

# WELLINGTON HIGH SCHOOL – BOARD MINUTES

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Minutes of the meeting held on **Monday 18 September 2023 at 6pm**

**Present:** Wyatt Page (Chair), Nicky Birch, David Cooling, Giovanni Tiso, Nick Tramoundanas, Jorah Ramlan-Pointon (online), Richard, Ngatai, Evžen Novak, Bella Das, Nikau Edmond-Smail

**Apologies:** Dominic Killalea

**Visitors:** Shaun Tavernor

**In attendance:** Alison Jeffery (Board Secretary)

The meeting opened with the karakia

*David MOVED: that Shaun be granted speaking rights.*

CARRIED  
Evžen

## Minutes of last meeting

*Nicky MOVED: that the correspondence from the 21 August meeting be accepted retrospectively*

CARRIED  
David

*Giovanni MOVED: that the minutes of the meeting on 21 August be received as a true and accurate record of the meeting.*

CARRIED  
Richard

## Matters arising from the minutes

- There were no matters arising from the minutes that would not be covered by items already in the agenda.

## Reports

### Principal's report

Jorah joined the meeting at 6.12pm

- It was noted that the distribution of foreign fee payers across the school averages less than one per class and does not have an impact on the ability of classes to be accommodated.

**ACTION:** International Department to provide current projection for foreign fee paying students for 2024.

**ACTION:** Confirmation of budget, itinerary and travel insurance required policy for forthcoming international marketing trip.

*David MOVED: that the International Marketing Trip be approved by the Board.*

CARRIED  
Evžen

*David MOVED: that Shaun Tavernor be Acting Principal while Dominic is on the International*



**ACTION:** The scope of work for Harrison Tew and the budget to be circulated to the Board.

- In the wider realm of Health and Safety, the Board would like to understand how their individual wellbeing is considered and supported. Board members may be exposed to information and situations e.g. in suspension meetings, that warrant support for their wellbeing. How is this manifest? Could it be included in the Harrison Tew audit?

#### AI & ChatGPT

- It was acknowledged that this is an area that all schools are grappling with. Two members of SLT attended a discussion on that theme on 18 September as part of the Wellington Loop.
- The Board recognises that policy with regards assessment is likely to be led by NZQA at a national level.
- In terms of the trial at WHS, the Board requests a detailed plan that includes information regarding the controls around privacy. The plan should detail information that will be provided to parents to allay their concerns. This should include consideration of possible parental response if reports are noted as being 'co-written' with ChatGPT.
- It was noted that the outcomes of the trial, e.g. sample reports, may not be published to parents, and that the trial may be an internal school exercise, not one resulting in externally published content.

**ACTION:** The Board should receive an update regarding the trial in Term 4. The update should include details about information usage.

Nick joined the meeting at 6.39pm

- Property - Project Steering Group: the hui that was anticipated for 18 September did not take place.

**ACTION:** follow up required regarding arrangements for the PSG. Evžen to report back to the October meeting.

David *MOVED: the Principal's report be accepted by the Board.*

CARRIED  
Bella

#### Te Whānau a Taraika report

- It was acknowledged that the Board had not received a Te Whānau a Taraika report for a while.
- Te Whānau a Taraika, its composition, timing and kaupapa, which is developed by the whānau rōpū, were introduced to the Board.
- The WHS website content for Te Whānau a Taraika will be updated this week.
- The whānau are focusing on ākonga joining WHS: families can register as being included in the whānau Māori. This will mean that the school can assist the whānau rōpū in establishing connections with new ākonga early on.
- In Term 1 a wānanga, dates which will be confirmed on 20 September, will be put into the 2024 calendar.
- The Board noted that students can be co-opted to the Board. The current constitution permits a maximum of four co-opted representatives.

Nicky *MOVED: that Tahaawai James-Kanara be invited to the 16 October Board meeting with the intention of being co-opted to the Board as Māori student representative.*



CARRIED  
David

- It is anticipated that this role could be shared between two students in future.

