

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 11 May 2020**

This meeting was convened online due to the COVID-19 Level 3 lockdown

- Present:** Dominic Killalea (Principal), Annette Atkins (Chair), Lily Parkin, Jo MacDonald, Evžen Novak, Solomon Daniel, Catherine Hill, Alexander Quinn
- Apologies:** Belinda Rynhart
- Visitors:** Willow Ashby
- In attendance:** Alison Jeffery (Board Secretary)

1. Strategic Business

Equity in the current pandemic environment

- Equity in the current pandemic environment will remain a standing item on future agendas.
- Different experiences will need to be acknowledged as we return to school: consideration of the pandemic's impact on staff, students' families, school donations etc. Operationally this is also covered in the Principal's report.
- Equity covers areas such as access to equipment for students, home environments and students' ability to be online. It is potentially linked to disadvantage for assessments and achievement. The pandemic will exacerbate differences in access to some things: money, access to a good study environment, equipment etc. WHS may be a decile 9 school but the range within the school is not reflected in the decile rating.
- Equity moves beyond financial to organisational: there will have been an inequity of experience that we need to be mindful of. For example, of the 85,000 devices requested from MoE, 15000 were delivered by schools and 12000 by the ministry.
- The Board acknowledged that issues related to pandemic impact are likely to continue to grow.

2. Functional business

i. Minutes of the last meeting

Catherine MOVED: THAT the minutes of the meeting held on 20 April be accepted.

CARRIED
Jo

ii. Matters arising:

By-election progress update:

An extension was granted by the MoE, the election is now to be held on 19 June, assuming that there is an election (more than one person stands). The new member will join the July meeting.

Policy review allocation:

Documentation and self-review - Annette
Employer - Jo, Evžen, Solomon and Catherine

Board members to self-allocate to policies for review, with a view to reporting back at the meeting on 15 June.

Faculty Board reports

The Board received the Faculty reports for 2019. The level of detail, coverage within the reports was acknowledged positively by the Board.

As face-to-face discussion with the Heads of Faculty is not possible this year, a document will be shared that will enable Board members to raise questions with the Heads of Faculty. Heads of Faculty will be asked to respond before the meeting on 15 June and the reports will then be signed off.

iii. Correspondence

- No correspondence has been received during the period since the last meeting.

iv. Independent review of sexual harassment policy

- This is being reviewed as the result of a matter dealt with by the Board Chair in 2019.
- The Sexual Abuse Prevention Network (SAPN) is reviewing the policy and procedure on WHS's behalf.

v. Kāhui Ako report

- The Kāhui Ako report was received by the Board.

vi. Principal's report

- The Principal's report was received by the Board.
- In light of the government's announcement today, the school will reopen on 18 May. SLT continue to discuss this in regards to staggering the return to school.
- Details will be shared in the next few days with parents, caregivers and families.
- Additional documents to be shared with the Board are the Pandemic Plan and a L2 Health and Safety plan once finalised with SLT and the Pandemic Planning Committee.
- With regards to L2, social distancing is not a consideration for schools. Contact tracing is also straightforward with regards to class times where the roll is completed but is harder at lunchtimes.
- The student representatives' advice was sought with regards to senior breaks to consider impact on contact tracing of students going off site etc. Changing the senior lunchtime and seniors going home for period 5 were considered but no decision reached.
- Practicalities of a hybrid model once school resumes on campus are being considered. Teachers will be encouraged to maintain a positive online presence if this is pursued.
- Cafeteria provision is being discussed with Mindy asked for plans related to this.
- Students will be included in the email correspondence sent.
- NCEA insight was received positively. Students shared their views of the impact of lockdown, speaking to the inequities of home study space and the anxieties that home study has resulted in for some. The student representatives expressed concern for Level 1 students: the start of Term 2 can be considered pivotal as students begin to understand assessments etc.
- Concerns were expressed regarding overload for students and staff on their return to school. It was acknowledged that this could affect L3 students as UE is dependent on assessment results. Concerns expressed included

preparedness (for external exams and university), confidence and the ability to forward plan. Scholarships, access to university open days, careers advice are added stresses for Year 13 and it was suggested that younger students be advised to consider these areas earlier in future years.

