

**Minutes of Wellington High School Board of Trustees Meeting  
Held 15 May 2017 at 6.06pm**

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

**Apologies:** Nil

**In attendance:** Trish Tuthill (Board Secretary), Trudy Harvey

**1. Visitors**

Trudy Harvey – Bullying Prevention Policy

- Spoke to the policy that was distributed with meeting papers.
- Linked to the Ministry of Education document released in 2015
- Discussion around the matrix of how to ID bullying and responses to disclosure of bullying
- Staff meeting on 17 May 2017, will present this policy to staff.
- This policy has been through Senior Leadership and Pastoral teams
- The entire student body was surveyed. Received 667 responses.
- Discussion around data from survey
- Pink Shirt day is coming up for bullying awareness
- Matrix to go onto the website
- Amendment to ensure consistent wording (serious/severe)

MOVE        *THAT the Board accepts and ratifies the Bullying Prevention Policy*  
CARRIED

*Trudy left the meeting at 6.24pm*

**2. Strategic Business**

- Policy Review
  - o Sexual Harassment Policy
    1. Finish the sentence in the purpose “.....dealt with appropriately”
    2. Change “see the Principal” to “contact the Principal”.
    3. This new policy covers digital harassment

MOVE        *THAT the Board accepts and ratifies the Sexual Harassment Policy with the changes noted.*  
CARRIED

- o Library Procedure
  1. Librarians went through existing policy and have made some changes.

MOVE        *THAT the updated Library Procedure is adopted.*  
CARRIED

## 2. Functional business

### Minutes of last meeting

MOVED: *THAT the minutes of the meeting held on 13 February be accepted*

CARRIED

### Matters Arising from Minutes

Bus services update. New afternoon bus service has started.

### Correspondence

MOVED: *THAT the correspondence be received.*

CARRIED

### Matters Arising from Correspondence

Discussion around congratulations letter from the Education Minister.

## 3. In-committee

*At 6.37pm the meeting moved into committee to protect the identity of an individual or individuals.*

*The meeting resumed at 6.47pm*

## 4. Chairs Report

Formally welcome Dominic to the role of Principal.

## 5. Principal's Report

Dominic spoke to his report:

- Highlight the staffing. Currently overstaffed at 1.4
- 1 March roll return means that there will be no permanent appointments made without consultation. This is fine, as there was no intention to.
- ERO will be coming and so the document Curriculum & Participation document (distributed) is vital reading in preparation.
- NCEA final results in the Curriculum & Participation
- Discussion about sports including badminton (its popularity in particular), year 13 diver who has excelled in international competition and the impact of Irene van Dyk on WHS netball.
- HoFs dinner is coming up in two weeks. Each board member allocated a faculty to read up on in preparation.

Head of Faculty Dinner:

Arts – Crane  
English – Chris  
Maths – Deanne  
Languages – Josh  
Science – Annette  
Social Science – Kasey  
Health/PE – Charlene  
Technology – Ariana  
Guidance/Learning Services - Deanne

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

CARRIED

## 6. Staff Report

Newly qualified teachers (Anita Kirby and Anna Reeve) and Suz Meijer (Masters Deg) are graduating this week.

## 7. Property

- Property timeline is moving and is scheduled to complete by 29 June 2017. Realistically, it could extend into July 2017.
- Security camera contract about to be signed off.
- The fire exit stairs by the hall are still being worked on
- Lots of extra remedial work required due to water tightness issues

## 8. Te Whānau a Taraika

- Second hui on Monday 22 May 2017
- Invitations will go out from Dominic
- Finalised results from NCEA will be presented to whānau hui.

## 9. Student's Report

- Bullying prevention initiative warmly welcome
- Japan, China and Nepal trips went well.
- He Tohu and Ara Taiohi have both got WHS students involved.
- Kapa haka is struggling with membership.

## 10. Finance

- Donations are up
- Venue hire income is down due to building work and pressure on venues from school use.
- Master lock system replacement is still with Kone. \$24k for locks. Also looked at a swipe card system that was \$48k approximately.
- Fire alarm quote is still pending
- Cleaners still presenting issues with quality
- Healthy cash balance.

## 11. AOB

### Change of Dates:

12 June meeting changed to 19 June

14 August meeting changed to 7 August

### Strategic Plan

Revision of the strategic plan tentatively booked for Saturday 16 September. 9am – lunchtime. Will be moved if clashes with ERO visit.

### Common Room

Question about room for senior students. Discussion around space and safety issues.

Meeting closed 8.05pm