

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 11 February 2019 at 6.15pm**

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 & Gala Baumfield

Apologies: None

In attendance: Alison Jeffery (Board Secretary), Jo McDonald (WHS parent), Giovanni Tiso (WHS parent)

The Board extended a warm welcome to student reps Reza Zareian Jahromi and Gala Baumfield; parent visitors Jo McDonald and Giovanni Tiso and Board Secretary Alison Jeffery.

1. Strategic Business

NCEA Results

- Dominic spoke to the recent NCEA results which have prompted much discussion.
- Highlights include a similar number of endorsements to recent years with the highest achieving students achieving towards national and decile statistics.
- Some courses (e.g. Drama123) did not offer credits at L1 but students are expected to benefit with L2 credits in Year 12.
- The national trend for opting out was acknowledged and reflected at WHS. The highest levels of absences and voided papers were recorded.
- L2 results were disappointing with L3 the most concerning, representing a substantial change on previous years.
- Laurie Steele has been employed to work with students who hoped for UE but did not realise this. ENP was cited as a course where students had good opportunity for UE in both English and Religious Studies. Although credits awarded appeared high they did not result in the necessary 14 credits in either pathway. The Religious Studies pathway will not be offered in 2019.
- It was highlighted that many WHS students do not aim for L3 or UE (e.g. Base 1, refugee students).
- Mentoring for students at risk / borderline did not occur in 2018. It is recognised that additional support is needed and Dominic will reinstate the mentoring programme this year.
- Although fewer Arotahi students achieved L1, many realised 40 credits and should reach L1 over two years.
- Deanne requested that Deans focus on less able / at risk students. This was agreed and Deans & DPs meetings will be added to the 2019 calendar to facilitate this.
- Eight scholarships achieved in 2018, the lowest on record, and a reflection of the cohort. Among the scholarships, Gwen Palmer-Steed should be recognised for achieving three.

- Correlation between the length of time a student attends WHS and their NCEA results was highlighted. Students who start in Year 9 normally perform to the decile statistics. Education professional Mary Wooton recognises a six-month set back on transition to a new school. On average WHS receives 55 transfer students each year, compared to the city wide statistic of three transfers per school.
- UE will always be below L3 results as dependent on student plans for entering workplace / further study. Two years after leaving Year 13, 35% WHS alumni are at university.
- Year 13 who achieve L2 are not reflected in the data presented, due to the way data are interpreted at a national level.
- It was observed that some students reported voiding papers on standards taught later in the year when they felt less confident.
- It was requested that current Year 13 be made aware of the reality of the current results.
- It was queried whether data from local schools was available and suggested identifying whether WHS results might be following local trends.
- In summary, two key foci for the leadership team were identified: mentoring and the importance of catch up and support, plus increased opportunity for the DPs and Deans to meet.
- Dominic will update the Board on progress in this area in the meeting scheduled for 13 May 2019.

10 Year Property Plan

- Dominic outlined progress made. Potential funding of up to \$8 million should be confirmed by the end of Term 1.

Board plan for 2019

- Deanne introduced the School Docs policy review schedule for the year.
- Annette provided a document focusing on effective board meetings. Alison to circulate it to Deanne and Dominic.
- The Board discussed merits of planning a focus schedule for meetings throughout the year. It was agreed that links to the school's strategic plan were essential and that WERO could be used as a report focus during the year. In addition, Dominic will speak to the annual plan, rather than produce a principal's report at the final meeting each term.
- Deanne to work with Dominic to put together a plan for the BoT for the year. Key events e.g. NCEA result review, BoT handover will be included.
- School Docs reviews to be reviewed before 11 March meeting:
 - Finance (Chris and Belinda)
 - Alcohol and drugs (Kasey and Annette)
- Dominic confirmed that the policies reviewed are WHS specific. Where School Docs looks at assurance, this is for SLT to provide.

2. Functional Business

Board Elections

- The key dates in planning triennial elections for 2019 as follows:

Event	Date
Fix election date by	Now
Select Returning Officer by	Wednesday 1 May
Close main roll	Wednesday 8 May
Call for nominations by	Friday 10 May
Close supplementary roll	Wednesday 22 May
Nominations close	Friday 24 May
Voting papers sent by	Wednesday 29 May
Election Day	Friday 7 June
Count votes	Thursday 13 June
Board takes office	Friday 14 June

Deanne *MOVED* that John Wilkinson be accepted as the Returning Officer for the Triennial elections.

