



WELLINGTON HIGH SCHOOL – BOARD MINUTES

Minutes of a meeting held on **Monday 21 October at 6.00pm**

Present: Wyatt Page (Chair), Giovanni Tiso, David Cooling, Evžen Novak, Fiona Nichols, Maaike Day, Nina Martin-Edgar, Tahaawai James-Kanara, Richard Ngatai, Jorah Ramlan-Pointon

Apologies: Dominic Killalea (Principal), Nick Tramoundanas, Nicky Birch

Visitors: Shaun Tavernor (Acting Principal), Sue Kemp (Cleaning Proposal and Term 4 policy review), Simon Russell (Rarotonga EOTC); Jason Reddish (Rarotonga EOTC); Maaike Day (outgoing student rep); Nina Martin-Edgar (outgoing student rep); Tahaawai James-Kanara (outgoing student rep); Noa Ellis (Rarotonga EOTC); Frankie Savage (Rarotonga EOTC), Fern Ashby, Aidan Gillespie

In attendance: Alison Jeffery (Board Secretary)

The meeting opened with the Karakia.

Richard MOVED: that the visitors be granted speaking rights.

CARRIED
Evžen

Jorah MOVED: that Evžen Novak be co-opted to the Board until the end of the current term in 2025.

CARRIED
Geronimo

Newly elected student representative Geronimo LaHood was welcomed to the Board with Aidan Gillespie and Fern Ashby who are providing support.

Rarotonga EOTC proposal

- Noa and Frankie spoke to the trip proposal, the aims and purposes of the trip highlighting key competencies and curriculum links. The presentation included detailed costings.
- If approved the EOTC will be from 9-16 July 2025 for 30 year 13 students and 4 staff.
- Fundraising opportunities are being sought with the aim of enabling students who want to attend but are not able to raise funds individually to do so. Other students may be able to self-fund with family contribution.
- The Board is not being asked for financial contribution. WHS may be approached for hardship funding for individuals.
- The Board suggested that opportunities to extend the trip beyond ODE are considered.

David MOVED: to approve the Rarotonga EOTC in principle.

CARRIED
Evžen

ACTION & TIMELINE:

- Parent meetings and a request for airfare deposits will be made by the end of term 4 with an update regarding viability presented to the Board's December meeting.
- RAMS and all documentation to be completed in full and presented to the April 2025 meeting.

Simon, Jason, Noa and Frankie were thanked for their contribution to the meeting and left the meeting at 6.30pm.

Cleaning proposal (Sue Kemp)

- Two options were presented, the second providing two ways in which it could be actioned. It was noted that there were pros and cons for all options.

- Staff on the cleaning contract are classed as vulnerable workers. The team will be offered employment regardless of the option selected.
- WHS is confident that cleaning could be managed in-house through employment of a supervisor to manage and mentor the team. This role would include daily meetings with the Property Manager. Relief team members would be employed to cover for employees on sick leave. Employees would be onboarded and paid through Education Payroll.
- Alternative: OCS replaced through MoE GETZ tendering process or through requesting quotes from three reputable companies.
- Board concerns related to the risks of employment and the success of an in-house move being dependent on the supervisor and their ability to build and mentor a team.

Richard MOVED that OCS should be given notice and an alternative found.

CARRIED
Evžen

Evžen MOVED that the Board accept the proposal to bring cleaning in house for a one year trial with a six month review.

CARRIED
Giovanni

- It was suggested that WHS get information from three companies to understand and assess the current market.
- If a viable opportunity was presented then cleaning should continue to be outsourced.

A revised motion was tabled:

That three known cleaning companies be invited to provide quotes to evaluate current market provision. The school retains the possibility of bringing cleaning in house for a one year trial, with a six month review if these are not suitable.

The revised motion was accepted by the Board.

Finance policy review

- Sue spoke to the Term 4 policy review and its focus on Finance and the policy review process was explained.
- Sue confirmed that the policies are fit for purpose from WHS's perspective.

Finance report

- Many payments are made earlier in the year so payment income is often lower at this point.
- Teacher salaries expenditure is in excess of the amount budgeted.
- CEC projections are unlikely to be met with tutor recruitment, reduced demand and loss of free parking having an impact.
- International student income is high and marketing trip costs are also high this year.
ACTION: Information to be provided to facilitate understanding of the relationship between agent connections, recruitment trips and international department income.
- Relief costs cannot be forecast but it was noted that there are circumstances where some funding can be reclaimed.

David MOVED that the Finance thank Sue for the Finance reporting and that the Finance report be accepted by the Board.

CARRIED
Giovanni

ACTION: Sue to be invited to future meetings where pertinent.

Sue was thanked for her contribution and left the meeting at 7.30pm.

