

WELLINGTON HIGH SCHOOL – BOARD MINUTES

Minutes of a meeting held on **Monday 8 April 2024 at 6.00pm**

Present: Wyatt Page (chair), Dominic Killalea (Principal), Richard Ngatai, Evžen Novak (late), Giovanni Tiso, David Cooling, Nina Martin-Edgar, Maaike Day, Nick Tramoundanas

Apologies: Jorah Ramlan-Pointon, Tahaawai James-Kanara, Nicky Birch

Visitors: Prue Isaacs (Acting Board Secretary), Sharon Henry

The meeting opened with the karakia

The visitors were welcomed to the meeting.

Nina MOVED: that Sharon Henry be granted speaking rights.

CARRIED
David

Japan Trip - 2025

- Sharon presented the proposal for a school trip to Japan in April 2025.
- Students will spend one week in a language school and one week with a host family attending a local school.
- In addition, there will be 5 days of sightseeing in Tokyo - three of these days are organised days and two are where students choose and organise their own itinerary for the day.
- Sharon presented a detailed itinerary and breakdown of costs and acknowledged that this is not going to be a cheap trip but it will go ahead with the minimum number of 12 students.

Giovanni MOVED that the Japan trip be approved to continue with planning

CARRIED
Nina

Minutes of last meeting

Maaike MOVED: that the minutes of the meeting on 11 March 2024 be received as a true and accurate record of the meeting.

CARRIED
David

Matters arising

- Schedule of delegations has been updated by the Board Secretary and needs to be actioned by David and Wyatt
- Short term solution has been proposed to solve the issue of no onsite staff during after school hours sports. 2 x sports coordinators have adjusted their hours to cover this.

Reports

Principal's report

- Dominic spoke to the Principal's report noting that Edward Meredith has resigned and will be leaving in early May. This creates a vacancy in the Business Studies department, the Year 13 Dean and the Board staff representative.
- The Board had a brief discussion on the number of students taking Māori language courses and noted that the drop in Year 11 students was a result of lower numbers in Year 10 in 2023. These numbers will rise again in 2025 with increased Year 10 numbers this year.
- Question from Wyatt on how feedback from the Board is managed in the Professional Growth Cycle. Dominic noted that this happens continuously on an informal basis and it is likely we will participate in the NZCER TSP survey which is available during terms 2 and 3.
- Megan Southwell has been appointed as the Lead of our Kāhui Ako. The Board congratulates Megan on this excellent appointment.

Giovanni MOVED: That the Principal's report be received by the Board.

CARRIED
Maaike



Students' report

- The student representatives highlighted the excellent results from WHS at the summer sports tournament.
- The Board is impressed with the 24 member student council that will meet this week for the first time. There is more representation from years 9-12 than last year. The student reps are positive and excited about working with the council.

Evžen MOVED: that the students' report be received by the Board.

CARRIED
Nick

Finance report

- The audited accounts for 2023 were looked at in detail and two areas (Bulk funding and cyclical maintenance) were identified as contributing to the change from approximately \$50,000 surplus to a \$120,000 deficit. Sue is drilling down into the 'Bulk funding' component to better understand what contributed to the difference.
- The change in cyclical maintenance provision was significant, we underestimated the amount required and it looks like this may have been the case for some time. To avoid a deficit in the future, it is proposed that we increase the amount allocated to about \$140k annually into the future. However, it was noted that a number of works included in this provision are unlikely to occur if and when the master planning advances. It was noted by the Principal that cash and working capital are still very healthy and he has no concerns with respect to our overall financial position.
- David requested a copy of the draft accounts to be circulated.
- The March report accompanying these Board docs shows income and expenditure on track for 2024.

Nina MOVED: that the Finance report be received by the Board.

CARRIED
Maaike

Strategic Business

None

Functional business

1. Cyclical Maintenance Plan

- The Business Manager requested an increase in the cyclical maintenance budget to represent more realistic costs (see above under the Finance Report).

Giovanni MOVED: that the Board approve the increase in cyclical budget as per the financial report

CARRIED
Nick

2. Staff Board representative casual vacancy

- The resignation of Edward Meredith has created a casual vacancy for the staff Board representative.
- The decision was made to go with timeline 2 for this vacancy.
- Nominations called for with deadline of 29 April

David MOVED: that the Board appoint Alison Jeffery as the Returning Officer for the casual vacancy

CARRIED
Nina

3. Policy Review

- Board Responsibility - The policy is fine but a bit generic. It also refers to the 'Inclusive Education' policy, which Wyatt noted did not have reference to neurodiversity, which is a feature of our school.
- Richard noted that the policy reference to Te Tiriti o Waitangi needs to include teachers and staff - he has included this in his comments for review.

EOTC approvals

- Board noted that the process for EOTC approvals is a good one and is working well.
- Police checks for the Nepal trip have not been received yet but these are expected soon. Update - they were received the next day and all is fine. The trip to Nepal left on Wednesday so this information arrived just in time.

Maaike MOVED: that the Board endorse the decision of the EOTC approval committee

CARRIED
Nina



[Correspondence](#) received by the Chair and actions taken:

Date	From	Concerning	Action
Magazines, Newsletters, Promotional			
18.03.2024	Ministry of Education	Education Gazette, vol 103, no 3	
Letters and Addressed Mail			
01	Sam Fowler - Head of Property, Ministry of Education	Focus on an affordable and sustainable future for property delivery	

AOB

David noted that the School Trustees Association conference is being held June 7th - 9th and he encourages all members of the Board to consider attending the STA AGM and conference. He offered his attendance as the Board delegate at the AGM.

Giovanni MOVED: that the Board endorse David Cooling as the Board delegate at the STA AGM

CARRIED
Nick

The meeting moved to in-committee at: 7:25pm

The meeting moved out of in-committee at: 7:38pm

The meeting closed at: 7:40pm

