

**Minutes of Wellington High School Board of Trustees Meeting
Held 19 September 2016 at 6.10 pm**

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

Apologies: Nil

In attendance: Trish Tuthill (Board Secretary), Andrew Savage, Paul Ransfield

1. Visitor

Andrew Savage – SOLO Taxonomy and Achievement Data in the Junior School

Andrew spoke to his PowerPoint presentation and hand out outlining how SOLO is being implemented in the junior school and why.

- Prestructural, unistructural, multistructural, relational, extended abstract
- Links to NCEA in the senior school
- The depth of data collected about achievement of junior students
- The way data can be sorted and used is currently being tested and developed by Dominic Killalea
- The transparency of the process. Reporting is done in real time to the parent portal.
- Gives data about those students who may need mentoring, allowing for early intervention
- Could have potential for resourcing purposes

The Board formally thanked Andrew for his presentation and the work over the two years that he has led to get SOLO implemented into the junior school.

Andrew left the meeting at 6.43pm

2. Visitor

Paul Ransfield – Te Whanau a Taraika

Paul spoke to his proposal which was distributed with Board papers to get video media in Te Reo in order to promote use of the language verbally, to name and claim space at WHS and to have Te Reo media specific to WHS. For example, SOLO information in Te Reo.

Student involvement would include:

- Making the media
- Being involved in what scripts are used
- Hands on involvement

Confirmation given that the budget request was zero.

MOVE THAT the Board of Trustees approves the Engaging Rangatahi with their Whānāu and School Community through Digital proposal in principle.
CARRIED

Paul left the meeting at 6.53pm

3. Strategic business

Student Trustee Elections

Election was won by Josh Stewart. He will attend from the November meeting.

Archivist Contract

Nigel proposed that the contract is extended Term 3, 2017.

This will be subject to the development of work on deliverables KPIs in Term 4, 2016

Lots of progress has already been made.

Policy Review

Discretionary policy review of:

- Vulnerable Children
- Health & Safety
- Sensitive Expenditure
- Search & Seizure

MOVE *THAT the above policies with approved changes, are adopted.*
CARRIED

Further work is going to be carried out by Nigel and Deanne on the pandemic and contagious diseases policy.

4. In-committee

At 7.10pm the meeting moved into committee to protect the identity of an individual or individuals.

The meeting resumed at 7.42pm

5. Functional Business

MOVED: *THAT the minutes of the meeting held on 22 August 2016 be accepted*

McDonnell/Amaru
CARRIED

Matters Arising from Minutes

Governance manual needs to have segment about student trustees re-written. The manual states that the role is shared between two students. However, in 2016 election several candidates were running alone. A single student was successfully elected.

6. Finance Report

- Accounts are in a healthy position.
- Draft budget at November meeting at the latest.
- There needs to be a walk around the school to assess property maintenance and to inform spending.
- Security cameras are still being scoped
- fire alarm still being scoped

MOVED: *THAT the Board approves payment for the school wireless Upgrade, which is 20% of cost, and approximately \$8,000.*

CARRIED

MOVED: *THAT the school credit card limit is increased to \$25,000 across two credit cards (international and school)*

CARRIED

MOVED: *THAT the Board approves the purchase of a utility vehicle for the property department with a purchase price of no more than \$20,000.*

CARRIED

7. Correspondence

MOVED: *THAT the correspondence be received.*

CARRIED

Matters Arising from Correspondence

Regarding the letter directing Wellington High School to take a student. This Year 9 student has been at a school out of zone and the systematic bullying she endured meant that she was at significant risk. She has settled in remarkably quickly.

8. Chairs Report

- Principal's appraisal is nearly complete for June 2015 – June 2016
- Discussion around the Chairperson role during the Christmas break.
- Ganesh still looking to shoulder tap someone with finance background
- Last meeting will be 21 November 2016 and a new Chair will be appointed at the meeting.

9. Principal's Report

Nigel spoke to his report:

- Several vacancies have been advertised for 2017 already. There will be an additional position in Science and in Japanese.
- Ministry of Education prediction for next year. School estimates that the roll will be close to 1250.
- Property update
 - Due to roll growth the additional classrooms being built will be required
 - Board may need to buy these classrooms at the end of the proposed work as they will still be required.

- Naylor Love have been doing primary planning around the school for recladding. Has caused some issues with staff as the lines of communication between Naylor Love and the Principal have not been clear
- Need some clarity around the carrying capacity of the school according to the Ministry. Nigel will request.
- The recent snowed in ski trip has generated 99% good feedback from parents
- Colin Wharton, director of Community Education, has tendered his resignation in order to retire. Effective April 2017
- Learning Conversations generated 780 appointments between ropu teachers, parents and students

MOVED : *THAT the Principal's report be received*

CARRIED

10. Staff Report

Siobhan Peacock and Zeni Gibson, Year 13 Fashion students, have installed their Wearable Art creations and displays in Te Papa Store main windows today.

11. Te Whanau a Taraika

See visitors section of minutes.

12. Students Report

Property issues around the safety of the handrail at stairs to gym.

13. AOB

Health & Safety Workshop

- Deanne has attended and is now fully trained
 - Paul MacDougall, staff member, has also completed the training.
- Paul will be asked to report to the next Board meeting re progress from the School's H&S committee.

Meeting Dates

Date	Actions Pending for Next Meeting
17 October 2016	<p>From August meeting: <u>Deanne/Ganesh/Crane</u></p> <ul style="list-style-type: none"> • Trish will send out the marked change version of the Governance Manual for further changes. (Has been sent 24/8/16. Do we want to action any changes?) <p>From September Meeting: <u>Deanne/Nigel</u> Further work required on the pandemic/contagious diseases policy.</p> <p><u>Nigel</u></p> <ul style="list-style-type: none"> • Investigate the property carrying capacity • Get property team to look further into fixing stair rail going to gym <p><u>Trish</u></p> <ul style="list-style-type: none"> • Update Governance manual
21 November 2016	

Meeting Closed at 8.15pm