

**Minutes of Wellington High School Board of Trustees Meeting
Held 20 June 2016 at 6.19pm**

Present: Ganesh Nana, Deanne Daysh, Nigel Hanton (Principal), Mrinali Kumar, Devin Pike, Crane Amaru, Charlene Aramoana, Kasey McDonnell, Chris Roberts, Ariana Tikao

Apologies: Gerry Glynn

In attendance: Trish Tuthill (Board Secretary), Megan Southwell, Andrew Savage, Dominic Killalea

Meeting began Chaired by Nigel Hanton.

1. Welcome and Introductions

2. Strategic business

Options for Co-opt of members

- Deanne spoke to the previous Board's intention to implement succession planning including identifying skills required and the transition to a new Board.

MOVED : *that Ganesh Nana is co-opted onto the Wellington High School Board of Trustees for the duration of 2016.*
(Daysh/Amaru) CARRIED

Nomination of Chairperson

MOVED : *that Ganesh Nana continues as Board of Trustees chairperson for the duration of 2016.*
(Daysh/Amaru) CARRIED

Ganesh Nana took over the Chairing of the meeting

3. Functional Business

- Minutes from previous meeting were distributed and will be confirmed at the next meeting

4. Correspondence

MOVED: *that the correspondence be received.* CARRIED

Matters Arising from Correspondence

Ganesh spoke to the OIA letter noted on the correspondence.
No nominations were put forward for the NZSTA committee.

5. Finance Report

- Summary on finances by John Wilkinson
 - Deficit/surplus history
 - Cash on hand

- Note that a revised budget for the second half of the year will be presented at the next meeting.

6. Principal's Report

Informal report to give overview for new Board members.

- Significant roll increase
- Intakes at Years 10 -13 and the impact
- Resourcing of the school in terms of pastoral care
 - HoFs and Year Level Deans get a ½ teaching load to allow for the significant pastoral care that school offers.
- Property has continually slow progress. Recent expenditure has been on things that cannot be seen (air conditioning, roof, wiring)

7. AOB

Deputy Chairperson

MOVED : *That Deanne Daysh continues as Deputy Chairperson*
(Amaru/Roberts) CARRIED

Delegation of Staffing Management

Clarification of delegation from Governance Manual.

Section 3.7 Personnel

Section 3.1 Delegation to the Principal

- 3.7 The Board delegates responsibilities to the Principal for all matters relating to the management of staff in the expectation that they will be managed in a fair, sound and respectful manner
- 3.1 (The Principal is delegated to) hire, deploy and terminate auxiliary staff positions.

For clarity, these clauses include the delegation to suspend an employee while disciplinary processes are followed in accordance with the appropriate collective agreement.

MOVE: *that the Governance Manual is updated to clarify and include Section 3.7 and Section 3.1 as outlined above.*
(McDonnell/Kumar) CARRIED

Extension of Contract

Carey Clements, who has been contracted during Term Two to begin work on sorting the storage area ready for archiving.

Ariana is going to call in and meet with Carey as she is an archivist.

The Board agreed to extend Carey's contract for another 10 weeks (Term 3, 2016)

Items for next meeting

- Confirmation of minutes of previous meeting

- Discussion of governance document and policy review schedule
- Discussion of committee structure and membership
- Budget review

Administration

Board Members will be sent, via email:

- Policy Documents & schedule
- Governance Document
- NZSTA Conference information
- Information on NZSTA Governance Training and other courses/workshops

Meeting Dates Confirmed for 2016

Date	Reminders
27 July 2016	NOTE: Wednesday of first week of Term 3.
22 August 2016	
19 September 2016	
17 October 2016	
21 November 2016	

Meeting Closed at 7.20pm