

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **BOT Meeting** on **15 Dec 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Monday, 17 November 2025
Time:	5:30 pm to 9:00 pm (NZDT)
Location:	Staffroom, WGHS
Board Members:	Amanda Nicholls, Dagmar Rohrbach, Leonie Groot, Louise Lane, Nick Webster, Onna Tangifolau, Sarah Hay, Tracy Drummond
Attendees:	Angela Slemint, Ben Nettleton, Ms. Natalie Matheson

1. Opening Meeting

1.1 Interest Register

2. Presentations

2.1 Hostel Overview (Tina Presentation)

Tina presented her report.

- The Ministry of Education are considering new policies for hostels, including having an adult in the building at all time This will prove difficult with our current staffing.
 - May need to look at employing a person who actually works overnight
- Losing the lunches in schools money has been challenging for the hostel.
- Tina moving off site has been great for her and her family, not so good for job purposes
- Tina is using her own personal phone, doesn't have a school phone, this is a problem now.
- Hostel staff can not committee to end of year function, it would be nice for them to feel included and valued as well.
- Top hostel would be Tina's preference, but you would need at least 30 students. It has a nicer feel.
- Noise from the Rec Centre is an issue due to the events that take place, they often finish late at night.
- Tina's laptop was replaced with a desktop, isn't ideal as she can't do work from home. (this was only due to lack of school supply, due to a Microsoft update that needed to take place on all devices and school found out some laptops were not able to be update which put pressure on supply). This will be replaced again next year.

The question was asked of Tina: how can we get more students to the hostel:

- The school needs to draw students to the school.
- Marketing as a small boutique hostel.
- Do we have to go to other destinations to advertise, i.e, Ashburton, West Coast.
- on TOD the Rec Centre can be used - this needs to be booked in with Di at the Rec Centre
- Better indoor-outdoor flow at Kirkness would be helpful
- BBQ area
- Quality kids required
- Having young staff - gap students would be helpful.



Staff Function

The board agrees to pay for a function for hostel staff at \$55.00 per staff member.

Decision Date: 17 Nov 2025
Mover: Dagmar Rohrbach
Seconder: Tracy Drummond
Outcome: Approved

3. For Decision - items requiring formal board approval

3.1 Administration Building - Michael Forgie

Michael Forgie explained the overview of the administration block and required upgrade, with issues with the roof, front porch and skylights.

- funds have been allocated to school of \$265,000 for roof repairs.
- These funds need to be spent by 26 September 2026.
- We now have a tight timeline to pull this together.
- The board needs to develop a concept design by December's meeting to allow time for a detailed design (to be completed by February 2026) by architect to then allow for the tending process.
- The process requires a balance between board reserves and Ministry funding to ensure timely completion (amount yet to be decided).
- It was suggested that if you fix the roof only at this stage, this will make it difficult to move forward with an admin update at a later stage.
- The board needs to agree on the amount to put into this project
- Staff would need to be relocated for project to be completed
- It was suggested to freshen up the staffroom at the same time of upgrade.
- Consultation is required between staff and teachers for final input towards concept design.



Progress to complete design

The board agrees to bring in the staff to finalise the concept ideas to be taken to the planner for the December meeting, so a concept plan can be completed for the February meeting.

The budget will be the outcome of the size of plan

Decision Date: 17 Nov 2025

Mover: Nick Webster

Seconded: Louise Lane

Outcome: Approved

3.2 Draft Budget for 2026

Amanda presents the draft budget:

- SHA would like to see that the Website approved. Need to update our website and marketing as we are out of date, we need to modernise.
- Operational costs are separate from assets - do we need to run two separate reports
- Canteen - do we continue with the canteen treat weeks to help make it profitable?
 - board agrees for the canteen to continue at present - but a canteen presentation is asked for, so the board can make a decision.
- Should minivan charges be increased? Undercut North Otago Motor Group, by a small amount.
- Teacher Aid - Sit tight to secure funding
- Staff have asked for some various items of the budget - these are yet to be discussed.
- We have received a \$50,000 property grant, which may require some financial allocation.



Draft Budget

The Board agreed that the draft budget is acceptable and are happy for work to continue to achieve a balanced position once the final adjustments have been made.

Decision Date: 17 Nov 2025

Mover: Amanda Nicholls

Seconded: Nick Webster

Outcome: Approved

3.3 Finance Report

Photocopier contracts:

Discussion was had regarding the contracts that had been presented for the photocopiers:

- Canon is proposing a hybrid model with a fixed front sign and reasonable photocopying rates.
- Ricoh is the 2nd option. no option for fixing front sign.

