

**Minutes of Wellington High School Board of Trustees Meeting  
Held 27 November 2017 at 6.00pm**

**Present:** Deanne Daysh (Chairperson), Dominic Killalea (Principal), Kasey McDonnell, Josh Stewart, Chris Roberts, Crane Amaru, Annette Atkins, Maya Neupane, Arie Faber

**Apologies:** Ariana Tikao, Charlene Aramoana

**In attendance:** Paula Willis (Board Secretary)

1. Deanne: Welcome to Maya Neupane & Arie Faber, Student Board Reps for 2018. Thank you to Josh Stewart, last meeting on the Board of Trustees. Amazing job as Student Rep, recognised by all.
2. Josh Stewart thanks all for the opportunity, great support, appreciates Dominic's open door and highlight was attending conference with Annette and Crane.
3. Deanne: request to have in committee at end of meeting due to Maya & Arie attending.

**4. Strategic Business**

**Policy Review**

- Concerns and complaints policy updated by Deanne

*MOVED: That the Concerns and Complaints policy be accepted*

*CARRIED*

- Other policies: were unable to update as PDF copies were sent out. Paula to email working copies to Kasey & Ariana to update and review in January meeting.
- Suggestion of having link to policies on school website
- Currently using schedule of review for updating policies and works well.
- Kasey finds Drug policy seems out of date. Will be working with Dominic on updating this.
- Crane suggests synthetic drug information and possibly a speaker to inform students of the dangers. Some information was covered on wellness day but nothing specific. Crane to send information to Dominic regarding possible speaker. Dominic to speak to Randall re: Health classes curriculum.

### **Board Review**

- Deanne gave hand out: Focus on 3 Priorities  
Suggested by BoT members:
  1. Financial professional development
  2. Finance & Strategic goals
  3. Attendance
  4. Communication/Transition – Student Rep guide
- Chris Suggested strategic talk per meeting be more particular. Dominic agreed that producing stats regularly to compare years/tracking a good idea.
- Annette suggested a visual priorities board for goals.
- Josh suggested keeping Ball attendance requirement.
- Does attendance award help, does it work? Data to help.
- Student Rep Guide:
  - Student rep guide suggested by Josh. A hand book to pass down to new reps that can be updated.
  - Annette showed copy of Trusteeship 2016 Booklet.
  - Paula to order 6 copies of Trusteeship booklets from NZSTA.
  - Josh to email Paula beginnings of Handbook.
- Communication to parents:
  - Board members suggested Board information to be added to Weekly Wrap-up news.
  - Student reps could add an article on occasion to add to weekly wrap up.
  - Deanne could add board message to Principal's message.

### **Strategic Priorities**

- Dominic sent out survey for parents as a link with the Principal's message. Survey has gone out for the past 2 weeks on weekly wrap-up, 6 replies from parents.  
Survey to be posted on weekly wrap up again.  
Link also to be added to letter about start dates for next year that gets sent home.
- Saturday session for strategic planning next year. Agreed 7 April 2018.

### **Annual plan**

- Dominic propose new Annual Plan by Jan/Feb 2018. Plan being worked on by SMT.
- Add Drug Education/Health as mentioned earlier.
- Add gifted and talented.
- More measurable data.

## 5. Functional business

### Minutes of last meeting

MOVED: *THAT the minutes of the meeting held on 30 October 2017 be accepted*

CARRIED

### Matters Arising from Minutes

No matters arising from minutes

### Correspondence

MOVED: *THAT the correspondence be received.*

CARRIED

### Matters Arising from Correspondence

None.

## 6. Chair's Report

- Deanne and Dominic have been working on the Principal's appraisal and have attended a professional development seminar.
- Reporting is June to June. Will report June next year.

## 7. Principal's Report

Dominic spoke to his report:

- Discussed ERO Review - Hand out given
- Discussed Education Act update – Hand out given
- Goal to have plan in place by 2019.
- Paula to email links from Principals report to all board members.
- Read: Process indicators – to take home.
- Table – Gender difference Hand out, discussed gender difference stats, increases and decreases. PLD being used for stats.
- Deanne suggestion to Board members: Create an Ero folder with all attachments handed out over the board meetings to refer to later. Read framework/questions.
- Discussed ERO procedures.
- Paperwork due 7 Feb

MOVED: *THAT the Principal's report is received.*

CARRIED

## 8. Staff Report

Charlene absent, this was submitted separately.

## 9. Te Whanau a Taraika

- Had Hui at the beginning of the term regarding compulsory Maori, Performing arts, Kapa haka, Waka ama.
- Interested in outside story tellers coming to talk about Maori history.
- Goal of introducing year 9 students into Kapa haka. Also retain Matua Ben involvement with Kapa haka/Karakia.
- Idea of up skilling parents in Maori language to support students. Noho to get parents involved.
- Crane would like to be involved in parent 'meet and greet evening' to hand out print out and do powhiri.

### **Upgrades to Development of Taraika: Next stage**

- Tidy up outside
- Booklet – Lou and Andrew, work in progress
- Charlene – Photo to be hung
- Po to be installed
- Kitchen hot – no extraction or ventilation. Propose upgrade to ventilation.
- Store room – Hot water cupboard next to freezer. Propose frame and insulate hot water cylinder to reduce heat or infinity system.
- Dominic will discuss the above with property.

## 10. Student's Report

- All three prizegivings successful.
- Atmosphere at sports prizegiving a great vibe. Best that Josh had experience in his time at High.
- Whakanuia – emotional and fantastic. Crane acknowledged Josh's award. Promote it more.
- Senior prizegiving – long but good. Very bright on stage, need to look in to lighting.

## 11. Property – In principal's report

- Hand out given – 5YA adjusted. Tender to close late January.
- Cleaning not good. Review cleaners next year.
- Tennis courts: Millions of dollars of work – Heritage wall and sink holes. Have informed council. Council have now taped the area off. Possible expansion site. Dominic will look into finding funds.

## 12. Finance

- *On track – surplus \$100,000.00 Not much to report on*
- *Changing to Xero finance programme shortly.*
- *Pigeon eradication, poison and pellet shooting, cyclical eradication needed. Pigeon poo will be removed when concrete spalling is carried out. Less in cost.*

**Budget for next year:**

- *Expected operation grant to be similar to last year.*
- *Other Government funding similar to last year.*
- *Donations might change to Government funding per student but will be less.*
- *IFP expecting less students – drop in income.*
- *Large cost, school is over staffed by 2 ½ staff*
- *High relief costs*

*Recommendation to the Board: Board to accept budget at \$642,994.00*

MOVED:      *THAT the financial report be received.*

CARRIED

**AOB**

- *Dates for next year's Board meetings as per agenda accepted. Chris away 29 January.*

**13. In-committee**

*At 8.15pm the meeting moved into committee to protect the identity of an individual or individuals.*

*Meeting closed 8.25pm*