



WELLINGTON HIGH SCHOOL – BOARD MINUTES

Minutes of a meeting held on **Monday 24 November 2025** in the WHS staffroom at 6.00pm

Present: Antonia Reid (Presiding Member), Dominic Killalea (Principal), Isobel Butler, David Cooling, Lucy Kebell, Sue Kemp, Julie Reddish, Lars Stannard, Marama Steele

Apologies: Yaya Alley, Molly Hereaka Bowden, Nicky Birch, Sophie Hereaka Bowden

Visitors: Arana Inns-Hall, Ella Pritchard Yeo, Jason Reddish (Rarotonga EOTC)

The meeting opened with the karakia.

Antonia MOVED to grant speaking rights to the visitors.

*Seconded Julie
CARRIED*

Rarotonga EOTC

- Jason Reddish spoke to the Rarotonga EOTC proposal, a follow on from the 2025 trip that provided an immersive EOTC experience linked to Outdoor Education's key competencies.
- The Board asked whether trips that achieve the same objectives could take place in New Zealand.
- An alternative local short trip is offered for students who are not able to participate e.g. Castlepoint, Kaitoke. It was noted that trips in general present cost barriers, often to Māori students. The need to weigh up the equity of EOTC exists. Fundraising is supported by Jason but is not something that he can manage.
- It was confirmed that a contingency has been built into the budget for the 2026 trip to cover possible non payment.
- Carbon offset principles in the Board? To be deferred to another meeting.
- The Board noted that the dates proposed include a week of Term 3. Dominic confirmed he does not support curriculum trips taking place in term time. Rarotonga is the only one that does. Jason was asked if the dates could be changed so the trip is within the break.
- It was noted that trips being solely in school break could reduce students' opportunities to visit family or work.
- The Board acknowledged Jason's work in preparation for the meeting and his efforts to keep costs down.

Jason Reddish left the meeting at 6.31pm.

- The trip dates were acknowledged as an operational matter for Dominic to resolve with Jason.

Antonia MOVED to approve this EOTC in principle, subject to operational matters regarding dates, being resolved.

*Seconded Lucy
CARRIED*

David and Julie cited conflicts of interest and abstained.

Minutes of last meeting

- Confirm minutes from the meeting held on Monday 13 October

Julie MOVED that the minutes of the meeting held on 13 October be approved as a true and accurate record.

*Seconded David
CARRIED*

Reports

Principal's report

- The Board requested that account notifications are set up so that all eligible caregivers receive notifications. Including additional caregivers would encourage more to pay. The Board would like to see a clear message schedule including reminders.
- It was agreed that communication from Dominic will be important in conveying the change in donation to whānau. It was suggested that a similar message re: paying for others or contacting school if payment is not possible, to that used in 2024 is used.

- Faculty revenue (e.g. subscription levies) is a focus with staff expected to contact whānau regarding payment.
- It was confirmed that, if whānau don't ask for payments to be applied specifically, course contributions are paid first.
- **ACTION:** Sue to check notifications are set up so that additional caregivers receive reminders and notifications.
- **ACTION:** Build in a review of donation payments towards the end of 2026 to check uptake.
- **ACTION:** Add in a two-yearly review of the donation amount.

Antonia MOVED that school donations be increased to \$400 and \$500 respectively from January 2026.

*Seconded Julie
CARRIED*

- The draft attendance plan was tabled. Under the plan WHS would run an attendance service including employing a social worker part-time. The goal is attendance of over 70% (the Ministry is concerned about students who attend less than 70%).
- Deans have a targeted call list and student services staff will phone to establish relationships with whānau. Approach is based on whakawhānaungatanga to get students into school.
- Low attendance pre-dates COVID. The trend in attendance is upwards.
- 260+ holidays in term time taken in 2025 impact attendance. Year 9 generally attend well but attendance drops in Year 10 improving again in Year 11. Sometimes seniors may make strategic decisions about attendance e.g. portfolio subjects.
- The student representatives suggested positive reinforcement for attendance - especially for juniors. e.g. cards recognising high attendance. The Board suggested that these ideas be explored by Student Council in 2026.
- Opportunities such as Ngā Manaakitanga and an equivalent could be used to provide support to raise attendance.

Julie MOVED that the draft attendance management plan be approved for implementation from the start of 2026.

*Seconded Antonia
CARRIED*

- Dominic will continue to provide attendance data each term for the Board and to include detail about the attendance management plan's progress corresponding with milestone reporting.

David MOVED that the Principal's report be received by the Board.

*Seconded Sue
CARRIED*

Student report

- Isobel spoke to student report, a summary of highlights from the term.

Antonia MOVED that the student report be received by the Board.

*Seconded Lucy
CARRIED*

Te Whānau a Taraika

- Marama spoke to the Te Whānau a Taraika report confirming that Arlo Murphy will be joining as student rep from February 2026. Arlo will continue to be supported by Yaya, Molly and Sophie.
- Whakanuia moved by a week due to the storm on 23 October. Many of those who took home prizes were active in Kapa Haka, Waka Ama or Māori Performing Arts highlighting the connection between ākonga involvement and thriving.
- After Whakanuia Whakamarurangi Chadwick was farewelled. Students who had participated in Waka Ama reflected on the importance of their support for each other in moving through challenges.
- When the calendar for 2026 Board meetings is published, whānau hui will be scheduled.
- **ACTION:** Marama to provide whānau hui calendar for 2026 for Alison to include on the school calendar.
ACTION: Board members to be invited to future Whakanuia.
- As Nicky will be leaving the Board, a second Māori whānau representative will need to be co-opted.
- Waka Ama is in need of a new waka. This is a capital item that can be included in the capital budget, presented to the Board in February 2026.
- **ACTION:** Sue to follow up with Marama re: inclusion of new waka in capital budget for 2026.
- The purchase of a new waka could be a possibility for grant applications e.g. Wellington Airport / Lotto.
ACTION: Marama and Julie to discuss with Charlene James-Meijer.

