new students who will be returning to

school, and they will need this support. Alt Ed is a learning programme to support students who find mainstream classes challenging.

Junior academic tracking - nice to see how things are moving in Year 9 and Year 10.

Teacher Aids:

- Discuss the need for additional staffing to support the school's programs and initiatives. We may need to inform non-permanent T/A that we do not have sufficient funds to retain them. Unsure of doing this before the budget is set. At present, 3 permanent T/A
- We need to address the importance of addressing the academic and social needs of students who are struggling in mainstream education.
- Emphasises the need for a collaborative approach to support students and ensure their success with the use of teacher aides.
- Discusses the need for \$50,000 to support Teacher Aids, similar to the previous year
- Having Teacher aides is important for both academic and social support for students.
- The financial constraints and the need to guarantee at least one Teacher Aid position.
- Questions the long-term sustainability of funding Teacher Aids, suggesting strategic planning for future budgeting.

The principal is asking for the board to approve funding and extra amount of \$50,000 for T/A's next year with keeping our 3 x permanent employees and 1 x fixed term already funded.

One student in the hostel has been gated, due to poor behaviour.



Teacher Aid Funding

The board agrees to support funding of \$50,000 to retain one T/A, along with the three permanents. This will secure one current part-timer in a fixed-term full-time position.

The board needs to look at a long-term strategic plan for how to sustain and continue funding to keep T/A's in the future.

Decision Date: 16 Oct 2025
Mover: Dagmar Rohrbach
Seconder: Onna Tangifolau
Outcome: Approved



Calendar dates for 2026

The Board reviewed and **approved the proposed 2026 school calendar** as presented.

Decision Date: 16 Oct 2025
Mover: Nick Webster
Seconder: Amanda Nicholls
Outcome: Approved



Calendar for 2026

- Finalise and distribute the confirmed 2026 calendar to staff and community.
- Continue coordination with Waitaki Boys High school to align key events.

Due Date: 17 Nov 2025
Owner: Sarah Hay

2.2 Finance Report

Need to decide on the admin block and the hostel conversation needs to be had.

The board needs to be aware that we need to spend the money on the admin building by August next year, otherwise we will lose it.

Moved: TDR

Seconded: OTA

2.3 Hostel Report

The hostel is not financially breaking even. We cannot use school funds to prop this up. The Ministry keeps in contact with us regarding any updates on the decisions we are making. International students are being used to support hostel funds. The wider challenge is whether the hostel fits in with the school long-term?

- The board discussed the financial challenges of maintaining the hostel.
- Raised concerns about the long-term sustainability of the hostel and its impact on the school's finances.

Some upgrades are coming up for the hostel, and decisions need to be made if we can fund these, including the wifi.

Between now and the end of the year, we need to schedule a meeting to discuss all these matters.

Currently, we do not have a hostel representative on the board. Should we consider reestablishing a subcommittee to gather information?

The board have committed to making a decision by next year, regarding the future of the hostel.

Continue to work with the ministry to keep them informed, as a decision regarding the possible closure in 2028 will be made next year. The BOT will seek feedback from the community.

moved: Amanda Nicholls

seconded: Dagmar Rohrbach

2.4 Hostel fees for short stay



We are receiving inquiries about short-term stays at the hostel. ...

We are receiving inquiries about short-term stays at the hostel. Prices to be confirmed as:

- Weekly price is \$450, and
- For a term, as above, pending on the number of weeks within that term.

All in favour

Decision Date: 16 Oct 2025
Mover: Amanda Nicholls
Seconder: Dagmar Rohrbach
Outcome: Approved

2.5 Hostel sub-committee

2.6 Property Report

- The admin block roof was discussed regarding the funds that we have been allocated to repair it, and that these funds need to be allocated, otherwise we will lose them.
- Suggest getting an appraisal for the school's land and buildings to inform strategic planning and budgeting. (This comes under our 10YPP.
- The importance of having accurate financial information to make informed decisions about property and building maintenance.
- Emphasises the need for a clear plan and budget to ensure the school's property and buildings are well-maintained and sustainable.
- The top hostel needs to be appraised by a land agent, so we know its value.
- Arrange for two local property land agents to do an appraisal on the building. Seek advice from Michael Forgie regarding this.

2.7 Michael Forgie

2.8 Staff Report

Louise gave a verbal update of the goings on within the school.

- discusses the importance of clear communication and transparency with the board and the community.
- suggests providing more detailed reports on upcoming events and activities to keep the board informed.
- highlights the importance of maintaining a positive and supportive environment for staff and students.

Moved: Lousie Lane

Seconded: Nick Webster

2.9 Student Rep Report

Leonie gave a verbal update of the goings on within school.

Great to hear the many things that have been happening within school at this time of the year.

moved: Nick Webster

seconded: Amanda Nicholls

3. Health & Safety

3.1 Health and Safety

Over the holidays, the L Block courtyard area, which caused a fall, has been re-tar-sealed.

No matters of concern presently.

3.2 EOTC

4. Policy Reviews

4.1 Review of Policies

5. General Business

5.1 General

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: No date for the next meeting has been set.

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

Nick Webster
27 Jan 2026