

WELLINGTON HIGH SCHOOL – BOARD MINUTES

Minutes of a meeting held on **Monday 19 June 2023 at 6.00pm**

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

Apologies: Dominic Killalea (Principal)

Visitors: Nigel Sutton (CEC Director)

The meeting opened with the karakia.

Declarations of interest

David: Co-chair of NZSTA Wellington / Wairarapa Regional Executive

Minutes of last meeting

Hannah MOVED: that the minutes of the meeting on 22 May 2023 be approved.

CARRIED
Richard

Matters arising from the minutes

- EOTC - see below

Introducing the Community Education Centre (Nigel Sutton)

- The Board welcomed Nigel Sutton to the meeting. Nigel spoke to the CEC report outlining the CEC's structure, enrolments, turnover and its context within the AE sector.
- The CEC brochure (print run 20k copies) is a point of difference with other providers with copies distributed via New World stores across the city, plus Waitohi (Johnsonville) and Johnsonville Mall.
- **Action:** Nick to contact Pak'n'Save Kilbirnie re: CEC brochure distribution
- The Board would welcome information regarding funding and the complexities of funding rules.
- Nigel was thanked for his time and for introducing CEC to the Board.

EOTC

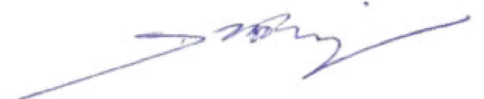
EOTC Management at WHS

- The EOTC Management at WHS paper was considered by the Board who noted that Regulation 8 of the Education (School Boards) Act 2020 allows for delegation from the Board to the Principal or staff member. At WHS this is Rebecca Rāpirā-Davies who is registered on the EOTC coordinator's national database.
- The amendments proposed give a clear, risk based approach for the school to follow. It was noted that if the proposed changes were not accepted by SchoolDocs as a result of policy review then the school will need to follow the revised SchoolDocs policy.
- The proposed policy change would see the Sports Coordinator be responsible for sports related EOTC rather than the EOTC coordinator. The Board proposed the following amendment:

"At Wellington High School and Community Education Centre, a senior staff member fulfils the role of EOTC coordinator, except for sporting events which are approved by the EOTC coordinator and overseen by the Sports Coordinator."

Hannah MOVED: that the Board approve the amended EOTC policy proposal.

CARRIED
Nick



Action: Questions for the EOTC coordinator

- The Board requested information regarding the training that is available for staff in EOTC coordination roles (e.g. Sports Coordinator).
- The Board requested information regarding steps taken to ensure that there is resilience for EOTC coordination at WHS. What would happen, for example, if the EOTC coordinator was absent.

EOTC subcommittee

- The Board retains approval of all overseas and highest risk trips through an EOTC subcommittee. The subcommittee would be able to pass decisions to the whole Board if they felt whole Board approval was required.

Hannah MOVED: that the EOTC subcommittee terms of reference be approved by the Board.

CARRIED
Nick

- If a subcommittee member is out of contact they should notify the other members who can co-opt an additional member if the absence is known ahead of time.
- The Board gives approval for the initial plan put in place. If a backup is required this must be at a lower risk level than the original plan.

Richard MOVED: that Hannah, Nick, Wyatt, Nikau and David will form the EOTC subcommittee

CARRIED
Nicky

Giovanni MOVED: that the Board thank Rebecca Rāpira-Davies for her work on EOTC

CARRIED
Jorah

Nick MOVED: that the Social Studies trip to Taranaki be approved and that the record of EOTC approval be received by the Board.

CARRIED
Wyatt

Reports

Principal's report

- The Board requested that Dominic speak to developments with property at the July meeting.

Nicky MOVED: that the Board thanks Dominic, acknowledging the extra time and commitment he has dedicated to Kapa Haka this term.

CARRIED
Hannah

- **Action:** David & Giovanni to write to teaching staff to express the Board's support during the PPTA Industrial Action.

Nick MOVED: that the Board extend thanks to Dominic for the mid-term Principal's message and accept the Principal's report.

CARRIED
Jorah

Finance report

Nick MOVED: that the Finance report for May be received by the Board.

CARRIED
Jorah



Nick MOVED: that the Board extend their thanks to Sue Kemp for her work on the annual accounts.

