

**Minutes of Wellington High School Board of Trustees Meeting  
Held Monday 25 November 2019 at 6.00pm**

- Present:** Dominic Killalea (Principal), Annette Atkins (Deputy Chair), Lily Parkin, Alex Quinn, Catherine Hill, Jo MacDonald, Evžen Novak, Belinda Rynhart
- Apologies:** Tom Haig (Chairperson), Solomon Daniel
- Visitors:** Willow Ashby, Aidan McDougall, Prue Isaacs (International Director)
- In attendance:** Alison Jeffery (Board Secretary)

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

**1. Strategic Business -**

- There were no items of strategic business

**2. Functional business**

**i. Minutes of the last meeting**

Matters arising from the minutes:

- The Board social is confirmed for 12 February 2020.
- Edits made to the charter at the October meeting were agreed.
- The Delegations Schedule was confirmed.
- Health and Safety - this will be an agenda item for the February 2020 meeting.
- Property - confirmed that no additional Board members were needed to join the Property group. If Evzen is not available, Dom is already in attendance to report back to the Board.

*Belinda MOVED: THAT the minutes of the meeting held on 21 October 2019 be accepted.*

CARRIED  
Jo

**ii. International Department report**

- Prue spoke to her report, summarising her first year in the role and giving Board members the opportunity to ask questions.
- WHS is part of a consortium of schools marketing in Vietnam, South and Central America.
- Unique selling points for WHS are that the school is non-uniform, co-educational. Asian markets have often been more conventional preferring uniform / tradition but Prue has been able to use the USP to their advantage with new Thai students starting in January 2020.
- Average length of stay is evenly split between short term and long term. Asian students tend to be longer term, and will often attend WHS to complete NCEA. There has been a downturn in the Chinese market due to changes there but this is not having an impact on WHS (3 new Chinese students, 3 from Hong Kong will start in 2020). Germany is also traditionally a strong market.
- Immigration New Zealand and issues with visa applications are having an impact: one potential Vietnamese student had his visa turned down twice.

Prue and her team will continue to work with INZ to try and avoid these issues in future.

- WellyHighInternational Instagram account has been created and is actively used to promote the International Department and is a useful link to students' families.
- Representation on the Student Council was discussed and will be actively sought in 2020.
- Lack, or inconsistency of integration were highlighted and ideas for remedying it were sought. The current buddy system is for a single day: student support for a longer period of time was suggested. The impact of the buddy and the potential for better integration are strongly linked.
- Lack of a common area is also identified as an issue for integration.
- Leavers' survey at the end of students' stay at WHS. Integration is a theme that has emerged through these responses.
- How many WHS students go on exchange? It is recognised that these students are more likely to integrate naturally with international students and could be ambassadors for the International Department when they return.
- Homestays arranged by WHS are recognised as a strength. Most Wellington schools host international students and the homestay market is therefore extremely competitive. Raised the rate of pay for homestay to \$305 per week in 2020.
- German market has always been a strong experiential market with students coming for two terms.
- What could the Board do to help increase marketing success? Keen to establish a relationship with the Board but no current specific requests. Questions are useful and help build vision and connection.
- How can new markets be identified? Partnership with Education New Zealand but WHS has a slightly different flavour so there is some scope for independence from that. Mexico is a market to watch as their traditional US market is currently less desirable.
- Identifying a market is essential. Outdoor Education is an asset in attracting internationals.
- Prue was thanked for presenting her report.

### **iii. Policy review feedback**

- What can help this process? A reminder to the Board prior to feedback being due, defining a process for the Board to follow and internal review for some policies (e.g. EOTC)..
- The difference between review and assurance
- Sun policy review feedback
  - Many queries were raised about the sun policy from School Docs. Recognising the difference between encouraged and enforced.
  - Hat policy
  - Outdoor Ed do give rash tops and provide sunblock.
  - Policy is considered reasonable - no changes to submit.

### **v. Correspondence**

- Wifi in schools email concern
  - Advice that school receives is from the Ministry of Health that there is no issue with Wifi in schools.
  - Recommend that Tom replies to the email received to this effect.
- Donations in schools letter from MoE
  - Effect of the payment from the government per capita in decile 1-7 is unknown. Impact will only be seen over time.

- Student welfare - build in the facility for parents to support student welfare, supporting other families. Dominic talked about establishing a fund for this purpose - equity fund. This would need to be prefaced by a narrative explaining the fund and its purpose.
- Board to receive a report annually to understand how much is raised in this way and how it has benefited students.
- Budget report line 5725 reports on Student Welfare spending. It was suggested that it could have a balancing income line to show how the funds have been generated which could be reported to the community.
- Is there a level of fee that is administratively challenging for WHS to manage? This would need to be followed up with the finance team.

