

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 11 March 2019 at 6.00pm**

- Present:** Deanne Daysh (Chairperson), Dominic Killalea (Principal), Annette Atkins, Charlene James-Meijer, Belinda Rynhart, Chris Roberts, Kasey McDonnell, Ariana Tikao, Solomon Daniel, Reza Zareian Jahromi
- Apologies:** Gala Baumfield
- In attendance:** Alison Jeffery (Board Secretary), Jo MacDonald (WHS parent), Claire Neiman, Hannah Paton Smith

1. Strategic Business

BoT Work Schedule for 2019

- The draft work plan for 2019 was shared.
- The plan includes foci for different areas of the BoT's remit: school, BoT specific business, policy review and MoE recommendations.
- Timings for the HoFs presentations to the Board. It was decided that this will remain as planned, with presentations to the Board in May.

Deanne MOVED: THAT the BoT Work Schedule for 2019 be approved

CARRIED

Tomorrow's Schools BoT submission

- Submissions can take the form of individual submissions online or group papers.
- The discussion raised points related to the special character of WHS, including the place of restorative justice, and these might be affected by the proposal. Concerns that differences between schools might not be respected were also raised.
- With schools dealing with stand downs and the Board involved with suspensions, it was recognised that it could be a useful model in the event of extremely challenging incidents.
- It was suggested that the only area where there was still a lack of clarity concerned the place of Governance.
- It was recommended that individual submissions be made before the 7 April deadline.

2. Functional Business

Community Revegetation Project (Claire Neiman)

- Claire spoke to the community revegetation project, outlining the application she hopes to submit for DOC funding. The grant application is due for submission by 22.03.19 and hopes to secure funding up to \$15,000 over a 3 year period. This would facilitate creation of safe access to an 0.24 ha area that is steep and currently inaccessible. This would enable students and community groups to clear and revegetate the area, creating a habitat populated with NZ native species increasing biodiversity and acting as a wildlife corridor.
- Funds secured would be used to hire a bobcat and driver to clear and lay metalled tracks and construct retaining edges; hire an arborist to assess trees
- Seeds would be eco-sourced by students.

- Other avenues for funding, e.g. the Council, were suggested. It was felt that the community aspect of the project would be viewed favourably. It was recommended that other funding sources be identified and approached.
- Questions of future funding (e.g. related to maintenance) were raised. It is anticipated that maintenance costs would be low: a volunteer group, meeting regularly, would be able to maintain the area.
- Security issues were raised. Having a proper track through the area would result in safer usage. It was acknowledged that ultimately lighting would be advantageous.

Deanne MOVED: THAT the DOC funding application be supported.

*CARRIED
Annette*

April 2020 Classics Trip to Europe (Hannah Paton Smith)

- Hannah spoke about the Classics trip to Europe proposed for April 2020.
- Organised by Travelbound, the itinerary would be similar to previous trips.
- Costings yet to arrive but anticipated for 15.3.19; parent information evening planned for 28.3.
- Itinerary includes opportunity to visit key classical sites, view art and engage in greater appreciation for classical culture; a trip that presents opportunities for supplementary learning, rather than core learning
- 16-17 days trip leaving 2-3 days before Term 1 ends (cost consideration), covering sites in the UK, France and Italy.
- Anticipated figures: 20-30 students, 3 core teachers (Classical Studies and Painted Word) to meet a 10:1 ratio.
- Pricing \$8000 which includes \$1000 spending money for food etc.
- Open to all students, not just those studying Classical Studies or Painted Word.
- It was agreed that, if students made significant efforts to fund raise but could not raise the full \$8000 then the hardship fund could be approached to supplement their efforts.

Deanne MOVED: THAT the Classics trip 2020 be approved

*CARRIED
Ariana*

Analysis of Variance

- Dominic spoke to this report
- It is anticipated that attendance will improve due to the timetable change that splits senior double periods across lunchtime. The timetable change and attendance levels will both be reviewed. The aim is to reach a level of 90% attendance.
- Charlene has responsibility for attendance, identifying students with poor attendance levels and following up by phone. She liaises with the Deans and where there are concerns, families will be invited in to address them.
- Below a level of 60%, attendance has to be referred to Truancy.
- Learning Conversations are being reframed around Learning Habits.
- The School satisfaction survey will take place again in 2019.
- It was suggested that the Learning Conversations information be reworded to reflect opportunities for pathway planning for seniors e.g. focus on timeline for making choices; scholarship opportunities and UE requirements.
- Questions were raised around references to Te Ao Maori and the impact of staff PD in 2018 on classroom practices in subjects other than Te Reo. Responses from staff PD feedback indicated that Te Reo was being used more but it this will continue to be surveyed.

