

**Minutes of Wellington High School Board of Trustees Meeting  
Held Monday 26 August 2019 at 6.00pm**

**Present:** Tom Haig (Chairperson), Dominic Killalea (Principal), Annette Atkins, Gala Baumfield, Reza Zareian Jahromi, Catherine Hill, Jo MacDonald, Evžen Novak, Belinda Rynhart, Solomon Daniel

**Apologies:** None

**In attendance:** Alison Jeffery (Board Secretary), Kelly Jean-Louis

The meeting opened with a karakia.

## **1. Strategic Business**

### **i. School charter**

- With school charters now in place until 2023, the board discussed whether the current charter should be revised, and the extent of any proposed revision.
- Wording was queried and the extent to which the current charter reflects WHS or is fit for purpose. The latter was considered dependent on the intended audience.
- The charter's audience is the MoE. It is uncertain who developed the current charter.
- It was confirmed that this had not been an area of focus for the previous board: minimal updates had been made.
- Areas that could be improved included the mission statement, wording etc. Questions were raised concerning the extent to which the charter is implemented (e.g. Pasifika section; are the areas listed all active in the school?)
- Mission statement needs updating e.g. to include reference to WERO plus a vision statement could be valuable.
- An online version of the charter will be set up for board members to provide feedback on. Areas for consideration include wording; checking that the school depicted is that they see their children attending; checking that WERO is promoted; that the strategic plan is embodied
- The board determined that the student council could also look at the vision statement.
- Thoughts / feedback on the charter will be collated for consideration at the October meeting.

### **ii. Student achievement**

- The Trustees' Handbook, p10 refers to the Board's responsibility with regards to students who are not achieving to their full potential. With this as a focus it was proposed that a schedule be drawn up, enabling groups with equity challenges as the focus. The schedule would run throughout the year and give quality time and focus to these groups.
- Dominic reported that many of these data are already being gathered e.g. achievement by ethnicity.
- Questions raised included how success measures would be identified and how it could be sure that they were working. In addition the concern that this could lead to a significant amount of extra work was raised.
- The board agreed that after the Curriculum and Participation report is published towards the end of Term 1, then a schedule will be drawn up for the rest of 2020.

## 2. Functional Business

### i. Minutes of previous meetings

- A change to the wording regarding the NZSTA conference and review of Tomorrow's schools was requested.
- The Health and Safety policy has been reviewed. This has highlighted the need for assurance in some areas. These will be reviewed as per the School Docs assurance schedule. This will be discussed in the September meeting.

*Evzen MOVED: THAT the minutes of the meeting held on 24 June 2019 be accepted.*

*CARRIED  
Catherine*

### ii. Cambodia trip proposal

- Kelly spoke to the Cambodia trip proposal; an experience that emphasises sustainability and work with international groups on community projects. WHS does not currently offer a comparable trip. It is not tied to any curriculum area, but ties to key competencies. A key element of the trip is the pre-trip preparation and prior learning; something not offered for other trips.
- The trip will be for students in Years 11-13 and the estimated cost is in line with other trips run by external providers. The external provider for this trip is Antipodeans.
- Board members spoke in favour of the trip in terms of its service element and the destination
- Information about the company was requested as was confirmation of the size of the donation that is made to the local community project.
- The timing of the trip was discussed: although scheduled for July 2020, there is flexibility in terms of when the trip could run.
- Concerns raised included equity of community access; donations to the local community versus the value of experience and the cost of relief to the school. With regards to the last point, Dominic clarified that the costs borne would be no greater than for other equivalent trips as the trip would take place mostly in school holidays.
- The board agreed to the trip in principle but requested that Kelly source information about the company prior to the next meeting.

### iii. Kāhui Ako meeting

- Tom, Jo and Catherine attended the Kāhui Ako meeting the purpose of which was to set the scene. The meeting was described as short, well focused and executed.
- Kāhui Ako has asked for boards to consider nominating members to the advisory stewardship group.
- Jo will be the board's nominee for the stewardship group

### iv. Mel McGrath study award

- Dominic spoke to Mel's application for a GradCertTEAL from Massey University in 2020.
- Mel is applying for a study award. One condition of which is the board's acknowledgement and support, which they were happy to provide.

