

WELLINGTON HIGH SCHOOL – BOARD MINUTES

Minutes of the meeting held on **Monday 13 February 2023 at 6.00pm in the WHS staffroom**

Present: David Cooling (Chair), Dominic Killalea (Principal) Giovanni Tiso, Hannah Paton-Smith, Nikau Edmond-Smaill, Richard Ngatai, Bella Das, Wyatt Page, Jorah Ramlan-Pointon, Evžen Novak

Apologies: Dominic Killalea (Principal), Nick Tramoundanas, Nicky Birch

Visitors: Sharon Henry (Japan Trip proposal)

In attendance: Alison Jeffery (Board Secretary)

Karakia

A video produced by Whakamarurangi Chadwick providing the history and context for the karakia was shown at the start of the meeting. The Board thanked Whakamarurangi for his mahi in producing the video and started the meeting with the karakia.

Election of Board Chair

- Hannah called for nominations for the post of Board Chair.
- Evžen nominated David. This nomination was seconded by Jorah.
- There being no other nominations, David was re-elected as Board Chair for 2023.

Japan Trip proposal

- Sharon Henry was welcomed to the meeting to speak to the Japan trip proposal.
- Sharon sought approval for a trip to go to Japan in December 2023. This trip is different from ones Sharon has run in the past as it includes a homestay, travel to different areas including one affected by the earthquake with the trip concluding in Tokyo.
- The cost of the trip will be \$7300 per student which is an increase on past trips. This is due to increased prices for both airfare and insurance. An additional staff member will be required to provide support as a COVID contingency. The planning has factored in staff potentially being unwell with COVID and the need to run a trip that is safe for students.
- The insurance covers all COVID excesses with a \$0 excess. The only scenario not covered is a government going into lockdown.
- The trip would provide places for 18 students in Years 12 and 13. To progress, 12 will need to commit.
- Vetting for homestays - the partner school and city council check places that students stay to ensure they are appropriate.
- The meeting was asked to provide initial approval with the final approval to be sought closer to the time.. The estimated timeline for this is six months from initial approval.

Hannah MOVED: that the Board provided initial approval under the EOTC policy for the proposed trip to Japan.

CARRIED
Jorah

- The Board thanked Sharon for organising the trip and presenting the trip proposal to the meeting.
- Sharon left the meeting.

Minutes of the last meeting

Giovanni MOVED: that the minutes of the meeting on 14 November 2022 be approved

CARRIED
Hannah

Matters arising from the minutes

- Actions relating to the 14 November meeting remain open as follows:
 - **Action:** Richard to discuss the change in school crest from Excellence in Learning to Wellington High School with Te Whānau a Taraika

- **Action:** Follow up on GoNoGo issues with no resolution
 - **Action:** The option for an exit at the far end of the field be pursued to ensure safe passage in the event of the Rātā block exits being impassable.
 - **Action:** Signage regarding field access to be removed from along Taranaki St.
 - **Action:** Kāhui Āko / Te Atiawa connections be followed up
 - **Action:** A one page document summarising digital and cybersecurity at school be drafted for students.
 - **Action:** Dominic / SLT to provide context for policy implementation prior to review in 2023.
- The Board Chair sought permission to move the in-committee agenda further up the agenda. Permission was granted by the Board. The meeting moved to in-committee at 6.30pm.
 - The open meeting resumed at 7.40pm.

Reports

Principal's report

Jorah MOVED: that the Board approve the Strategic Plan and Annual Implementation plan for 2023, and thank the leadership team for their work on drafting these.

CARRIED
Hannah

- The PPTA teachers' strike is scheduled for 16 March.
- The Board meets on 13 March and will inform the community on morning of 14 March if the strike is to go ahead, and the school needs to close for tuition.

Hannah MOVED: that the Board accept the Principal's report

CARRIED
Jorah

5YA letter plus amendment

Evžen MOVED: that the Board accept the amendment to 5YA 2018/2019

CARRIED
Wyatt

- With regards to the amendment, the figures related to the roll and the square meterage per student are substantially different to the current roll.
- No decision relating to the amendment was taken at the meeting.

ACTION: The Principal and property delegate follow up figures in the amendment with the Ministry of Education property team.

- The Board noted that the Ministry of Education's property team will be present at the March meeting to discuss the school's master planning.

Wyatt MOVED: that the Board grant a half hour extension to the meeting time.

CARRIED
Giovanni

Sabbatical report

Hannah MOVED: that the Board thanks Principal for his sabbatical report and endorses the actions detailed in the conclusion.

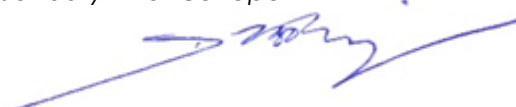
CARRIED
Jorah

Finance report

ACTION The finance report for November and December is circulated to the Finance Committee, and the Board.

Wyatt MOVED: that the Board accept the January Finance report

CARRIED
Jorah



Budget

- The Alternative Education budget is no longer being managed by WHS so line 68 of income is removed. The budget surplus is removed by \$10,000 as a result.

Jorah MOVED: that the 2023 budget with Alternative Education amendment is approved by the Board.

CARRIED
Bella

Students' report

- Student Council applications will be sent out tomorrow
- Valentine's Rose drive will benefit several local charities
- NCEA workshops to be run at intervals and lunchtimes as students are feeling under confident especially regarding UE and UE literacy credits.

ACTION Richard to advise re: Maori membership on the SC: tikanga representative, Waka Ama, Kapa Haka.

Hannah MOVED that the Board accepts the students' report and thanks the students representatives for their contribution to school life.

CARRIED
Wyatt

Strategic Business

- None

Functional business

Board Annual Plan 2023 and Board Checklist Term 1

Richard MOVED: that the Board Annual Plan for 2023 be accepted with the addition of the NZSTA checklists and strategic planning reporting

CARRIED
Giovanni

Schedule of Delegations

- In addition to the amendments in the draft, the reference to sub-committee delegations requires expansion to specify the student behaviour committee.

Jorah MOVED: that the schedule of delegations be accepted by the Board subject to the amendments discussed.

CARRIED
Giovanni

Draft terms of reference - Student behaviour committee and Finance committee

Giovanni MOVED: that the Board approve the terms of reference for both committees subject to an amendment to each requiring that the Terms of Reference be reviewed triennially.

CARRIED
Hannah

Code of conduct

- All Board members present signed the code of conduct.

ACTION: Board Secretary to send the Code of Conduct to members absent from the meeting for their signature.

Conflicts of interest

- The Board was reminded of the need to update their conflicts of interest on the electronic register.
- This is required for submission to the auditors each year.



Policy review Term 1

ACTION: SLT to advise re: fit for purpose of the policies under review.

Correspondence received by the Chair and actions taken

Date	From	Concerning	Action
Magazines, Newsletters, Promotional			
20.11.2022	Ministry of Education	Education Gazette Vol 101, no 15	
12.12.2022	Ministry of Education	Education Gazette Vol 101, no 16	
7.2.2023	Ministry of Education	Education Gazette Vol 102, no 1	
Letters and Addressed Mail			
4.11.2022	NZSTA	NZSTA Regional Executive	
30.1.2023	NZSTA	Industrial Action by Secondary Teachers Term 1 2023	

Richard MOVED: that the correspondence be received by the Board.

CARRIED
Hannah

The meeting concluded at 8.26pm

