

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 26 November at 6.00pm**

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

Apologies: Solomon Daniels, Reza Zareian Jahromi & Gala Baumfield

In attendance: Paula Willis (Board Secretary) Joanne Lowe

1. Strategic Business

Dominica Trip (Joanne Lowe)

- Joanne talked to her proposal to the Board for a Roots and Shoots based trip the Dominica.
- Details:
 - Year 12 and 13 students trip July 2020 for two weeks
 - Pencil booking for 16 students and 2 staff members
 - Approx. \$7,000.00 including flights and accommodation with fundraising and staff flights to be covered.
 - Monitoring impact from Hurricane in 2017, collecting samples and doing fieldwork
 - Possibility of a visit to WHS from Jane Goodall next year

Deanne MOVED: that the trip be approved.

CARRIED
Kasey second

Annual and Strategic plan

- Hand out given, SLT have had planning time recently
- Discussed strategic plan – changes in blue
- Discussed Annual plan and actions
- New Board to meet and discuss the plans
- How do we measure if goals are being reached?
 - Principal's appraisal summary
 - Outcomes are reported to the Ministry
- Request that Dominic report against the strategic plan to the Board and cycle through the 4 elements
- Currently looking at how to remove the barrier of cost from Sports and extra-curricular.
- Linking DP appraisal/DP portfolios and PD to the strategic plan.

2. Functional Business

Report from Carey Clements

- Dominic spoke to Carey's report
- Alumni Friends of WHS has been established as an incorporated society. Concerns in regards to who has control over funds if donations are collected, Belinda to look at the documents that have been set up by Carey and report back to the Board with clarification of who the incorporated society Board members will be and how it has been set up.
- Carey requested in his report that his hours be doubled to 20 hours and to be able to work in the school holidays. The Board discussed and decided that 10 hours are sufficient for the position but to extend work into the school holidays and pay to be 52 weeks instead of annualisation with 4 weeks holiday pay. It was also noted that there is no Job Description for the position. Ariana has offered her services as an archivist and offered to have the duties of the position and record management systems currently in place to be look at by an outside professional in the industry.
- Proposed 50 year reunion (Dominic to find out more information and report back to the Board)
- Objectives of the position to be made clear
- Honour Boards are just about complete
- New inductees to be added to wall of fame

Minutes of last meetings

Deanne MOVED: THAT the minutes of the meeting held on 29 October 2018 be accepted.

CARRIED
Kasey

Matters Arising from Minutes

None

Correspondence

MOVED: THAT the correspondence be received.

CARRIED
Charlene

No Matters Arising from Correspondence

3. Chair's Report

- Nothing to report

Move to In-committee 7.15pm

4. Principal's Report

- Discussed internal achievement stats

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

CARRIED
Annette

5. Staff report

- What's up High handed out. The Board would like to acknowledge and thank Tony Cairns for putting the document together.
- Waka Ama funding, Infinity foundation have replied and ask to see the updated audit report and should have an answer in 2 weeks.

6. Te Whanau a Taraika

- Great vibe and warm feeling at Whakanuia
- 2 Yr 10 classes in Te Reo for 2019

7. Students Report

- Great Prizegiving
- The Board thanked Maya and Ari for contributions and student reports given for 2018.

8. Property

- Waiting for funding for 10YPP end of November

9. Finance

- Audited accounts complete and on the Website
- Transferring assets of no value to Xero
- In surplus est \$100,000 fluctuates
- Noted on expenses \$1000 plus, that the School Ball Venue and Hire are listed as Casino Hire and Vegas VIP package.

Deanne *MOVED*: *THAT the Finance report be received.*

CARRIED
Annette

10. AOB

- Dominic announced to the Board that it is the last Board meeting that Board Secretary Paula will be attending. Paula has reduced hours and will be moving into a different position within the office.
- The Board thanked Paula for all her efforts as Board Secretary

- The PA role has been advertised and applications close on Monday 3 December 2018.

2019 Board meeting dates:

11 February 2019
11 March 2019
8 April 2019
27 May 2019
24 June 2019
29 July 2019
26 August 2019
23 September 2019
21 October 2019
25 November 2019

Meeting closed 8.10pm