



## WELLINGTON HIGH SCHOOL – BOARD MINUTES

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### Notice of a meeting held on **Monday 12 February 2024 at 6pm**

**Present:** Wyatt Page (chair), Dominic Killalea (Principal), Richard Ngatai, Jorah Ramlan-Pointon, Evžen Novak, Giovanni Tiso, David Cooling, Edward Meredith, Nina Martin-Edgar, Tahaawai James-Kanara, Maaike Day, Nicky Birch (online), Nick Tramoundanas (online)

**In attendance:** Alison Jeffery (Board Secretary)

The meeting opened with the karakia

#### Election of Board Chair for 2024

- Evžen nominated Wyatt for the position of Board Chair for 2024. The nomination was seconded by Nina.
- There being no other nominations, Wyatt was re-elected as Board Chair for 2024.

#### Minutes of last meeting

*Edward MOVED: that the minutes of the meeting on 11 December be received as a true and accurate record of the meeting.*

*CARRIED  
Giovanni*

#### Matters arising

There were no matters arising from the minutes

#### Reports

##### Principal's report

- Dominic spoke to the Principal's report.
- Scholarship results have now been received. These include the Top Scholar award in Painting, making this the third year in a row where WHS has had a top scholar at NCEA.
- The current roll sits at 1628 including international students. Current funding is based on a roll of 1480 that will be adjusted post 1 March roll return.
- Several spaces are being rethought leading to the creation of extra space in Music and Art. Projects will continue to enhance the spaces that we have.
- Re-establishing the Japanese exchange programme to Sapporo. It was confirmed that EOTC would apply were this to proceed.
- Māori learners - further work is required to understand the reasons behind the achievement drop at Level 2.

##### Cell phone policy

- It was confirmed that parents and caregivers will be consulted about the cell phone policy.
- Draft policy feedback - exemptions that would be supported
  - Use of cellphone to support a standard
  - Medical monitoring
  - Subject benefits e.g. phones for photographs in Science
- It was noted that exemptions would make students appear different (e.g. first two examples above) against the inclusive ambitions of the school
- The 'Phone as a tool' should be reflected in the policy
- In a school with no bell system, it was noted that phones can be essential for timekeeping. Not all students have watches. Conversely, where do smartwatches fit within the policy?
- The student representatives noted the upside to putting phones away could be a greater focus in class. However, they also recognised that this is both class and teacher dependent (putting away a phone doesn't automatically equate to greater engagement). Phone use can have benefits e.g. the quick inclusion of photos in the development of an Art portfolio
- What will stop students from using phones during break or at lunch? It was noted that policing phones would put a drain on resources.

- If exemptions were to be granted, the Dean could manage the administration of this in the student management system. This will be considered by the Deans.

**Action:** Two modifications to the draft policy were agreed:

- 1) Under Parent/Caregiver and student responsibilities, removal of 3rd bullet point 'Phones may be used at break times (although we advise against this)
- 2) Under Inappropriate use: amendment of the final bullet point to 'creating or forwarding inappropriate messages or content'.

**Action:** Deans to consider a pass system / SMS notes for recording exemptions

Nick joined the meeting at 7.07pm

*Evžen MOVED: that the Principal's report be received by the Board.*

CARRIED  
Nina

#### Te Whānau a Taraika report

- The pōwhiri for whānau Māori prior to the start of term was well attended, including many current students, new whānau and tamariki, plus teaching staff.
- Good opportunity for kōrero and get to talk to new whānau, programmes in the school and other questions whānau might have
- The whānau noho has been postponed and will take place later in the year
- Māori achievement statistics - to be shared with whānau hui along with information. The purpose is to recognise and share information about the community who support rangatahi Māori.
- **ACTION** Nicky and Richard to liaise with Dominic regarding data and additional information to share with the whānau hui
- **ACTION** follow up with Tahaawai re: Board training

*Giovanni MOVED: that the Te Whānau a Taraika report be received by the Board.*

CARRIED  
Tahaawai

#### Students report

- It was noted that, during the busy start of the year, 150+ Valentine's roses have been sold as part of a cross College collaboration for Valentine's Day.
- Peer Support has started
- Dragon boat training is underway.

*Richard MOVED: that the student representative's report be received by the Board.*

CARRIED  
Evžen

#### Finance reporting

- The start of year reports were received by the Board

*Giovanni MOVED: that the finance reporting, including the operational budget, be approved by the Board.*

CARRIED  
Nina

#### Strategic Business

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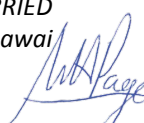
#### Functional business

##### **Governance**

##### Board annual plan

- Related to the MoE recommendations, the Board asked how students requiring support were identified. Deans' lists are discussed with line managers, targeted students could include those at risk, non achievers at NCEA reported on to the Board through the self-review. The Board requested reporting on the targeted students' progress through the year.

*Nina MOVED: that the Board's annual plan 2024 be accepted.*

CARRIED  
Tahaawai  


Conflict of interest register

- The conflict of interest register link was shared and Board members asked to update their information.

Schedule of delegations and Sports Coordinator delegation

**ACTION:** David to review the previous and proposed schedules for circulation prior to the March meeting. Deadline 4 March.

*David MOVED: that the Sports Coordinator delegation be approved by the Board.*

CARRIED  
Nina

Policy Review

- Policies were allocated for review as follows
  - Te Tiriti o Waitangi - Richard, Nicky, Student reps
  - Board responsibility - Wyatt, Evžen
  - Documentation and Self-Review policy - Giovanni, Edward

**ACTION:** Groups to provide policy feedback to 11 March meeting

**EOTC**

- Summary of EOTC approved since the 13 November meeting was circulated to the Board.

Bees

- It was confirmed that the teacher in charge of Horticulture would be the staff member responsible for the hives

*Evžen MOVED: that the proposal for bee hives at WHS be accepted by the Board.*

CARRIED  
David

*Evžen MOVED: that \$1700 of Board funds be allocated to support the first year of the project.*

CARRIED  
David

*Giovanni MOVED: that the Board meeting be extended for an addition 30 minutes*

CARRIED  
David

Hard copy documentation for Board meetings

- The Board acknowledged that electronic access to documents is sufficient for Board purposes. Printing full sets of documents is therefore no longer required.

Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
<b>Magazines, Newsletters, Promotional</b>			
29.01.2024	Ministry of Education	Education Gazette, vol 103, no 1	
<b>Letters and Addressed Mail</b>			
01	30.01.2024	Carey Clements	Friends of Wellington High School & Technical College newsletter

**AOB**

***In committee meeting***

The meeting closed with the karakia at 8.26pm.

**For future agendas:** (see also the Board’s annual plan)

March 2024

International Department update from Prue Isaacs



March 2024  
February / March 2024

Community Education Centre update from Nigel Sutton  
Re-visit staggered election proposal

A handwritten signature in blue ink, appearing to read 'Nigel Sutton', located in the top right corner of the page.