

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 23 July at 6.00pm**

Present: Deanne Daysh (Chairperson), Dominic Killalea (Principal), Annette Atkins, Ariana Tikao, Charlene James-Meijer, Crane Amaru, Maya Neupane, Arie Faber & Belinda Rynhart, Chris Roberts.

Apologies: Kasey McDonnell.

In attendance: Paula Willis (Board Secretary) Solomon Daniel.

1. Welcome

- Deanne welcomed Solomon to the meeting and the board introduced themselves.

2. Strategic Business

5YA

- Hand out given regarding 5YA alterations.
- Dominic gave an update of works to be done.
- Discussed general maintenance.
- Informed the board of works being carried out on the Pavilion due to the floor sub structure and rot. Pavilion floor has now been fixed.
- Dominic advised he is meeting with the Ministry in regards to Health & Safety and the infrastructure of the school. A list of essential infrastructure works to be done has been created.
- It has been identified that the school is in need of more teaching areas, discussed different areas of the school and possibilities.

NZQA stats/fact sheet

- Discussed the stats and the new measure.
- Dominic explained the definition.

Policy review procedure

- School Docs – data entry is almost complete.
- Need to upload some school documents to School Docs.
- Set up of School Doc will be completed before next BoT meeting.
- All School Policies are up to date and current.

Minutes of last meetings

MOVED: THAT the minutes of the meeting held on 18 June 2018 be accepted with changes.

CARRIED

Matters Arising from Minutes

No matters arising from minutes.

Correspondence

MOVED: THAT the correspondence be received.

CARRIED

No Matters Arising from Correspondence

3. Chair's Report

Nothing to report

4. Principal's Report

- Dominic talked to his report.
- Discussed staffing, roll return & disciplinary.
- Capital City CoL: not in this Principals report but Dominic updated/informed the board of the schools involvement with Capital City CoL. Dominic is helping by organising the appointment committee to appoint a lead principal. More information to be given. To be added to the next meeting's Agenda.

Deanne MOVED: THAT the Principal's report be received.

CARRIED

5. Staff report

- Charlene attended the NZSTA Conference in Rotorua.
- Charlene recommended the conference to all Board members.
- Voting results from the NZSTA conference were: 186 yes, 38 no, 6 abstained.
- Next year's NZSTA Conference is in Dunedin on 12 – 14 July 2019.

6. Te Whanau a Taraika

- Next Hui is on 6 August 2018.
- Minutes from the last Hui are on the school website.

7. Students Report

- Five Wellington High School Year 13 Students and an ex students were involved in a car crash over the school holidays. All students are recovering. Student reps suggestion to have someone speak to students regarding restricted driving with passengers.
- Dominic and Student reps to set a time to meet before BoT meetings.

8. Property

- Signage is wanted for the blank wall opposite glass sliding doors. Dominic has spoken to staff and looking at getting student help for Term 4. Kasey, Arianna & Annette to meet & talk to people to create a working design group.
- Changes to Guidance offices have been completed.
- Parent working bee on Café was meant to start Term 2 holidays but still sourcing materials and paint etc.

9. Finance

- Audit accounts were due but requirements not met due to trip accounts needing to be resolved. Accounts are working on the issue.
- Nepal tip account has large surplus, discussed using funds for a Nepal Scholarship for 2019 trip.
- Budget 81,000.00 surplus.
- Have successfully absorbed the living wage increase.
- Cleaners going very well.
- Discussed donations & course materials. Materials are no longer a compulsory cost, now voluntary. More information to be handed out at next meeting. The school can now give tax deductible receipts for subject voluntary donations to parents.

10. AOB

- Kitchen in Wharekai: Hot water cylinder/boiler in the store room needs to be enclosed with framing and insulated with an access door for maintenance. New fridge added, due to wear and tear by having this cranked up 24/7 the fridge is now breaking down and having to be tapped up to keep it closed . Job to be logged with property tem.
- Gave hand out of an invitation for public consultation regarding Rolleston St proposed development.
- Board noted Film club & Drama no longer exist & still have funds, the funds have been allocated to the Hall for stage lighting.

Move to In-committee 7.30pm