CARRIED
Hannah

Action: Letter of representation be tabled at the July meeting

Action: Audit management report to be tabled when received.

Students' report

- Student Council's tikanga Māori representatives are organising a Mātariki celebration for 21 July which will include kai, kapa haka performances and fundraising in the aftermath of Cyclone Gabrielle.
- Students have reported that period products in student bathrooms run out quickly.
- **Action:** Alison to discuss how often period products are replenished with Student Services.
- Metlink buses continue to be problematic particularly around Hataitai. It was noted that the school has made some progress regarding Island Bay services and that service extensions may be possible for Karori.
- The Fem Club are preparing for the Flea Market
- The final day of term will be PJ day.
- WERO leaders have been busy with Open Day with a group involved in a successful submission for the Cullen Breakfast's Strengthening Democracy project.
- The student representatives have met with Grant Robertson MP and are hoping to meet with Metlink.

Nick MOVED: that the Board endorse the student representatives' letter to teaching staff re: PPTA Industrial Action.

CARRIED
Nicky

(Hannah, as staff representative abstained).

Nick MOVED: that the Board accepts the student representatives report.

CARRIED
Nicky

Strategic Business

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Functional business

Code of Conduct

Hannah MOVED: that the Board notes the code of conduct.

CARRIED
Wyatt

Faculty Reporting 2022

Nick MOVED: that the Board thanks the Heads of Faculty for their engagement in the reporting process and for the high quality of their responses and feedback to the Board's questions.

CARRIED
Wyatt

Nepal trip - approval in principle

- Although the trip is for Year 13 students who will be former students by the time the trip runs, the majority will still be 17 years old. Liability for the trip therefore rests with WHS and the Board.
- Additional information e.g. COVID contingency and full RAMS assessment is required before the trip can be approved in principle.
- EOTC coordinator involvement is necessary to ensure that documentation meets policy standards.

Nick MOVED: that the Board invites Bharat Pancha to the July meeting to present the proposed Nepal trip in detail.

CARRIED
Hannah

Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
Magazines, Newsletters, Promotional			
15.05.23	Ministry of Education	Education Gazette Vol 102, no 7	
09.06.23	NZSTA	STA News - May 2023	

Letters and Addressed Mail			
1	23.05.23	NZSTA	NZSTA AGM
2	23.05.23	NZSTA	Giving effect to Te Tiriti o Waitangi (Part 2)
3	23.05.23	SchoolDocs	SchoolDocs Advisory
4	23.05.23	Prue Poata	Urgent: WHS students & Makara Model school bus service
5	30.05.23	Ministry of Education	He Pitopito Kōrero: Bulletin for School Leaders
6	06.06.23	NZSTA	Appointment of delegate
7	06.06.23	NZSTA	AGM Booklet
8	06.06.23	NZSTA	AGM
9	08.06.23	SchoolDocs	Term 2 - Upcoming changes
10	08.06.23	NZSTA	Holidays Act Remediation - Advance Notice
11	09.06.23	NZSTA	STA News
12	09.06.23	PPTA	PPTA Strike Notification (12-30 June)
13	12.06.23	PPTA	Paid Union Meeting Notification (26-30 June)
14	13.06.23	Ministry of Education	He Pitopito Kōrero: Bulletin for School Leaders
15	14.06.23	NZSTA	Sector Update: Code of Conduct for School Board members

Makara Model bus service

Evžen MOVED: that the Board supports the school in negotiations with the MOE to find the best possible outcome for transport for students living in Mākara.

CARRIED
Giovanni

Action: Alison to share most recent correspondence with David so he can write to the MOE transport team on the Board's behalf ahead of the 21 June meeting that will discuss transport exceptions.

NZSTA AGM

Evžen MOVED: that David be the Board delegate for the NZSTA AGM.

CARRIED
Hannah

Hannah MOVED: that the NZSTA AGM delegate exercises a free vote on the Board's behalf.

CARRIED
Nick

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

CARRIED
Nick

The meeting moved to in-committee at 8.06pm

The meeting moved out of in-committee at 8.29pm

AOB

- A Board social was suggested. It was acknowledged that this is a challenging time of year. To be revisited at a later date.
- The Board extended their thanks to Krishna Cafe for the dinner provided.

