

**Minutes of Wellington High School Board of Trustees Meeting  
Held Monday 29 January at 6.00pm**

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

**Apologies:** None

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

1. Deanne: A warm welcome to Maya Neupane & Arie Faber, Student Board Reps for 2018.

**2. Strategic Business**

**Policy Review**

- Hand out from Dominic to members with hard copies of Policies under review. Paula sent email with working copies to Kasey & Ariana to update and review in next January meeting.
- Currently using schedule of review for updating policies and works well, Paula to provide copy for next Board meeting.
- Policy for MU's & MMA – discussed if needed. Good to have.
- Will discuss drug policy next meeting. Annette handed Dominic information from conference attended to give to Megan.
- Next: Make policies available on school website.

**Board Review**

- Deanne discussed updates on recommendations from last meeting:
  1. Financial professional development – gave hand out for professional development course with NZSTA for Effective Financial Governance. Board members instructed to register and book online for June.
  2. Attendance – focus is on student attendance
  3. Communication/Transition – Student Reps given Trusteeship guide and follow up on guide from Josh. Deanne to write BoT blurb for weekly wrap termly.

**Construction site complaint**

- Annette became aware of harassment of students by workers, working on Arlington apartments. Annette reported this to the Wellington City Council.
- A meeting was held and attended by Annette and Crane with WCC manager, Site manager and Construction company manager.
- Crane raised with student reps to please inform students at school if they are harassed to record information and report to Dean, senior management, a parent, whoever they feel comfortable with.

- **Outcome:**
  - Was agreed that this was a problem and unacceptable.
  - Construction Company gave assurance that guidelines would be given to their employees.
  - That there will be no engagement with the public from the workers.
  - That they will be reminded in weekly meetings but no update on implementation as yet. Care & Annette to follow up.

### **Annual plan & Strategic Plan**

- Hand out given by Dominic
- All information had gone to HoFs
- HoFs in PD will demonstrate how their departments fit in the plan
- Make some aims more specific with numbers.
- Principal's report – once a term reporting on Annual plan and strategic plan.
- Input encouraged from BoT members
- Next steps:
  - HoFs to work on Faculty Annual Plans
  - Send to ERO
  - Feedback to be given in next meeting
- What does the community value?
  - Suggestion of sending a survey to students and parents.
  - Discuss in next meeting.
  - Use ERO feedback.

### **3. Functional business**

#### Minutes of last meeting

*MOVED: THAT the minutes of the meeting held on 27 November 2018 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.

### **4. Chair's Report**

Nothing to add for Chair persons report.

Move to In-committee 7.15pm

## 5. Principal's Report

Dominic spoke to his report:

- Achievement in NCEA & UE - Hand out given by Dominic
- Discussed graphs – Level 1, 2 & 3 Gender statistics, roll based, literacy and numeracy, ethnicity.
- Encourage and discuss with Whanau group.
- Deanne to add to blurb for Weekly Wrap up item.
- Discussed Hall – works not started yet
- Discussed Fire alarm upgrade – all buildings accept Marae. Marea on separate system, will be done next.
- Announced that Dean Ashton from the Ministry is leaving and we will have a new person to liaise with for 5YA.
- Arianna made suggestion of creating a new gender field on the student database system for cross gender students.

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

CARRIED

## 6. Staff Report

Powhiri went really well. Both staff powhiri and Year 9 powhiri. Very large turnout for Year 9 welcome.

## 7. Te Whanau a Taraika

- First Hui 19 February at 6pm
- Charlene to send Te whanau dates to Caroline Lewis for the calendar.
- Meet the teachers: Deanne and Crane to speak.
- Plan evening night 12 February.
- What support can be given for Whanau of students learning Maori for the first time?
- Arianna offered to put some resources together for CKW.

## 8. Student's Report

- No report expected as only new students have started. Deanne gave guidance on gathering information and what would be of interest etc.

### Property – In principal's report

- 5 YA attached and signed off last year.

## 9. Finance

- *Last year surplus \$170,000*
- *Cleaned up old accounts.*

- *No correspondence Re: fees subsidy from Government so request for donations to go ahead for 2018.*
- *Accounts have switched to Xero*
- *Discussed payments over \$1000,00*
- *Discussed graphs*

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*MOVED: THAT the financial report be received.*

*CARRIED*

### **AOB**

- *ERO meeting 2pm 26 February & 7 March 11am. Meet in staffroom meeting room.*

*Meeting closed 8.15pm*