

**Minutes of Wellington High School Board of Trustees Meeting
Held 27 July 2016 at 6.02 pm**

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

Apologies: Ariana Tikao, Deanne Daysh

In attendance: Trish Tuthill (Board Secretary)

1. Strategic business

Governance Document and Policy Review Schedule

The front part of the Governance Manual needs to be edited due to errors of fact currently.

Sub-committee (Ganesh, Deanne and Crane) to look at the manual once Nigel has corrected errors. They will report back at the next meeting.

The schedule of policy review will continue or change in response to the Governance Document.

Purpose of the Term 4 Environmental Review is to address anything that has been contentious and where aspects have changed. This is important due to the ERO review pending in 2017.

Discussion of Sub-Committee Structure

Finance committee is a priority

- Finance committee goes through the detail (usually meeting immediately before Board meeting) and then reports summary picture to the full Board
- Ganesh/Chris and Crane appointed as Finance committee

Property committee has been part of the finance committee

- Do we need a separate committee or keep with finance
- Nearing the end of the 5 year cycle in the 10 year property plan so are currently following a process that does not need further input
- Keep property within ambit of Finance committee for now, but reconsider separate property committee when new cycle begins.

Disciplinary sub-committee

- 3 board members for each hearing and is on an ad-hoc basis
- Training for new board members
- For the next few disciplinary hearings, a new member will attend to observe proceedings

Succession Planning

- In the interests of professional development and succession planning for WHS, Nigel feels it is important that the Deputy Principal's attend the Board meetings regularly.
- They will take turns, term about, in attendance

NZSTA Conference report

Crane reported back to Board about the NZSTA conference.

- Very valuable and recommends to other Board members
- High Maori attendance
- Hand out regarding teaching of Maori history in NZ
 - Nigel will follow up with Andrew Savage and Michael Harcourt.
 - Will report back next meeting.

2. Functional Business

MOVED: that the minutes of the meeting held on 16 May 2016 be accepted
CARRIED

MOVED: that the minutes of the meeting held on 20 June 2016 be accepted
McDonnell/Amaru
CARRIED

Matters Arising from Minutes

From 16 May 2016 and 20 June 2016 meetings

- Identification of "action list" during meeting
- Archives update
 - Paper archive is already complete currently being put into spreadsheet
 - Looking at working on a significant alumni foundation

3. In-committee

At 6.40pm the meeting moved into committee to protect the identity of an individual or individuals.

The meeting resumed at 7.15pm

4. Correspondence

Matters Arising from Correspondence

Discussion around the Audit Report to the Board: Year Ended December 2015

- Sensitive expenditure query
- Food and fashion note

MOVED: that the correspondence be received.

CARRIED

5. Principal's Report

Vacancy in property staffing update:

- 32 hours a week currently vacant. The workshop technician is able to pick up some of these hours which will make a smooth transition
- Personal vehicle was being used and so property may require an additional vehicle

Prendos/Property update:

- Tender process is underway

Meeting Dates

Date	Actions Pending for Next Meeting
22 August 2016	<p>Nigel:</p> <ul style="list-style-type: none"> • Errors of fact in Governance document • Take Maori History information to HTM and SEA for response. Report back • Ask DPs to attend meetings on cycle • Correspondence discussed in-committee <p>Deanne/Crane/Ganesh:</p> <ul style="list-style-type: none"> • Revise and report back on changes to Governance Manual <p>Ganesh:</p> <ul style="list-style-type: none"> • Send email motion to Trish from last few weeks <p>Crane/Ganesh</p> <ul style="list-style-type: none"> • Invite Annette and Ariel to next meeting
19 September 2016	
17 October 2016	
21 November 2016	

Meeting Closed at 7.50pm