#### Waka Ama

**ACTION:** Paper regarding proposed purchase costs of an IRB and two other waka to be forwarded to the Board.

David MOVED: that the Board approve the purchase of an IRB to a value of up to \$25,000.

CARRIED  
Nick

- Depending on the student sign up for Waka Ama in Term 4, and the need for a waka to be on the water in early 2024, the Board may approve further expenditure.

#### Ethnicity data

- The order in which ethnicity data are entered at enrolment determines the student's primary ethnicity. This is what NZQA recognises and is currently the ethnicity that is reported in the internal NCEA data analysis.
- It is important that whanau understand that the order in which their student's ethnicities are entered has an impact e.g. on statistics.

**ACTION:** an explanation added to the enrolment form regarding importance of the order in which a student's ethnicities are entered.

Giovanni MOVED: that Te Whānau a Taraika report be accepted by the Board.

CARRIED  
Nick

#### Students' report

- The students' report highlighted WCC's 'Pedal ready' event to promote active transport; the Senior Ball at Te Papa; the political candidate; Te Wiki o Te Reo Māori; The Shonas', WHS's new media awards evening; and the staff vs student 'Wakefield Boot' competition which currently stands at 2:2 with the staff vs students football match still to be played.
- Bella and Nīkau were thanked for their final report as student representatives.

Nicky MOVED: that students' report be accepted by the Board.

CARRIED  
Evžen

As Sue Kemp is on leave, no Finance report was tabled at the meeting.

#### **Strategic Business**

- The 10 year property plan document was tabled to the Board. This will be the focus of discussion at the October meeting.

#### **Functional business**

##### Property update - L/M Block lifts

- For this item the Board moved to in-committee at 7.49pm. The public meeting resumed at 7.57pm.

#### **Governance**

##### School Board Elections | Staggered (mid-term) elections



- There is no mechanism to move to staggered elections during the current triennial term.

Nick MOVED: that the decision on moving to a staggered election will be deferred until 2024.

CARRIED  
Richard

David MOVED: that the Board approve, in principle, promotion of the Board and its work to the WHS community.

CARRIED  
Nick

8.00pm: Wyatt requested that the Board extend its meeting for a further 30 minutes.

#### Self-review survey

- An NZSTA half-day workshop will be held between the October and November meetings.

**ACTION:** Options for the half-day workshop to be sent to the Board.

#### Student representative election update

- It was noted that the results of the student election would be known by the end of term.  
Results by end of the week

#### Staff representative election

Giovanni MOVED to appoint Alison as the Returning Officer for the staff representative election.

CARRIED  
Nick

Wyatt MOVED: that the proposed timeline for the staff representative election be accepted by the Board.

CARRIED  
Nick

**ACTION:** The resignation email from the previous staff representative should be added to Board correspondence.

### **EOTC**

#### EOTC subcommittee - vacancy and updated terms of reference

- Vacancies on the committee exist due to changes on the Board. Richard joined the subcommittee.
- Amendments to the Terms of Reference
  - Appointing a lead member.
  - If a resolution is not approved within two working days, the lead member convenes an online meeting.
- David took on the role of lead for the EOTC subcommittee.

Giovanni MOVED: that the modifications listed to the EOTC subcommittee's terms of reference are adopted by the Board.

CARRIED  
Richard

- The summary of EOTC approved since the 21 August meeting was accepted by the Board.



Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
<b>Magazines, Newsletters, Promotional</b>			
28.08.2023	Ministry of Education	<a href="#">Education Gazette Vol 102, no 11</a>	
18.09.2023	Ministry of Education	<a href="#">Education Gazette Vol 102, no 12</a>	

<b>Letters and Addressed Mail</b>			
01.	28.08.2023	NZSTA	<a href="#">Student representative elections - memo 2</a>
02.	31.08.2023	NZSTA	<a href="#">The Board's Role in Health, Safety &amp; Wellbeing - Zoom Workshops</a>

David MOVED: that the correspondence be received by the Board.

CARRIED  
Nick

AOB

The meeting moved to in-committee at 8.23pm.

The meeting concluded at 10.15pm.

