

**Minutes of Wellington High School Board of Trustees Meeting
Held 13 March 2017 at 6.05pm**

Present: Deanne Daysh (Chairperson), Nigel Hanton (Principal), Crane Amaru, Ariana Tikao, Kasey McDonnell, Annette Atkins, Josh Stewart

Apologies: Charlene Aramoana, Chris Roberts

In attendance: Trish Tuthill (Board Secretary), Trudy Harvey, Carey Clements, Murray Chisholm, John Wilkinson

1. Visitors

Carey Clements – Draft Constitution for Alumni

Carey spoke to the draft of the Constitution which was circulated earlier. Main points included:

- Past student, teachers, staff association
- Viability
- Generate funding for the school
- Reuniting staff and students
- Setup of steering committee
- Ensuring there is capacity for Board members to be able to join.

Questions and comments from the Board included:

- Working name for the group doesn't fit the school
- Gender neutral pronouns to future proof the document
- How does this fit within a social media landscape
- Is the 6 times per year to meet too frequent? There will be more work initially
- First job is to decide on membership fee, advertise
- Confirmed that it will be independently run to the school
- Confirmed that it will be self-funding

MOVE *THAT the Board gives approval for a steering committee to be formed as the first step.*

CARRIED

Carey left the meeting at 6.15pm

Murray Chisholm – IYNT Trip Proposal

Murray spoke to the trip document for students to travel to the IYNT science tournament. This was previously distributed.

- As it covers all sciences, not just physics as previously, the goal is to create a regional competition after attending this first international competition.
- Cost would be \$1400 per student
- Royal Society looks to be donating at least \$1000 per student
- Asian NZ Grant will be applied for
- Other funding sources will also be investigated

MOVE *THAT the Board gives approval in principle for this trip to go ahead*

CARRIED

Trudy Harvey – Classic Trip Proposal

Trudy spoke to her trip proposal, previously distributed.

- Currently have 25 families plus 7 apologies
- Cost is \$6995 to be confirmed. There is an additional \$1000 for meals, SIM card, incidentals.
- Only requires 2 days off school
- Hannah Paton-Smith will get fantastic professional development
- Will be run in 2018
- Structure changed a bit after last trip.

MOVE

THAT the Board gives approval, in principle, for this trip to go ahead

CARRIED

Trudy & Murray left the meeting at 6.35pm

2. Finance Report

Due to the sub-committee being unable to meet, John Wilkinson gave a fuller report to cover this.

The monthly figures for the period ended 28 February were presented. These were now reasonably up to date after year-end adjustments, except that depreciation was yet to be added.

Significant matters arising:

- Donations – amount of donations and fees collected compared to the same period last year up significantly. Parents paying through Kamar portal before invoices sent. Deanne wondered about Kamar portal and wording for fee donations. Dom to check.
- Cleaning – no bills paid yet for new cleaners. Under negotiation because of difficulties with the standard of cleaning.
- Salaries. Some of these are well up on last year. Will monitor closely in coming months.
- Fire Alarm Upgrade. Little progress. Project manager will be getting additional quotes.
- Security Cameras. RISQ should have their report ready this week.
- Carpets. On track for term holidays.
- Basis/ KIWIPARK. Basis have advised that the KIWIPARK reports have been reconciled for the school. School needs to prepare the cashflow
- Cleaning. This is slowly improving.

John left the meeting at 6.53pm

3. Functional business

Minutes of last meeting

MOVED: *THAT the minutes of the meeting held on 24 January 2017 be accepted*
CARRIED

MOVED: *THAT the minutes of the meeting held on 13 February 2017 be accepted*
CARRIED

Matters Arising from Minutes

Bus services update. A meeting was held with Greater Wellington Regional Council representatives. They are initially looking to provide a second after school bus to Island Bay. They are looking into the capacity on the Island Bay morning service and the zone ending at the WHS gate.

Correspondence

MOVED: *THAT the correspondence be received.*

CARRIED

Matters Arising from Correspondence

NZSTA conference. Register for Josh, Crane and Annette. Includes flights and accommodation.

NZEI Paid Union Meeting is only for school representatives at this stage.

4. In-committee

At 7.08pm the meeting moved into committee to protect the identity of an individual or individuals.

The meeting resumed at 7.14pm

5. Chairs Report

On 1 May 2017 Dominic will take over as Principal

Discussion around farewell for Nigel

- 7 April 2017 will be last Friday of term and Nigel will be putting on drinks and food for staff. Board is invited.
- Next Board meeting will be on 10 April 2017 and will be at a restaurant in order for the Board to thank and farewell Nigel.

6. Principal's Report

Nigel spoke to his report:

- Nigel Sutton has been appointed as the new head of Community Education
- Deputy Principal position applications have started coming in.
 - o 7 April for interviews
 - o Interview panel will be Dominic, Deanne, Annette, Kasey and Josh
- Rowan Heap, DVC teacher, has applied for some extended leave to attend a course that will directly support his teaching. He has organised a long term reliever with the skill set to cover his classes.
- Discussion around athletics carnival low attendance. Possibility that the seniors will be an 'at home study day' for those not wanting to participate.

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

Hanton/Amaru
CARRIED

7. Staff Report

Dragon boating success; gold medal for staff and bronze for students.

Teams going to summer tournament week from 27 – 31 March

Have had over \$1000 donated by year 9 whānau to help support students in need, to be able to attend camp. Discussion about the reasons for running Year 9 camp at school. Cost to school was becoming prohibitive.

8. Property

Property work is on schedule.

Stage 4 is going to be a full rebuild due to extensive damage from leaking.

Up-lights to be added to light the heke in Taraika

9. Te Whānau a Taraika

First hui for the year was a success. Had a large number of new whānau attendees.

Crane would like to thank Lou Wycherley for her sustained input into the work in Taraika (heke). Next stage will begin soon.

10. Student's Report

All points have been raised during the meeting.

11. Strategic Business

Policies

In response to recent online events involving another school, Board members Josh, Kasey and Chris were interviewed by Radio New Zealand. Discussion around sexual health education at Wellington High School and the issue of consent. Nigel noted that he is confident that the school teaches this well.

Sub-committee will be Annette, Ariana, Kasey and Deanne, for policies to be reviewed this term is: Policy Group - Health & Safety

12. AOB

Smoking on school grounds

Process sees "smoking letter" being sent home when a student is found smoking. They are offered cessation programme.

Meeting closed 8.15pm