

**Minutes of Wellington High School Board of Trustees Meeting
Held 17 October 2016 at 6.15pm**

Present: Ganesh Nana, Nigel Hanton (Principal), Devin Pike, Crane Amaru, Charlene Aramoana, Kasey McDonnell, Chris Roberts Ariana Tikao, Deanne Daysh, Mrinali Kumar, Annette Atkins, Josh Stewart

Apologies: Nil

In attendance: Trish Tuthill (Board Secretary),

1. Trip Proposal

MOVE *that the Spanish trip proposal for 2018 is approved in principle subject to a full presentation by Carlos Junca in the New Year.*

CARRIED

2. Strategic business

Principal Resignation

Ganesh received resignation from Nigel Hanton to take effect at the beginning of Term 2, 2017. He thanked Nigel for five years work. Charlene thanked Nigel for his support for kapa haka. Deanne noted that she felt that the school and board have been very fortunate to have had Nigel as Principal. School has gone from strength to strength thanks to his leadership. The Board wishes him all the best.

MOVE *that the Board receives and regretfully accepts the resignation of Nigel Hanton, Principal.*

CARRIED

Principal Appointment Process

Discussion around what the Board expects to happen within the timeframe already set. Deanne has researched consultants available and has invited Bryan Gwilliam to attend the meeting at 7pm.

Core Ideas discussed:

- Timeline
- Final interview process, whole board to be present. Including students
- Consultant requirement include being modest in the requirements of the candidate. Prompt action and avoids unnecessary follow up.
- Collectively and individual ideas as to what kind of Principal we are looking for.
 - Fit for the school is vital.
 - Collegiality with a willingness to talk and listen
- Candidate pre-application visit to the school. Board gave Nigel mandate to handle visits.

3. Functional business

- Minutes of last meeting

MOVED: *THAT the minutes of the meeting held on 17 October 2016 be accepted*

McDonnell/Atkins
CARRIED

- Correspondence

MOVED: *THAT the correspondence be received.*

CARRIED

Matters Arising from Correspondence

Ombudsmen contact regarding the felling of sequoia/redwood trees.

We do not have the information the complainant is requesting.

MOVED: *THAT Ganesh will write to the Ombudsmen's office in response.*

CARRIED

- Policy Review

- Draft of new pandemic and contagious diseases policy presented
- Ministry guidelines used for the creation of this policy.

MOVED: *THAT the pandemic and contagious diseases policy.*

CARRIED

Deanne/Crane. Carried

4. In-committee

At 6.38pm the meeting moved into committee to protect the identity of an individual or individuals.

The meeting resumed at 7pm

Charlene left meeting at 7pm.

5. Visitor

Bryan Gwilliam from *Game! Consultancy* joined meeting. Began with background and introduction of what he offers in the Principal recruitment process.

Gave his perspective on process including:

- Leave recruitment until first term 2017
- Put in acting principal if necessary
- Candidates will be reluctant to apply if enjoying where they are and will require "digging out of their school"
- Different ways of promoting to consider including the Sunday papers.

- Good applicants in and around Wellington and could be shoulder tapped to apply.
- More proactive approach
- Would develop a taster page aiming for 20 candidates to put in front of the Board.
- Would do the referee and background
- External moderator for the interviews.

The board thanked Bryan for the information. He left meeting at 7.20pm.

Discussion around presentation:

- Deputy Principals not necessarily a good fit. Role may be better suited to an experienced Principal
- Good to have someone to do the legwork
- Board needs to be quite strong with what we need next steps to be.
- Support for our process is essential
- A further advert will be placed in the 4 December 2016 Education Gazette (
- Initial meeting: (with Bryan) Tuesday 24 January 2017
- To finalise the time frame and to discuss the selection criteria the BOT wish to see, as well as input from staff, as to the personal and professional qualities and skills considered important for the role. WHS will obtain this information from the staff. The students will be surveyed as well, by the student WERO leaders at WHS. This information will be available in week 2 term 1 2017.
- Board meeting to get prioritised short listed applicants (consultant to assist in short-listing)
- Presentations held – we would like this to take the form of a presentation given by shortlisted applicants and we would like to invite a number of people to attend this including: Board, students (Board REP + 2-3 other students), Staff member, International student staff rep, Community education rep, leadership team rep, Principal's EA). A broad based topic will be given to these shortlisted candidates to use as a base for the presentations.
- The following day shortlisted applicants will be asked back to attend a formal interview with a much smaller interview panel e.g. Board sub-committee, and 2-3 others.
- Precise interview and presentation format, arrangements and who is on interview panel to be confirmed in due course (likely at 24 Jan meeting)
- External moderation of interview process would be appropriate (consultant).

6. In-committee

At 8.12pm the meeting moved into committee to protect the identity of an individual or individuals.

The meeting resumed at 8.14pm

7. Finance Report.

Ganesh spoke on behalf of the finance sub-committee.

- Summary graphs for end of year show that all is on track
- Budget for next year was presented:
 - o Budgeted surplus of \$91k but after accounting adjustments for depreciation means the surplus will be down to approximately \$30k.
 - o Budget is based on roll of 1200 with conservative estimates for community education and international.
 - o Budgeted for 2 over staffed
 - o Conservative on curriculum recovery donations.

MOVED That the budget for 2017 is adopted

CARRIED

8. Principal's Report

Nigel spoke briefly to his report:

- After the earthquake on 14 November, the school was closed for one day while the Ministry of Education got engineers in. The school has been cleared as fit for occupation. Some windows have broken (again) and the decorative quarry tiles have come loose. Cove Kinloch are organising to have them removed due to drop hazard.
- Update on the addition of the Maori name at the school entrance. Nigel showed photographs of the mock up and said that the lettering has been ordered

9. Te Whanau a Taraika

Whakanuia was a wonderful celebration.

10. Student's Report

Senior prize giving was a fantastic evening.

11. AOB

Election of a Chairperson

Deanne Daysh nominated

MOVED: That Deanne Daysh is elected as Chairperson for the Wellington High School Board of Trustees from 1 January 2017.

Roberts/Atkins

CARRIED

Election of a Deputy Chairperson

Chris Roberts nominated

MOVED: That Chris Roberts is elected as Deputy Chairperson for the Wellington High School Board of Trustees from 1 January 2017.

Daysh/Amaru

CARRIED

Farewell and Thank You

Deanne presented Ganesh with a Marika Jones framed print and, on behalf of the Board, thanked him for considered decision making and good communication. Nigel also thanked Ganesh and particularly noted that their trust model had proved important.

Crane thanked Ganesh on behalf of the whānau group.

Meeting closed 8.53pm