- At a senior level, there was a disparity between the views of parents / students and the school.
- Dissatisfaction with Level 1 courses needs to be communicated: there is the possibility of discontinuing Level 1 courses, but the outcome of the curriculum review is needed to determine whether this is the best course of action: nationally, 10% of students exit at Level 1; 10% fail to achieve this level. Level 2 is recognised as the stepping stones for Trades and Weltec entrance. Other courses accept pre-Level 1. The place of Level 1 continues to be debated.
- It is unknown what could replace Level 1. This is the focus of the CFG meetings and national review. Findings from these groups are unlikely to impact the 2020 timetable as their release is unlikely to coincide with the school's timeline.
- Student results suggest that Level 1 is a useful trial and opportunity for practice.
- It was recognised that ceasing to offer Level 1 courses would not indicate that there was no assessment at this level, rather, it was recognised that this could provide the opportunity to look at different options for assessment.
- Year 13 WERO day is taking a different format in 2019 (a 5-week programme).
- Dominic referred to the lack of tracking students who were borderline for NCEA in 2018. This will be reinstated in 2019 with SLT publishing a list of markers to watch for related to engagement and achievement.
- Questions over trigger factors were raised: observations suggest that watching for decreases e.g. in attendance and engagement were crucial.
- The first mentoring group will be identified in the next two weeks. All levels will be monitored.
- The connection with the rōpū teacher was recognised as critical. If the rōpū teacher is not the best mentor for an individual, they could be mentored differently, but in this instance, there needs to be an awareness of individual's loads.
- It was recognised that WHS accepts students regardless of their support needs. While they may not achieve Level 2 or Level 3 it is hoped that they leave with a sense of wellbeing that they would have been unable to achieve elsewhere. This is a key message that needs to be broadcast so that WHS's story is not just as reported in statistics.
- Reza will be involved in the coordination of a Student Council in 2019.
- Wellbeing data will be gathered for staff as well as students in 2019.

Deanne MOVED: THAT the charter and analysis of variance be accepted.

*CARRIED
Annette*

Matters Arising from Minutes

- Feedback was provided with regards to the job description for the school's archivist. Dominic has met with the post holder and the job description is being refocused to that of an archivist rather than school historian. As part of this work will be carried out on the school's document retention policy. A working group will be convened comprising those with experience in archives and information management.
- The policy on drugs and alcohol had been reviewed.

Kasey MOVED: THAT the reviewed policy on drugs and alcohol be accepted

*CARRIED
Annette*

Minutes of last meeting

Deanne MOVED: *THAT the minutes of the meeting held on 11 February 2019 be accepted.*

CARRIED
Annette

Correspondence

Deanne MOVED: *THAT the correspondence be received.*

CARRIED
Annette

No Matters Arising from Correspondence

3. Principal's Report

- Dominic spoke to the Principal's report which included the appraisal goals for Karen Spencer, DP and Kahui Ako lead.

Deanne MOVED: *THAT the appraisal goals for Karen Spencer be approved.*

CARRIED
Annette

Deanne MOVED: *THAT the Principal's report be received.*

CARRIED
Kasey

4. Staff report

- Charlene circulated her report.
- Te Rōpū Manutaki stayed in the marae during Te Matatini and the school benefited further, receiving a koha of \$500 for hosting and 30 free tickets for Te Matatini which were allocated to Kapa Haka students.
- Dragon Boating: staff placed 4th in the Corporate A finals and the students placed 5th.

5. Te Whanau a Taraika

- The Term 1 hui took place and Tim Poi has been elected chair for 2019.
- The hui was well-attended (20+ attendees) with those present asked to respond to key questions: what does success look like? What contribution can you make? Discussions were active and it was satisfying to see new faces present. The aim is to maintain attendance. It is a kapa haka year so greater participation is anticipated.
- The Term 2 hui date is to be confirmed.

