

**Minutes of Wellington High School Board of Trustees Meeting
Held 30 October 2017 at 6.10pm**

Present: Deanne Daysh (Chairperson), Dominic Killalea (Principal), Ariana Tikao, Kasey McDonnell, Josh Stewart, Charlene Aramoana, Chris Roberts, Crane Amaru,

Apologies: Annette Atkins

In attendance: Paula Willis (Board Secretary)

1. Welcome to Paula, New EA to the Principal

2. Strategic Business

Policy Review

- Deanne has had communication with NZST Re; complaints policy. Policy needs to be re-written. Deanne gathering information, process to be refined. Deanne is working with NZSTA – Priority, deadline November meeting.
- Noted no template from Ministry for complaints policy.
- Deanne & Paula to email information to Ariana and Kasey to work on policy.

Board Review

- Thank you to those who have completed, half have been completed. Please complete if you have not and email back to Deanne. To be discussed again in November meeting.
- Need to look at long term planning issues e.g. induction booklet for new board members and transitioning? Noted that it is Deanne's final year.
- Professional development for board members in regards to Finance would be helpful. Secondary based not primary level.

Strategic Priorities

- Document given to all – please read. Document re: staff comments from Tuesdays PD session. Discussed statements and what staff see are our priorities with the view to create short statement in regards to Whanau, Excellence, Respect and Ora and what we hope to achieve in the next 5 years. November meeting, discuss where we want to head.
- Dominic to email vision statement to Deanne.
- Discussed Ropu structure – merits and vertical ropu v horizontal ropu structure, tuakana teina. Tensions with tukutahi although possible to have vertical ropu from year 11 to year 13, possibly involve Year 13 students at Year 11 to provide support.

3. Functional business

Minutes of last meeting

MOVED: *THAT the minutes of the meeting held on 18 September 2017 be accepted*
CARRIED

Matters Arising from Minutes

No matters arising from minutes

Correspondence

MOVED: *THAT the correspondence be received.*
CARRIED

Matters Arising from Correspondence

- School Donation letter discussed, amendment made to original letter by adding section on Workbooks and purchase.
Amendment also discussed in regards to title 'Sports fees' and agreed by all that 'Culture and sports costs' more appropriate.
Ariana suggested bilingual headings on all school documents, link attached <https://www.tpk.govt.nz/en/whakamahia/te-reo-maori/tohureorua/>.
- Discussed overseas trips and charge of relief to parents. This is no longer charged. This necessitates a move for trips to be contained more in the holidays. Ideal is to not take more than 3 school days. Note: Flights may be more expensive instead.
- APM Ashby letter/quote discussed.
Priority work to be carried out first on new jobs. Fire Exits, spalling concrete, windows.
Outstanding works still to be completed – Priority works to be completed are Fire alarms, replace boilers and replace lifts. All other outstanding less important works to be pushed to 5YA in return this will free up funds for new priority works. Possible additional funding for 5YA for all works to be completed.
Another altered version of the works and quote to be received, ETA before next board meeting.

4. In-committee

At 7pm the meeting moved into committee to protect the identity of an individual or individuals.

The meeting resumed at 7.10pm

5. Chair's Report

Set date for BoT farewell for Trish. 4 December 2017 TBC
Charlene to book Cin Cin

6. Principal's Report

Dominic spoke to his report:

- Discussed names and positions of newly appointed staff
- Advised of staff leaving, retiring, maternity leave.
- Brief discussion around new government's education strategy and the place for NCEA.
- Brief discussion regarding Community of Learning – benefit to students and criteria for funding.

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

CARRIED

7. Staff Report

(None)

8. Te Whanau a Taraika

- Media needed for both Year 9 compulsory Te Reo Maori and MAI Maori immersion for 2018

9. Student's Report

- Senior Ball was a great success. Congratulations to Ava Munro and Kitty Hollis
- Attendance drop noticed – portfolios, studying and assessments may be a contributing factor.
- New student board members emailed congratulations and invited to last BoT meeting.

10. Finance

- *Additional cost on Salary*
- *International in surplus*
- *Less in operations budget due to less students switch over from other schools than in the past.*
- *Thank you to John for making it clearer to read, the change is appreciated.*
- *New accounting package Xero being implemented.*
- *CCTV all works and in operation.*
- *Property works on Hall to commence December.*
- *Suggestion of possible student welfare fund by adding optional payment to Donations to create a fund.*
- *Food drive to create support for students in need of lunch.*

MOVED: *THAT the financial report be received.*

CARRIED

AOB

- Last board meeting and Trish celebration to be combined and held at Cin Cin

4 December TBC with Trish.

Meeting closed 8.05pm