Antonia MOVED to accept the Te Whānau a Taraika report

*Seconded Sue
CARRIED*

Finance reporting including draft budget for 2026

- The financial picture is more positive but still showing a deficit. Sue anticipates it may improve by the end of the year. 2025 budgets are closed and relief is internal. It is not unusual for some donations to be paid towards the end of Term 4.



- It was noted that, as per Ministry policy, December figures are not presented to the Board but go through to the audit for finalisation in May.
- A thorough analysis of software expenditure has been undertaken to ensure that all subscriptions are current.
- Each budget holder receives a monthly report, and are responsible for ensuring their area does not go over budget.
- Electronic purchase orders will require authorisation before purchasing can occur and will be a positive development.
ACTION: Sue to provide a breakdown of income via donations vs course donations.
- CEC anticipates making a profit in 2026 but building work and the lack of car parking is likely to impact CEC income.
- **ACTION:** Sue to raise questions related to cashflow vs accountancy with Accounting for Schools to ensure that decision making is informed.
- Dominic detailed the overstaffing costs met by the school in areas such as the International Department, Guidance and Learning Services plus one other teacher. If the staffing entitlement increased, the school's contribution would reduce.
- The final budget for 2026 will be presented to the Board for approval in February 2026.

Julie MOVED that the Finance Report be accepted by the Board.

*Seconded Lucy
CARRIED*

Strategic Business

Board Te Tiriti obligations, strategic and annual plans

- Beyond the almost exclusively positive reaction from the community following the statement confirming WHS's ongoing commitment to Te Tiriti o Waitangi issued by the Board on 18 November, the Board will discuss ways of ensuring the ongoing commitment. The strategic plan is the most significant opportunity to embed this commitment over the next 3 years.
- ERO School Improvement Framework (SIF) currently in progress with SLT ahead of ERO visit in Term 1 2026. The ERO SIF will be presented to the Board in February 2026 and will inform the Board and build into the school's strategic direction.
- The Annual Plan for 2026 was tabled to the Board with objectives taken from the 2023-2025 strategic plan. This plan in turn informs individual faculty annual plans. Every point in the strategic plan 2023-2025 has been covered in an annual plan at some point in 2023-2025.
- Areas for focus are ones requiring innovation and development and are not business as usual (e.g. disciplinary).
- The Board will continue the strategic planning process in 2026 with the aim for a new plan to be in place by the start of 2027.
- **ACTION:** Board to compile a revised strategic planning timeline/calendar of events for 2026 ensuring sufficient time for the Board to hear from faculties, SLT and whānau.

Antonia MOVED to accept the annual plan for 2026.

*Seconded Sue
CARRIED*

Board visibility to the community

- Board presence at key events e.g. prizegiving, Whakanuia, pōwhiri
- Termly update to parents and whānau - similar vein to Principal's message.
- The Board could consider ways of harnessing community spirit and skills to the school's advantage.

Functional business

Policy Review

- The Board noted that the policies were determined fit for purpose by SLT. There is no feedback to submit to SchoolDocs.

EOTC

- The summary of EOTC approved since the 13 October meeting was received by the Board.
- EOTC as a process will be discussed in February.
ACTION: David and EOTC committee to take forward EOTC discussions with Rebecca Rāpira-Davies. To include consideration of the quality of information presented in EOTC submissions. Feedback to be presented at the next Board meeting.
- As Yaya is stepping down as Kaupapa Māori representative there may be a vacancy on the EOTC committee.

Update on Tahiti EOTC

- EOTC approved in principle by the previous Board and therefore presented to the new Board for information.
- Date has been changed to July 2027 to provide time for fundraising.
- Māori language trip as per other senior language classes having opportunity.

Board communications

- Checking emails regularly (ideally every 3 days), with Gmail app installed on phones if possible.
- Alison as Board Secretary will send texts if action is required urgently.
- All Board members to include clear subject lines and, if needed, deadlines when emailing.
- **ACTION:** Board photo to be taken at February 2026 meeting.



- **ACTION:** Alison to email conflict of interest register and skills matrix to be emailed to Board members to complete.

Calendar for 2026

- The calendar gives an even distribution of meetings across the year.
- Accounts will not be ready for meetings early in the month. Accounts will reflect the previous month that is available at the time of the meeting.

Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
Magazines, Newsletters, Promotional			
13.10.2025	Ministry of Education	Education Gazette vol 104. No 10	
31.10.2025	NZSBA	OnBoard - October 2025	
10.11.2025	Ministry of Education	Education Gazette vol 104. No 11	
Letters and other addressed mail			
13.10.2025	PPTA	Strike notification	
17.10.2025	NZEI	Formal notification of strike action on 23 October 2025	
20.10.2025	PPTA	Strike notification for 23 October	
2.11.2025	PPTA	Strike notification for 5 November	
4.11.2025	Kyle Webb	School Boards' Te Tiriti obligations	
10.11.2025	Mireille Consalvey	Letter for school board	
11.11.2025	NZSBA	Petition re: removal of school board obligations to Te Tiriti	
12.11.2025	SchoolDocs	SchoolDocs advisory mid-term 4	

Antonia MOVED that the correspondence be received by the Board

*Seconded Julie
CARRIED*

AOB

David MOVED that the Board approve \$3000 for staff end of year festivities in recognition of their efforts in 2025.

*Seconded Julie
CARRIED*

The meeting moved to in committee at 8.51pm.

The meeting moved out of in committee at 9.17pm.

The meeting closed with karakia at 9.18pm.