6. Students Report

- Reza reported that future reports will be photographic rather than verbal to capture the mood within the school.
- Aroha Day on 14 February where students signed up to sports and clubs will be followed. The number of groups is large and diverse and it is important to ensure that all is going well.
- More than 400 have signed up to sports.
- Wellington Women's magazine photographed WERO leaders at an event that brought together student leaders from many Wellington schools.
- The general mood among the student body is considered to be positive as deadlines and assessments are not yet fully under way.

7. Property

- The Property101 workshop dates should be held for the June meeting as it may be appropriate for a member of the newly elected Board to attend.
- It was reported that, in the 10 year property plan, 2020 would see painting of blocks A, B and the Hall. In addition there would be general maintenance that would have budgetary implications.

8. Finance

- The Board asked for clarification with regards to the amount of money set aside for cyclical maintenance.
- The surplus from 2018 is currently around \$40,000. This is partly in response to larger provision for maintenance.
- The Business Manager is currently checking provision for maintenance allowances with the auditors.
- CEC is currently performing ahead of their projections. However, concerns related to the annual total as language enrolments are lower than in the past. This will have a knock on effect as with low enrolments in beginner classes, intermediate and higher level courses will struggle to attract those with the right level of competency.
- Donation requests have not yet been sent, but contributions are being made regardless. A request letter will be sent out. Revenue of \$210k is anticipated in this way.
- The Business Manager has been in discussion with the auditors about depreciation allowances. These will be impacted should we receive funding for the Property Plan and would need to increase.
- It was noted that Ariana is no longer attending the Finance Committee meetings. She was thanked for her contributions in this area.
- It was requested that the Financial Delegation policy be downloaded from School Docs and shared with the Board.
- The final report for accounts for the year ending 31.12.17 has been received including auditors' recommendations that all SUE reports are printed and signed by the Principal. Additionally the auditors' report requested that the Board minutes reflected approval of the 10 year Property Plan.

Deanne MOVED: THAT progress with the 10 year Property Plan as of 11.3.19 be approved.

*CARRIED
Kasey*

The meeting moved to in committee at 8.30pm.

9. AOB

- Chair for 2019
 - Kasey nominated Deanne to the position of Board Chair for 2019. This was seconded by Annette.
- BoT Representation for the Deputy Principal interviews (1.4.19)
 - Interviews will follow a two panel structure: panel 1) staff & Board members; panel 2) students.
 - From the Board, Deanne and Annette will contribute to the interview process.
 - Reza will lead the student panel and Gala will be part of the staff / board interview panel.
- Funding overseas travel to support the curriculum

- For any proposed overseas travel to support the curriculum, the lead teacher must submit information for the Board to approve. This was also requested by the auditors.
- The check for overseas travel was shared with the meeting. It was agreed that, as per the MoE directive, this should be completed by all staff wishing to take a trip overseas.
- Delegates for the NZSTA AGM
 - One place to be booked for the NZSTA AGM in July. Additional places can be booked if needed but it was strongly suggested that one member of the Board attend.
- 8.4.19 meeting
 - In Dominic's absence it was agreed that the Finance and Board meetings scheduled for 8.4.19 be cancelled. The next meeting will therefore be the HoFs' presentations on 13.5.19. Any interim paperwork to be circulated electronically. John will circulate an interim finance report.
- HoF presentations
 - Members of the board will review HoF presentations as follows:

Faculty	Board member
Arts	Belinda
English	Reza
Languages	Ariana
Learning Services	Solomon
Maths	Annette
PE	Charlene
Science	Deanne
Social Sciences	Kasey
Technology	Deanne

- Once reports have been received, Board members should compile two questions with a governance focus for the HoF to respond to. Questions should be constructive and the Board representative should also be sure to acknowledge the work done by the HoF and faculty.
- Chris Roberts
 - It was acknowledged that this will be Chris's final meeting. He was thanked for his contributions to the Board and school during his tenure.
- Future of Polytechs
 - The Board was informed about the meeting with regards to Polytech reforms taking place on 18 March at 7.30 at St Peters Church on Willis St.

The meeting moved to in-committee at 8.30pm.

The meeting closed at 8.35pm.