CARRIED

- Annette raised a postal issue with the elections in 2016. Deanne to follow up with John Wilkinson.
- Ariana requested that she proofread communication to the school community to ensure accuracy of Te Reo.
- Transition to the new Board was discussed. It was agreed that current board members would attend the meeting on 27 June as transition to the newly elected board.

Tomorrow's Schools

- Board members provided feedback on the Tomorrow's Schools report.
- Questions were raised about the proposed Hub model and its structure and how representation between primary / secondary might look.
- Concerns were expressed about the impact on the WHS restorative justice model if BoT no longer responsible for suspensions.
- Tomorrow's Schools has invited submissions by 7 April. It was agreed that the Board will make a submission for consideration in the 11 March meeting.

Minutes of last meetings

Deanne MOVED: *THAT the minutes of the meeting held on 26 November 2018 be accepted.*

CARRIED
Kasey

Matters Arising from Minutes

Updates on two points from the 26 November meeting were requested:

- Progress with regards to creation of a job description for Carey Clements (Archivist). Ariana offered support in drawing up the job description. This item to be updated at 11 March meeting.
- 50 year reunion follow up. Dominic reported there had been no developments.

Correspondence

Deanne MOVED: *THAT the correspondence be received.*

CARRIED

No Matters Arising from Correspondence

3. Principal's Report

- Dominic spoke to his report highlighting Andrew Savage's departure to the Teaching Council. With DP Karen Spencer 0.4 at Kahui Ako, Julie McDonald has stepped up at 0.4 DP. Caitlin Reilly is in post as DP until Andrew Savage's successor is appointed. Mel McGrath is covering some classes for Caitlin.
- The DP post will be advertised next week. The intention is to interview late Term 1 or early Term 2 with the appointment taking effect in Term 2. Time with a student panel will be included in an interview panel comprising BoT, students, staff and SLT.
- The school is staffed on a roll of 1185 which has been exceeded. Staffing changes are being implemented from 18.2.19.
- Questions were raised about the school's capacity: with three rōpū groups in the library and one in the staffroom, the school is four classrooms short.
- Year 9 is currently at 234 with no out of zone enrolments accepted for Year 9 this year. MoE estimates were based on a Year 9 of 212.
- The roll and school capacity is included at fortnightly MoE meetings and these will continue to highlight this.

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

CARRIED
Kasey

4. Staff report

- Te rōpū Manutaki will stay in Taraika from 19 February – 24 February while performing at the national Kapa Haka festival Te Matatini. The Board were invited to attend the welcome pōwhiri on 19 February at 5.15 and dinner at 7.30. WHS has received 30 tickets for the Kapa Haka festival on Friday 22 February. Students in the Kapa Haka group are invited to attend.

- Kapa Haka will be promoted on Ra Aroha on 14 February and hope to attract additional sign ups to reach a group size of 40.
- \$3000 for Waka Ama funding has been received from Infinity for use by March.

5. Te Whanau a Taraika

- The first meeting for 2018 will take place on 18 February at Taraika at 6pm.
- Annette will send an update for the website and an invitation to the school community.

6. Students Report

- Reza spoke of his four day Spirit of Adventure voyage from Bluff to Stewart Island. Along with 40 school leadership representatives from all over NZ he spent time growing an understanding of his role on the Board and that his (and Gala's focus) is not student voice but a governing voice.

7. Property

See strategic business, item 1 for further details.

8. Finance

- It was reported that the recent audit highlighted a change in accounting standards for international trips: international trip revenue is now recognised as a liability as it is paid before a service is provided. Accounts have been re-written to meet the change in standards. This change will impact all schools.
- 2017 accounts have been finalised.
- 2018 accounts are in progress. A \$100k surplus is anticipated due to greater increased revenue from the International Department and CEC. Adjustments are still to be made but some surplus funds are being directed to facilitating maintenance and repairs.
- 2019 budget should yield a surplus of around \$13.5k. The 2019 draft budget includes additional administrative staffing costs and increased funding for licenses.

Chris MOVED: THAT the draft budget 2019 be approved.

*CARRIED
Kasey*

Chris MOVED: THAT the Finance report be received.

*CARRIED
Kasey*

The meeting moved to in committee at 8.00pm.

9. AOB

- The Board agreed to change the date of the May meeting to 13 May. This will become the Heads of Faculty reporting meeting and will start at 5.00.

The meeting closed at 8.25pm.