- NZQA are considering the way forward. Options discussed with Principals nationally include putting exams back by a week, possibly 2 and dropping L1 exams this year. The last point is not unprecedented (post-Kaikoura 2016).
- Positive results from the student survey were also highlighted. It was acknowledged that there are many aspects of remote learning that should not be lost e.g. flexibility and the opportunity to plan work more independently.
- The Board acknowledged the work of Karen Spencer in coordinating the survey and the level of analysis carried out.

Catherine MOVED: THAT the Principal's report be accepted

*CARRIED
Solomon*

vii. Te Whānau a Taraika

- The Term 2 hui has been postponed .
- Upcoming events including Te Wiki o Te Reo Maori are being arranged by Megan Southwell and Whakamarurangi Chadwick.

viii. Students' report

- The student representatives report was received by the meeting.
- Their contribution to the Wellington School Leaders video was noted.
- The student representatives sought the reassurance that students' different experiences of lockdown would be acknowledged on their return to school.

ix. Property

- See Principal's report.
- Additional funding decisions - two extra funding streams exist: Accelerated Modernisation Scheme (funds already committed) and School Investment Package. These give additional flexibility to the school in terms of property / maintenance beyond the MoE's normal conditions.
- The use of School Investment Package funds was discussed. There are a number of possibilities but Dominic has already committed funds to: put heat pumps in two work areas (Languages and CEC), extend the fencing at the northern end of the field, extend the current CCTV coverage. These are small jobs totalling about \$70,000. Possibilities for the rest of the funding were discussed e.g. all weather surface for tennis courts (post MoE funded upgrade), and bilingual signage / wayfinding for the school.
- Comments were invited and the impact of the all weather surfacing work on site master planning considered. The MoE is keen that the school commits funds but the rationale that the school waits until more is known about the master planning is acceptable.
- Signage / wayfinding and rebranding were noted as linked projects. It was suggested that the Faculty reports were read with a view to addressing other matters that are highlighted.
- Signage with Te Reo first and consideration that the blocks are named differently to Block A etc (as they are seen on campus plans). This idea was supported by the Board.

- Questions re: rebranding timeline were asked. This is currently paused. Whether SIP funding could be directed towards rebranding was also raised. The answer to this is yes, it can if it is a part of an existing project, and in the case of the way finding / bilingual signage, it is!
- Ideas were sought from the student representatives. Seating / places for junior students to sit and relax is a perennial issue that student representatives refer to at election. The cafeteria was referenced in this regard.
- Prefabs are due to arrive over Queen's birthday weekend to be in use from the start of Term 3.

x. Finance

- Work is being done by CEC and the International department to revise their budgets in the light of COVID-19. Projections are on the basis of no CEC income in Term 2. The government's requirement that gatherings must be less than 10 understandably has an impact here.
- School donations were also down in the 1st quarter.
- At this stage the prediction is for a \$175k loss.
- MoE instructed the school to pay contractors during the lockdown but the school will continue to look for ways in which expenditure can be reduced without compromising the quality of what we do on a day to day basis.
- This report is just a focussed report projecting CEC and International reduced income. It is before other areas have been considered in terms of reducing costs.
- With the profits from 2019 a loss can be absorbed but 2021 then becomes more critical.

AOB

- Next meeting - 15 June 2020 at 6.00pm. Whether this can be on site will be dependent on the government's next decisions.
- During the meeting, notification of an additional refund of \$70640 for the Classics trip was received.
- The work of the staff over the Easter holiday to ensure that remote learning ran successfully was acknowledged by the Board.
- Dominic shared that the school is considering that the Teacher Only day before Queens' birthday weekend remains as such and that the Tuesday after Queens' birthday holiday be designated half term. The Board viewed this positively.

The meeting moved to in committee at: 5.58pm

The meeting closed at: 6.10pm