

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 29 July 2019 at 6.00pm**

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

Apologies: None

In attendance: Alison Jeffery (Board Secretary)

The meeting opened with a karakia.

1. Strategic Business

- There were no strategic items of business for the agenda.

2. Functional Business

i. Minutes of previous meetings

Annette MOVED: THAT the minutes of the meeting held on 24 June 2019 be accepted.

CARRIED
Jo

ii. Archives

- The Board accepted the recommendations made by WHS's archivist with regards to the storage and destruction of documents, with one exception, that the 1998 property and maintenance files be retained. This sort of information can prove difficult to trace from other sources.

iii. NZSTA Conference

- Belinda reported that the review of Tomorrow's Schools was a recurring theme throughout the NZSTA conference.
- The issue of trustee fees had been raised as these have not been adjusted for a long while.

iv. Co-opting members onto the Board

- The Board of Trustees has the opportunity to co-opt representatives on the basis of skills, gender, ethnicity to ensure that the Board is representative of its community.

Tom MOVED: THAT Te Whānau a Taraika be approached for nominees at the 5 August hui

CARRIED
Annette

Tom MOVED: THAT Solomon Daniel be invited as a co-opted member of the BoT

CARRIED
Annette

- No other gaps in Board membership were perceived.

v. Establishing subcommittees

- A subcommittee has already been established for Finance (see minutes of 24.6.19 meeting).
- Personnel committee to focus on HR / personnel related issues to meet as required. This group will conduct the Principal's appraisal. Tom, Belinda and Jo to form this subcommittee.
- The idea of a stand down / disciplinary committee was discussed but rejected due to the 7-day timeframe in which meetings must be convened. The meeting concluded that disciplinary committees will be more effectively established on an as needed basis.
- Property sub-committee. This will be considered in the future as it could be good to involve others but is not required at present.

vi. Community consultation for school charter

- The school charter is now in place until 2023. The board needs to review and decide to what extent it may need to be modified.
- 30 minutes to be dedicated to this at the next meeting.

vii. Triennial elections

- The board debated whether staggered elections should be held to ensure continuity of representation. The consensus reached was to maintain the *status quo* but to re-visit in Term 3, 2020.

viii. Term 3 policy renew

- The background and purpose of School Docs and the review schedule and process were outlined.
- The timeline for Term 3 was defined. The policies will be reviewed with feedback provided in the September meeting.
- Responsibility for policy review was delegated as follows:
 - Health and Safety: Belinda, Catherine, Reza and Gala
 - Performance Management: Jo and Tom
- Alison to set up a Google Doc for comments.

ix. Student representatives for 2020

- The timeline for the student representative elections was discussed. The meeting agreed that 19 September will be the election date and Alison will act as Returning Officer.

x. Conflict of interest register

- A Google form will be set up and shared with the board to record details of any perceived potential conflicts of interest. This form will remain open and can be added to if and when needed.
- Tom to send around the NZSTA description of Conflict of Interest.

xi. Correspondence

Tom MOVED: THAT correspondence be received.

CARRIED
Annette

The meeting moved to in-committee at 7.15 pm.

3. Principal's Report

- Dominic spoke to his report, informing the board that the school had had to contribute \$7,000 from the school's budget towards the PPTA settlement as WHS employs beyond MoE funding.

- The board noted that the enrolment predictions are Dominic's and that these differ from MoE's.
- The report addressed the discrepancy between the school's physical accommodation and the number of classrooms needed regardless of which enrolment prediction is the most accurate.
- 2019 has seen unprecedented growth at Year 11 with more than 40 students enrolling into this year group since January. Classes are consequently full and new enrolments would have to consider *Te Kura* for some options so that we do not over-fill this year group.
- The board were informed of the Kahui Ako information session that will take place on 6 August.

Tom MOVED: THAT Dominic's report be received.

CARRIED
Reza

4. Staff Report

- Catherine spoke to her report which included summarised highlights of events in the past month and focused on collaborative learning in Years 9 and 10. The Kapa Haka report was also presented.

5. Te Whānau a Taraika

- No report was received from Te Whānau, as their hui will take place on 5 August.

6. Student Report

- The first Student Council meeting has been held with WERO leaders. The next meeting will take place on 5 August.
- The report also recommended that board members take the opportunity to visit the Blank Canvas exhibition.

7. Property Report

- See Principal's Report above.

8. Finance Report

- The Finance sub-committee had received a detailed report from the Business Manager, detailing financial processes. This will be shared with the rest of the board as it provides useful context.
- In future the \$1000+ expenditure report will only circulate to the Finance subcommittee.
- The dependency on International Department and Community Education fees was noted.
- The International Department's report will be included in the Curriculum and Participation report for 2019. The International Department and CEC will be invited to report to future board meetings.

8. AOB

- Tom will attend the MoE's NCEA Hui on 22 August and will report back to the next meeting.

The meeting closed at 8.30pm