### v. Correspondence

- The Audit report received includes areas for discussion: investigation into the number of books reported as 'lost' from the Library and the Financial

Delegations policy. The latter will form an agenda item at the September meeting.

*Belinda MOVED: THAT correspondence be received.*

CARRIED  
Jo

*The meeting moved to in-committee at 7.15 pm.*

### **3. Principal's Report**

- The figure of 300 Year 9 students for 2020 was queried: Dominic confirmed that this was based on predictions and the rate of change seen in previous years.
- Prefab buildings needed for 2020: four will be needed. MoE has given the assurance that these will be delivered on time.
- Concerns were expressed re: overstaffing for 2020 (see Finance report). Staffing will be confirmed based on 1 March 2020 enrolment; any additional payments needed are backdated to the start of the year.
- Availability of space at Massey University was raised: none is available to rent. The possibility of shared faculty use e.g. field, tennis courts etc is of potential interest to Massey and for future discussion. Massey is also interested in looking at better links between the two sides of their campus.
- The future of the tennis courts / skate park and ACE classroom were suggested as areas that could be used for prefabs. The tennis courts are already up for redevelopment as multi-purpose courts under the 5 year property plan. The area between Main block and Science has been identified as a possible option.
- A longer term issue will be staging e.g. as part of a bigger refurbishment / build. The school is currently planning with everything in mind.
- School visits are possible: Dominic will be taking HoFs to Hornby and other MoE funded projects to consider possibilities.
- A planning committee will be established for property.

### **4. Staff Report**

- Catherine reported that the recent NZSTA workshop had clarified her role as teacher trustee rather than representative for staff.
- Consequently there will be no further staff reports at board meetings.

### **5. Te Whānau a Taraika**

- The turnout to the last hui was small (5-6 families)
- The agenda saw reports on Kapa Haka, rebranding, renaming of Tukutahi, 2020 whānau group presented.
- One nomination for BoT Te Whānau representative was received. It was decided to leave nominations open until the Term 4 hui and then have an election if additional nominations are received.

### **6. Student Report**

- Derived grade exams are currently underway.
- The Feminist club flea market had been a notable success.
- Level 2 Business Studies students have been selling the products they designed and created with a sustainability focus.

- The first official meeting of the Student Council has been held. The fundamental constitution is in place but could be revised in future. This fully led student group is overseen by a member of SLT. Major groups with significant membership are represented and the council has a clear hierarchical structure. The next meeting will take place in Week 7.
- Year level representation at the student council. Two models are being considered for this which will be defined at the next board meeting. Each year group to have one representative on a permanent basis, but this could also be a rotating position. The council is striving to define succession and ensure continuity. A call for interest will be sent, but the council could also coopt members.
- Students would have the option to go through the group leader who best represents their issue: e.g. year level or sports group etc.
- The goal is to ensure that representation is fair and effective. The aim is also to keep the council to such a size that all members can sit around a table.
- It was requested that recommendations and ideas from the student council are passed on to the board.

## **7. Property Report**

- Property 101: information will be forwarded to the Board.
- The meeting had talked about the existing system and not on the impact of the review of Tomorrow's Schools; currently can fund to build beyond MoE's funding, however, then future boards have to pay to maintain additional facilities.

## **8. Finance Report**

- International income is predicted to come in with a surplus of \$100k+ and CEC with a surplus of \$70k+. Overall, the projected surplus is currently estimated to be \$205k+ providing a buffer for 2020 in relation to possible overstaffing related to enrolment projections.
- Delegated authorities: none have the authority for expenditure over \$10k which would be managed by the board.

## **8. AOB**

- Finance 101 workshop being hosted by WHS tomorrow, 27.8.19.
- Principal's appraisal: the Board needs to find an external appraiser. A meeting needs to be held soon so that there is scope for tracking development during this appraisal cycle.

*The meeting closed at 8.27pm*