



WELLINGTON HIGH SCHOOL – BOARD MINUTES

Notice of a meeting held on **Monday 10 March 2025 at 6.00pm**

Present: Wyatt Page (temporary Presiding Member), Dominic Killalea (Principal), Nicky Birch (online)
David Cooling, Geronimo La Hood, Fiona Nichols, Evžen Novak, Jorah Ramlan-Pointon,
Marama Steele, Giovanni Tiso

Apologies: Nick Tramoundanas, Aidan Gillespie

Visitors: Fern Ashby, Aditya Malhotra

In attendance: Alison Jeffery (Board Secretary)

The meeting opened with the karakia.

Giovanni MOVED: that the visitors be granted speaking rights.

CARRIED
Evžen

Election of Presiding Member for 2025

- There were no nominations for the role of Presiding Member. Wyatt agreed to be temporary chair for the meeting.

ACTION: Wyatt to contact NZSBA for advice on how to proceed given there were no nominations for the role of PM.

Co-option of Marama Steele

- Following the departure of Richard Ngatai from the Board in December 2024:

Evžen MOVED that Marama Steele be co-opted to the Board as a whānau Māori representative.

CARRIED
David

Marama was welcomed to the Board and those present gave introductions.

Minutes of last meeting

Geronimo MOVED that the minutes of the meeting on 9 December 2024 be received as a true and accurate record.

CARRIED
Fiona

Matters arising from the minutes

ACTION: Dominic to follow up with regard to Tier 3 students and IEPs, and with MYL regarding training for the PLD focus on working with students with disabilities.

- It was noted that Lucas Cornejo now holds a Kāhui Ako Within School Lead position. Lucas's work in that role has a focus on Learning Support and provision for students with additional learning needs.

Motions passed by e-resolution

Jorah MOVED that the Board record approval of the decision made by e-resolution to move forward with the Rarotonga EOTC.

CARRIED
Evžen

Reports

Principal's report

- It was noted that the Counselling team may offer support to other schools that are experiencing trauma. WHS has benefited from this informal reciprocal arrangement in the past.
- CSW's positive recognition of the increase in sport participation at WHS was noted.
- Revisiting lighting for the turf may form part of a future agenda.
- Modification of the old Tech Block is planned before the end of 2025, raising the issue of accommodation for WHS's caretaker that requires resolution prior. Master plan Block 1 is due for completion at the start of 2027 and will be followed by demolition/removal of S, E and K blocks. Net gain is 3 classrooms by 2029. Modification of the old Tech Block will provide a buffer.

ACTION: Dominic to request demographic information for roll growth from MoE (e.g. current feeder school rolls) to factor into future roll predictions.

- Alumnus Ross Shotton visited WHS on 10 February, speaking to available Board members regarding starting an endowment fund which would be managed by the Nīkau Foundation. The intention is that this could be the start of something larger for the school as WHS (via the Friends of WHS) would be asked to advertise to attract donations to supplement the initial fund.
- Part of the endowment would be the Philip J Armstrong bursary fund: not less than \$1000 annually to be awarded to the best student in Chemistry. Ross is open to the idea that the school would determine the nominee and would consider broader conditions (e.g. equity). Clarification is needed with regards to the proposed criteria.
- It was noted that WHS could opt to set up a group working in conjunction with the Nīkau Foundation to manage the bursary.

ACTION: Sue Kemp to find out how endowments are managed by other schools e.g. in-house or by groups such as the Nīkau Foundation and to make recommendations to the Board about the best options for WHS.

ACTION: Clarification sought over the wind-down of the trust - after what period of time would this happen - including confirmation of who would benefit from the original capital invested.

Giovanni MOVED that the Board accept, in principle, Ross Shotton's endowment bequest dependent on agreeing the criteria for the award.

CARRIED
Evžen

Aditya left the meeting at 6.55pm

Giovanni MOVED that the Principal's report be accepted by the Board.

CARRIED
David

Te Whānau a Taraika report

- Nicky provided a verbal report, thanking Alison for her work in enabling Marama to attend the Board meeting.
- The first whānau hui of 2025 took place on 3 March, welcoming new whānau and rangatahi. Rangatahi will be invited to future hui.
- Three key areas of focus have been identified for 2025:
 - Understanding the support extended out to rangatahi Māori
 - Whānau focus on Matariki, which whānau will host in 2025
 - Whānau support for food fair

ACTION: Dominic to provide information about support for rangatahi Māori for circulation to new whānau.

- Three major student events are the focus for the whānau group:
 - Waka Ama - WHS students have progressed through to nationals, taking second place in terms of medals won at the regional event on 8 March. Nationals take place week commencing 24 March. Succession planning in this area to be discussed with Dominic.
 - Kapa Haka - it is a regional competition year and student participation is encouraged even if rangatahi may not want to stand on stage for nationals in 2026. New whānau with Y9 rangatahi supportive of that proposal.
 - Whakanuia - whānau supporting Whakanuia in October.

- Rangatahi Māori representation on the Board is a kōrero to be brought to the next meeting. Rangatahi Māori have also got in touch with Geronimo and Fern about Student Council. Geronimo and Fern are keen to be part of the kōrero and recognise the need to embed process into the Board so that whānau understand how rangatahi Māori representation on the Board is facilitated.