*Evzen MOVED: that WHS establish a special fund for open donations to help students participate fully in the life of the school.*

CARRIED  
Annette

### **Principal's report**

- Current Year 9 enrolment is 273. The average Year 9 class size in January will be 27. Likely to lead to the need to set up an additional herengatahi during the year. However, staffing wise, WHS is overstaffed against the current MoE predictions. It is likely that this will be addressed by funding post 1 March roll return, but the establishment of an additional herengatahi has impact on all subject areas.
- Our additional herengatahi group will be McKelvey after former principal and NZ cricketer Pat McKelvey.
- Enrolment figures are only daunting in relation to property and the ability to house students.
- Zone changes forecast by government are not anticipated to have an impact on WHS zone but may affect others in the city.
- Disciplinary incidents increased over the past month following the departure of the seniors.
- Rebranding continues. The school has liaised with Morrie Love and mana whenua. His daughter will speak to staff on the first day of term in 2020.

### **Te Whānau a Taraika**

- The Term 4 hui took place on 29 October.
- The person who had been nominated to be Board representative withdrew her application. Annette will therefore continue in the Te Whānau role.
- Key areas: parental involvement at the hui. Will try different methods for involving whānau in the group. Megan is keen to champion and investigate why there is such limited involvement.
- Feel that the remit and tangible task is needed and could encourage greater involvement from whānau. It was suggested that work on Taraika could provide a good whānau focus. Introductory Te Reo as part of the hui was forwarded as an idea for consideration. Ways of supporting whānau experiencing difficulties could also be explored.
- Te Wiki o Te Reo Māori was also the focus of discussion at the hui.
- The whānau hui calendar for 2020 was discussed. Increasing the number of meetings was considered and this will be decided at the first meeting of 2020.
- Tim Poi will remain Te Whānau chair for 2020. He is also joining the Kāhui Ako kaitiaki group.

### **Student report**

- Year 11-13 are approaching the end of NCEA exams.
- Year 9 are rolling towards short courses and the Year 9 tramp. Year 10 will go on camp in the final week of term.
- Student Council will launch fully in 2020 with the constitution now fully updated.
- Applications are being sought at the start of Term 1 with a view of launching in Term 2.
- Ambition is to be fully-student led. Ideal is to simplify the model proposed this year to make it more sustainable.
- Trying to keep the Student Council to a maximum of 30 with a leadership group of four (Lily, Alex, Aidan and Willow).
- Cultural representation is also an aspect that required revision.
- Two students from each year group Year 9 - Year 12, 2 international students. Students from clubs related to well being. No sports representation other than the Sports Captains.
- Prioritising those who do not all have roles.
- To send constitution ahead of the first meeting of 2020.
- Student representative focus on integration between year groups. Could be an area where the student welfare fund could also be beneficial e.g. support on tramping. Is tramping part of the NZSSC census return? Alison to advise.

### **Property**

- Property model worked on at WHS is viewed positively by the MoE with Tomorrows' Schools
- MoE recognises schools needs.
- Prefabs will not arrive for the start of Term 1. Will have to come up with a temporary solution. Anticipate being at least two classrooms short for Term 1. Some aspects of the curriculum work in WHS's favour: PE works in classrooms less in Term 1.
- HoFs, Megan Southwell and Dominic went to Christchurch on 21 November, visiting four schools to look at other learning environments. Schools visited included Rangiora, Avondale Girls High School, Shirley Boys High School, Hornby High School, Rolleston College. Dom reported that it was a really useful day and time well spent.

### **Finance**

- 2019 still on target for \$200k surplus (no change since previous meeting).
- The budget for 2020 is similar to the start 2019 with an anticipated surplus of \$6700. This difference is down to a conservative estimate for international students enrolment and also for secondary tertiary partnership student numbers who are funded to a level of 0.6 or 0.7 FTTE.
- In addition there are two additional teachers included which would not be funded on current MoE predictions. However given MoE predictions seem also to be conservative this is less risky than it might seem.
- The Community Education budget is lower by \$70k estimate on 2019. Again this is a conservative estimate that is likely to be exceeded.
- Three anticipated risks: international enrolment, CEC and donations income as a knock-on effect of the government change to donations in decile 1-7 schools.
- Substantive review process goes into ensuring that the budget prediction is in the black. Estimates are consciously conservative to avoid significant risks. With regards to donations the impact of this is likely to be seen in 2021 rather than 2020. The special fund is likely to have significance.
- The capital budget has yet to be tabled. This will be tabled in February 2020.
- Laser cutter - board agreed that this should be procured.

- The Finance subcommittee recommended that the Board approve the 2020 budget.
- Finance reports to be circulated in hard copy in 2020.

*Belinda MOVED that the budget be approved.*

CARRIED  
Catherine

## **AOB**

- Friends of Wellington High report was accepted by the Board.
- Board approved a donation of \$500 for the staff end of term lunch.
- The Board acknowledged the quality of food provision and requested that Mindy be thanked.
- The Board thanked Alison for her work as Board Secretary.

*The meeting moved to in-committee at 8.20pm*

*The meeting closed at 8.55pm*