- Overall costs of Canon are higher than other options, due to the fixing of the front road sign, and their printing costs are still a little higher.
- SHA to go back to cannon to see if they will sharpen up their costing.

Uniform Shop

- Discussion on the shift to online shopping to reduce debt and improve debt collection
 - This will allow for financial support and cash back options to help families pay for uniform.
- Students can still try uniform on for sizing purposes at school and then order online



Photocopier

The board agrees that Canon is the best option to move forward for their contract. SHA needs to go back to Canon to see if they will sharpen their price per sheet.

Decision Date: 17 Nov 2025
Mover: Nick Webster
Seconder: Amanda Nicholls
Outcome: Approved



Uniform Online Purchasing

The board agrees with implementing online purchasing for the school uniforms through NZ Uniform. This supports improved accessibility, convenience for families and a more streamline administrative process.

Decision Date: 17 Nov 2025
Mover: Amanda Nicholls
Seconder: Onna Tangifolau
Outcome: Approved



Art work

The board agree to pay the difference to top up the project to the value of \$4,000.

Decision Date: 17 Nov 2025
Mover: Nick Webster
Seconder: Dagmar Rohrbach
Outcome: Approved

3.4 Preventing and Responding to Workplace Bully Policy (Feedback/Approval)

Ben presents his findings on the bullying policy that he presented to all staff, and he recommends this being implemented.

- He had positive feedback
- He will now implement this within School Docs
- Comment was made that the Forms are great. Look at implementing similar for students

All in favour.

3.5 EOTC



Year 10 Camp

Camp is approved for Year 10.

Decision Date:	17 Nov 2025
Mover:	Amanda Nicholls
Seconder:	Nick Webster
Outcome:	Approved

4. For Discussion - items where board input is sought but no resolution is required

4.1 Hostel Sale

Discussed in committee

4.2 Board Training and Induction

Checking to see if the board is interested in doing these, this is a gold service standard compared to the NZSTA

Costs is \$425 + GST each parent representative would need to enrol.

At present, looking at the budget, this is an expensive option, with pros and cons.

Will review this at the end of Ben's tenure.

4.3 Strategic Planning Workshop 2026

- Continue the discussion at next meeting.
- need to lock down a date and time - off site, maybe on a Saturday or an evening to work on this.
- Cultural aspect needs to be looked at as ERO has pointed at this. Look at bring in Jane .. to this meeting.
- Ben suggests that he get in contact with Jane and invite her to this meeting. Look at finding out some dates that work for her and see if we can arrange.

4.4 School Docs Policy Review Term 4

Make amendments to the bullying policy, as earlier stated

Ben will review the listed policies with Sarah and complete.

4.5 Te Tiriti o Waitangi

Te Tiriti o Waitangi

Sarah feedback that staff were supportive of retaining Te tititi o Waitangi, and staff feel it is a backwards step to remove any of the actions we have implemented. If the government stop, we will go back 20 years.

We want to continue honoring Te Tiriti o Waitangi - we will pick this up in the strategic planning next year.

Some boards are writing letters to the government or are signing a petition (further discussion in committee). We will not be doing this at this stage.

5. For Information - updates and reports for board awareness

5.1 Staff Report

Taken as read

Staff are busy. The VIP day was a wonderful experience; Mr Reyes did a great job and brought life to the event.

Moved: Louise Lane

Seconded: Tracy Drummond

5.2 Student Rep Report

Seniors are busy with exams

Juniors are getting ready for their exams

Move: Leonie Groot

Seconded: Amanda Nichols

6. Administration

6.1 Confirm Minutes

BOT Meeting 16 Oct 2025, the minutes were confirmed as presented.

6.2 Action List

6.3 Principal's Report

Taken as read

- \$50,000 property grant
- strikes have been ongoing, hard on staff and students
- The PPTA representative will be in school tomorrow - it will be interesting to see what they have to say.
- New curriculum starts next year.

Moved: Sarah Hay

Seconded: Amanda Nicholls

6.4 Health & Safety Report

Committee meeting next week on wednesday 26 November 2025.

6.5 Inwards & Outwards Correspondence

Placement of advert to go up for the hostel.

Moved: Nick Webster

Seconded: Amanda Nicholls

7. In Committee

8. Board & Principal Only Time

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

9. Board Only Time

9.1 Time for governance reflection and internal discussion

10. Close Meeting

10.1 Close the meeting

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

A handwritten signature in black ink, appearing to be 'Nick Webster', written in a cursive style.

Nick Webster
27 Jan 2026