ACTION: Rangatahi Māori representation on the Board to be added to April agenda.



Giovanni MOVED that the Board accepted the Te Whānau a Taraika report

CARRIED

Fiona

Students report

- 45 applications have been received for Student Council, representing all year groups and a range of clubs. Applications include Year 13 students who want to make a contribution in their final year
- The Noticeboard that was proposed in 2024 is in place outside the Library and is already being well used.
- The start of year assemblies were useful e.g. in providing information about building projects underway.
- Pōwhiri saw Peer Supporters actively involved. This group also made a significant positive contribution to Athletics Carnival and are considered representative of the enthusiasm of the Year 13 cohort as a whole.
- The Valentines' Day rose exchange, with WHS's handmade origami roses, took place across Wellington's high schools with WHS raising \$600 for Women's Refuge.

Evžen MOVED that the Board accept the students' report.

CARRIED

David

Finance report

Final budget for 2025

- The operational budget and our staffing entitlement will be higher as a result of the 1 March roll return.

Evžen MOVED that the final budget for 2025 be approved by the Board.

CARRIED

David

Fiona MOVED that the financial reports for the months ending 31 January and 28 February be accepted by the board

CARRIED

Jorah

Cyclical Maintenance

- The cyclical maintenance plan will be added to a future Property Management meeting in order to ensure it remains current. The plan will be brought back to the Board later in 2025.
- For auditing purposes circulated for Board approval.

David MOVED that the Board approve the provision for cyclical maintenance as detailed in the 10YPP.

CARRIED

Giovanni

Strategic Business - none

Functional business

Board annual plan

- NZSBA recommends 10 September for the triennial election, and 4 September for student representative elections.

Geronimo MOVED that the Board confirm the recommended dates for the 2025 triennial and student representative elections.

CARRIED

David

Jorah left the meeting at 7.28pm

ACTION: staggered election planning added to April meeting agenda.

Conflict of interest register

ACTION: All Board members asked to complete the conflict of interest register so it remains current.

Schedule of delegations

Evžen MOVED that the Schedule of Delegations be accepted for 2025.

CARRIED

David

Policy review



- Policies allocated for review:
 - Health, safety and welfare - Wyatt, Nicky
 - Healthcare - Fiona, Geronimo
 - Risk management - Giovanni, David
 - Safety management system - Evzen, Wyatt

ACTION: Review policies to provide feedback to April meeting

Meetings: online vs in person:

- The merits of online vs in person Board meetings were discussed
- It was noted that hybrid meetings result in online attendees listening rather than participating fully, these should be exceptional meetings rather than as a matter of course.
- If needed hybrid meetings could be run in the Library

ACTION: Board to RSVP to meeting notifications in a timely manner. Decisions made regarding meeting format will be taken by Dominic in the light of this information.

EOTC

Japan Trip

- Clarification sought re: confidential participant information about a student with alopecia and the way in which information about their condition is managed to respect their privacy.

ACTION: Alison to ask Sharon Henry for clarification.

Giovanni MOVED that the Japan trip be granted final approval subject to the question raised.

CARRIED
David

Nepal Trip

- EpiPen information in participant details requires review.
- Additional details required:
 - Who are the adults attending the trip?
 - Are these adults supervising and are they police vetted?
 - How are they contributing to the trip and what information have they been given?

ACTION: Dominic to contact NZSBA to determine the Board's responsibility for the adults participating.

Evžen moved that the Nepal Trip EOTC be delegated to the EOTC committee for final approval and that the final approval should take into consideration information provided by Bharat Pancha and Dominic, further to consultation with NZSBA.

CARRIED
Fiona

David MOVED that the Board extend the meeting to 8.30pm.

CARRIED
Giovanni

Summary of EOTC approved since the 9 December meeting

Geronimo MOVED that the Board receive the summary of EOTC approved since the 9 December meeting.

CARRIED
Evžen

Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
Magazines, Newsletters, Promotional			
3.2.25	Ministry of Education	Education Gazette vol 104. No 1	
28.2.25	NZSBA	Onboard - January/February 2025	
3.3.25	Ministry of Education	Education Gazette vol 104. No 2	

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Letters and other addressed mail			
12.12.24	Ministry of Education	Special bulletin	
17.12.24	NZSBA	Sector Update	
25.1.25	NZSBA	Board Matters Term 1	
4.2.25	SchoolDocs	Advisory Term 1	
19.2.25	NZSBA	Term 1 Webinars	
24.2.25	NZSBA	Reminder: NZSBA survey closes Friday	
25.2.25	NZSBA	NZSBA AI in schools survey	
28.2.25	NZSBA	Reminder: Fatality Prevention Workshop	

- It was noted that the Special Bulletin from the Ministry of Education provided clarification with regards to the NCEA days and the fact that time does not need to be made up by schools.

Giovanni MOVED that the correspondence received by the Board.

CARRIED
David

There being no AOB, the meeting moved to in-committee at 8.18pm

The meeting moved out of In committee at 8.40pm

The meeting closed with the Karakia at 8.41pm.

For future agendas: (see also the [Board's annual plan](#))

April 2025 -

Self-review

Final approval for Rarotonga EOTC, Tahiti EOTC proposal

Staggered election proposal

