

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 23 September 2019 at 6.00pm**

Present: Dominic Killalea (Principal), Annette Atkins, Gala Baumfield, Reza Zareian Jahromi, Catherine Hill, Jo MacDonald, Evžen Novak, Belinda Rynhart, Solomon Daniel

Apologies: Tom Haig (Chairperson)

In attendance: Alison Jeffery (Board Secretary)

In Tom's absence, the meeting was chaired by Annette. The meeting opened with a karakia.

1. Strategic Business

- Two items of strategic business: 1) Strategic Plan feedback from the Term 3 staff meeting 2) the Charter will be added to the agenda in October.

2. Functional Business

i. Minutes of previous meetings

- Kelly Jean-Louis will provide the feedback requested about Antipodeans for the October meeting.

Jo MOVED: THAT the minutes of the meeting held on 26 August 2019 be accepted.

CARRIED
Belinda

ii. Principal Appraisal

- The Personnel subcommittee contacted two recently retired principals. Both subsequently submitted proposals offering to run this process until the end of 2020. This would consist of termly meetings, followed by an appraisal at the end of 2020.
- The proposals carry a similar financial commitment in the region of \$4,000.
- The proposals have been sent to Dominic for consideration as the subcommittee did not have a preference. Dominic suggested using John Russell for this process.
- This was approved subject to Belinda reviewing the contract prior to signature by the Board chair.

iii. Policy

1) Policy review

- Two policies have been reviewed: Health and Safety; Performance Management. Health and Safety was signed off in the August meeting.
- Clarification was requested whether the performance management process will create evidence for attestation for salary purposes and for renewal of a teacher's practising certificate - and that these are not required to be separate processes. The policy is linked to Collective Agreement negotiations and is a point to note for future review.
- Assurances were detailed in the Principal's report.

2) Delegations

- Dominic outlined the need for a delegations policy and the process through which the proposed policy had been devised.
- Financial delegation - expenditure: this is set at the start of the year and includes delegations to Heads of Faculty and budget holders.
- The Principal's discretionary fund covers unexpected / unanticipated expenditure on curriculum.
- Media delegations were discussed: it was considered that the Board may be the appropriate delegation in some instances and that these could be considered on an issue by issue basis.
- The policy will be circulated by email for approval prior to the end of term. Update - this needs to be approved at the October meeting.

iv. Kāhui Ako update

- The August update was received by the Board.
- Six within school leads have been appointed to help propel achievement challenges that are tightly linked to the strategic plan. Foci include culturally responsive pedagogy, wellbeing and strengthening capabilities for living and lifelong learning. On the theme of wellbeing, the wellbeing @ school survey is currently out for completion.
- Kaitiaki stewardship group has not yet been formed. It is anticipated that this will happen in Term 4.
- The Kāhui Ako's first pānui has been circulated to all constituents.

v. Prizegiving - Board of Trustees speech

- This was discussed and it was agreed that the Board Chair should speak at Senior Prizegiving.
- It was requested that the school's waiata be shared with the Board

vi. Correspondence

- No correspondence received; no action to be taken.

The meeting moved to in-committee at 7.00 pm.

3. Principal's Report

- Dominic spoke to his report, highlighting the following points:
- Elli Yates has requested leave without pay in 2020.

Belinda MOVED: THAT Elli's request be approved.

*CARRIED
Annette*

- NCEA data that is being gathered will be used as a benchmark in future years. The need to understand the different aspects of cohort remains and particular consideration needs to be given to the group of students at the tail of each cohort.
- Rebranding: a meeting had taken place with Chrometoaster in relation to the development of the cultural aspect of the design. It has been confirmed that the cultural aspect of the design can include elements from Taraika. This has been a positive process.
- The vote for student representatives has taken place. Results to be announced on 24 September with new representatives joining the Board in October.
- Policy assurances were given for: Safety Management; Surrender and Retention; Restraint.
- The International student code of practice will be tabled at the October meeting.

- The Board requested access to minutes from the Health and Safety committee.
- Provision of First Aid training for students: targeted provision is available through Outdoor Education, Gateway and STAR.

4. Te Whānau a Taraika

- The next hui will take place in Term 4 (29 October).
- Whakanuia will take place on 31 October.

6. Student Report

- The student report highlighted many events over the past month:
- Level 3 Sociology students had convened a panel discussion with MPs and Just Speak debating prison reform, Māori over-representation in prison populations. The same group also organised a Day of Action
- Pride Week had been celebrated, again involving many speakers from external organisations
- Unsurprisingly, stress levels were rising, particularly among Year 13 who are in their last few weeks before NCEA exams begin.
- The Flannel (student magazine) is in progress
- The Student Council has had two well-attended meetings with a third less well attended.
- At the Inter-High School Skate, Gala took 1st prize in the girls' competition.
- Theo Sutorius had won 1st place in the Chinese Essay writing competition.
- Staff-student sports events have been held.
- Climate March - many students will attend, although many of those with exam pressures are opting to come into school before the march begins.
- The second Music evening of the year will take place this week.
- Concerns over succession and continuation for the student council were expressed. Meetings will continue into Term 4 and efforts made to ensure continuity.

7. Property Report

- Areas concerning property were covered in the Principal's report.

8. Finance Report

- 2019 surplus is estimated to be in the region of \$200k, however, 2020 is likely to result in staffing demands that require cashflow.
- The November meeting will include budget signoff for 2020.
- The Finance 101 workshop was attended by Annette, Evzen and John Wilkinson.
- It was noted that the Board is a crown entity; responsible for the school's performance and ensuring legal and policy compliance.
- Laser cutter / Water cutter proposal received from the Head of Technology was discussed. Although agreed in principle, a decision was deferred until October when this item will be reviewed by the Finance Committee. Solomon will discuss at Weltec as these items, in addition to being valuable equipment, could be a potential draw for students interested in technology / resistant materials.

8. AOB

- A Board social was discussed: this could be part of the November meeting or offsite.
- The role of appointing a deputy chair was raised: this will be discussed further at the October meeting.

The meeting closed at 8.20pm with a karakia.