Minutes of last meeting

Giovanni MOVED that the minutes of the meeting on 16 September be received as a true and accurate record subject to the EOTC participant details amendment (see below).

CARRIED
Fiona

Amendment to the minutes of 16 September:

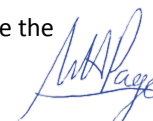
Confidential participant details can be provided to Board members (including the EOTC Committee) if requested, but this information is not normally needed when making a decision.

Matters arising from the minutes:

Taraika carving

- Whakamarurangi met with Ihaia Puketapu regarding the initial cost estimate. A revised budget of \$80,000 will enable the carving to be completed to the desired standard while also enabling a group of students to learn how to carve.

Giovanni MOVED that the Board support the increased budget of \$80,000 to enable this project to proceed.



CARRIED

ACTION: Matters arising requiring feedback to November meeting:

- Concerns and complaints policy to be reviewed by SLT
- EONZ Board Training
- Black Soldier Fly Farm

ACTION: Staggered election proposals to remain on the agenda until the 2025 election date is announced.

Reports

Principal's report

- The Heads of Science and Food Tech are looking at the fit out of specialist rooms as part of the preparation for the construction of block 1 which will total 16 teaching spaces.
ACTION: WSP and Ellen Tanner to be invited to update the Board at the November meeting.
- Approval for design stages has been received along with confirmation that WHS is a school with a high level of need.
- 13/14 October heavy rainfall resulted in flooding in the Riley Centre, Com1B and Com3.
- In the light of government cancellation of Te Ahu o Te Reo Māori funding, what alternatives are being considered? Te Reo is being offered again in Term 4 through Kāhui Ako but beyond this provision is unclear. It is important to maintain momentum in this space and to have a wider regional understanding of the school's provision for Te Reo.
- It was noted that Te Reo provision is part of PLD. WHS could seek to fund this and it is important to recognise the link between the budget and the school's strategic priorities which include continuing to develop matauranga Māori in the curriculum.
- It was suggested that this discussion is continued when Dominic returns to school.

Richard MOVED that the Board accept the Principal's report.

CARRIED
Evžen

Te Whānau a Taraika

- The next Te Whānau a Taraika report will be to the November meeting after Whakanuia.

Students report

- Maaike, Nina and Tahaawai were thanked for their contribution to the Board in 2024-2025.

Jorah MOVED that the Students' report be accepted by the Board.

CARRIED
Evžen

Finance reporting

- See above

Strategic Business

- Cleaning proposal (see above)

Functional business

Annual Plan

- Due to time constraints this item was moved to the November meeting

Term 3 attendance report

- The Deans have been asked for feedback relating to the year groups they oversee.
ACTION: Shaun to provide feedback to the November meeting.
- It was noted that there was no mention of times during the day when students might be absent and possible reasons for this.
- Factors such as school anxiety, Te Kura dual enrolments all contribute to these data.
- The attendance report was received by the Board.

Evžen MOVED that the meeting be extended by an additional 30 minutes.

CARRIED
Giovanni

Governance

Policy review (see visitor reports above)

EOTC

Giovanni MOVED that the summary of EOTC approved since the 16 September meeting be received by the Board.

CARRIED
Jorah



Staff Travel Scholarship

Jorah *MOVED* that Anna Macrae's scholarship report be received by the Board.

CARRIED
Evžen

David *MOVED* that the Staff Travel scholarship be approved in principle for 2025.

CARRIED
Richard

Provisional dates for 2025 Board meetings

- The dates were noted as provisional.
- ACTION:** Confirm dates for 2025 meetings at the November meeting

Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
Magazines, Newsletters, Promotional			
12.8.2024	Ministry of Education	Education Gazette, vol 103, no 12	
2.9.2024	Ministry of Education	Education Gazette, vol 103, no 13	
Letters			
16.9.2024	NZSBA	Nail the essentials	
23.9.2024	Anna Macrae	Raranga Workshop report	
9.9.2024	SchoolDocs	Term 4 advisory	

- The Board thanked Anna Macrae for arranging and reporting on the Raranga workshop.

Richard *MOVED* that the correspondence be accepted by the Board.

CARRIED
David

AOB

- The government's decision to remove term time teacher only days during term time was acknowledged as having a negative impact on staff. Teacher only days will need to move to the beginning and end of term. The overall number of half days a student is in school will remain unchanged at 378 / 380 depending on whether Matariki falls in term time.

The Board moved to in committee at 8.25pm

The Board moved out of in committee at 8.29pm

The meeting closed with the Karakia at 8.30pm

For future agendas: (see also the [Board's annual plan](#))

All future agendas until resolved - staggered elections

- November 2024 - Annual planning
- December 2024 - Update for Rarotonga EOTC
- March 2025 - Final approval for Nepal trip
- April 2025 - Final approval for Rarotonga EOTC

